HSLIC Board Meeting

Friday, January 19 1996
AMHI Library Board Room
Augusta, Maine
10:00 am - 2:00 pm

Agenda

I. Call to Order - Patty Kahn

II. Secretary's Report - Kathy Brunjes

III. Treasurer's Report - Amy Averre

IV. Committee Reports
   A. Archives - Marj Anderson
   B. Education/Program - Cindy White
   C. Membership - John Clark
   D. Newsletter - Ann Jordan
   E. Resource Sharing - Barbara Harness
   F. Scholarship - Sally MacAuslan
   G. S.C.U.M. - Debi Warner
   H. Maine Library Association/SLG - Maryanne Lamont
   I. Maine Library Commission - Sue Jagels
   J. NAHSL - Happy Copley
   K. SACCE - Marj Anderson
   L. Area reports -
      1. Pat Goodwin
      2. Emily Scribner
      3. Cora Damon
      4. Cindy White
      5. Vivian Williams

V. Old Business
   A. NAHSL education committee representative
   B. Individual / student memberships
   C. Other

VI. New Business
   A. MMC/BMC merger
   B. Other

VII. Adjournment
HSLIC Executive Board

Augusta Mental Health Institute
Friday, January 19, 1996

Present: Kathy Brunjes, John Clark, Happy Copley, Barbara Harness, Patty Kahn, Emily Scribner, Amy Averre, Cindy White, Cora Damon, Sue Jagels.

I. Call to Order
    Patty Kahn called the meeting to order at 10:15 a.m.

II. Secretary’s Report - Kathy Brunjes
    Minutes of November 17, 1995 Board meeting were approved. Copy will be
    sent to Ann Jordan for inclusion in HSLIC newsletter.

III. Treasurer’s Report - Amy Averre
    Balance is $3,640.46. UMFK is a new HSLIC member. Amy submitted a
    draft travel reimbursement form for Board approval. Discussion ensued as to
    who may apply for travel reimbursement, and for which HSLIC functions/activities. From feedback obtained during this discussion, Amy will
    work on these issues, and resubmit the form with a policy at the next
    Executive Board meeting.

    Amy reported that the HSLIC MULS updaters have been paid, and their
    current contracts are due for renewal.

IV. Committee Reports

A. Archives - Marj Anderson (absent)
    No report available. Patty had pictures to share of the NAHSL ’95
    conference, and the HSLIC poster session.

B. Education/Program - Cindy White
    Cindy reported that Dr. Patricia Williams has confirmed for the MLC
    in May. Two sessions will be offered on Monday, May 20, with a
    maximum of 30 attendees per session recommended by Dr. Williams.

    Cindy reported that Maryanne Lamont has approached Karen Reilly
    about citing HSLIC as a sponsor in the MLC brochure (HSLIC was not
    noted in the 1995 MLC brochure).

    Togus will not be a viewing site for the March 13, 1996 Medical
    Library Association satellite teleconference ("The Role of the Library
    in Accreditation"). The Board discussed alternative sites vs. the
possibility of purchasing a videotape of the presentation from MLA. Both Franklin and Central Maine Medical Center expressed interest in being a host site. Cindy explained that January 19 was the cutoff date to register to be a site, at a discounted rate. The Board asked Cindy to call MLA to see if a videotape would be available for purchase, before a decision is made on selecting a site or purchasing a tape.

**Follow-up:** Cindy called MLA during the Executive Board meeting, and was told that a videotape would be available for purchase - no price quoted at this time. The Board decided to commit to the purchase, with the tape being made available to individual HSLIC members, or to group meetings, through the HSLIC lending library.

C. **Membership - John Clark**
John talked about the UCONN/RML DOCLINE issues in the State, and the problems that HSLIC members who are not currently on DOCLINE are having in dealing with these issues. Patty Kahn verified that letters were sent in December and January to John Stey, with no response until January 11. John Stey was uncertain as to what the application status was for each of the institutions in question (NMMC, UMFK, RFGH, EMTC).

John Clark will check with the four institutions to be sure that all have indeed sent completed DOCLINE applications on to the RML for processing. Patty told the Board that she is waiting to hear back from John Stey on some "new" information that he alluded (in a telephone message on January 18) to having on these issues. Patty will email all Board members with additional information as she receives it.

Membership Ad Hoc Committee: John has obtained a copy of the HSL-NH/VT bylaws concerning individual memberships, and the Board reviewed these at this time for possible ideas. John and Kathy will meet after this Executive Board meeting to go over the draft for individual membership requirements that John has worked on, and whether or not the NH/VT wording could be incorporated into it. A finalized draft will be submitted at the next Executive Board meeting.

D. **Newsletter - Patty Kahn for Ann Jordan (absent)**
Ann has asked the Board for guidance in deciding whether or not a separate mailing is needed (in addition to the Feb/Mar Newsletter) for the HSLIC Distinguished Member Award Nomination Form, the updated HSLIC Board 1995/1996 manual page, and technology survey.
The Board decided that only the nomination form requires a separate mailing, since the deadline for submission of nominees is in March. All other documents will be included in the Feb/March Newsletter.

E. **Resource Sharing** - Barbara Harness
Barbara submitted the "HSLIC Serial Recommendations" and revised Appendix B of the HSLIC Manual (Guidelines for DOCLINE Cells). These have been forwarded on to Debi Warner (Chair, S.C.U.M.). Barbara reiterated that these were guidelines.

Barbara reported that everyone should have received their Electronic Transfer of Funds packets from UCONN. If members have not received this packet, Barbara will need to know this, and follow-up with UCONN.

The MULS updaters contract are due for renewal. Barbara will approach the current updaters, to see if they are still interested in the duties, before opening the positions up to others. The Board determined that the current price ($500.00/updater/year) will be offered in the new (or renewed) contract.

The new UCMP fiche is in the process of being sent out.

F. **Scholarship** - Sally MacAuslan (absent)
No report.

G. **Standing Committee to Update the (HSLIC) Manual (S.C.U.M.)**
- Patty Kahn for Debi Warner (absent)
Debi has a home email address: warner@maine.com.

The disk that contains the current HSLIC manual is in one file. Debi wants to separate each section as it is updated, and place each section on a separate disk. Debi also submitted to the Board recommendations and procedure on how the updates should take place, and by whom. She reminded the Board that updates to the manual will be published in the Newsletter, and that updates will be ongoing - as changes occur, the person responsible for that section of the manual should revise that section, and submit them to Debi.

Patty will notify Debi that the Board approved her procedure with two changes.

H. **Maine Library Association/SLG** - Maryanne Lamont (absent)
See Education/Program report.

Page 3 of 5 - HSLIC Board Meeting- 01/19/96
I. Maine Library Commission - Sue Jagels
The Maine Library Commission will meet on January 31st (the last meeting was held in November, 1995). Sue reported that MEMA/MLA/MLC is trying to select one person to work on the PUC proposal.

Sue brought up an issue that the Board should be aware of: HSLIC is still not on the Maine State Library homepage. She will post the Webmaster address for all HSLIC members to use in order to "bug" them about this oversight.

J. NAHSL - Happy Copley
Happy submitted a written report, noting that the "Maine contingent" was unable to attend the last meeting due to a snow/ice storm (December 1, 1995).

Of note in the report:

The Automation committee is being formed, with Mark Gentry as Chair. One of the first projects they would like to undertake is linking Web pages of state groups to the NAHSL Home Page. They will also look into the possibility of doing conference registration for NAHSL '96 via the Home Page.

MLA is planning their Centennial (1998), and would like all chapters to contribute to a Chapter Project. MLA would like all chapters to submit tentative plans of their intent to participate, and what their projects might be, in order to report on this at the Kansas City conference.

NAHSL will offer two CE courses at NEHA this year: one on how to teach, the other a technology course focusing on the Web.

The Marketing Committee is working on a new brochure, which will include the names of the state groups (and basic information on each group).

HSL/NH-VT has compiled a manual on downsizing, which Tovah Reis will make available to each state group. Patty Kahn reported that she had received a copy of this manual.

NAHSL goals and objectives for 1996 were submitted at the December 1st meeting.
K. SACCE - Marj Anderson (absent)
No report.

L. Area Reports
See newsletter for full reports.

V. Old Business

A. NAHSL education committee representative
According to the information that Happy Copley received from the NAHSL Board, Elaine Rigby is the HSLIC Education Rep. Since Elaine is not a current member of HSLIC, this presents a problem. Happy will check with Robin Rand about who selects the NAHSL Education Rep, and report back to the HSLIC Board. Patty Kahn requested a resolution to this issue, since it has been discussed for the last two Board meetings.

B. Individual membership issue
See Membership section of these minutes. The Ad Hoc Membership Committee will bring their proposals to the Board via email. Individual membership packets vs. giving the whole HSLIC manual to individual members was discussed briefly, with ideas to be brought back to the Executive Board at its next meeting.

VI. New Business

A. MMC/BMC Merger
Happy Copley submitted a written report from Robin Rand.

VII. Adjournment

The Board adjourned at 2:15 p.m. The next Board meeting will be held on March 22, 1996 at Barbara Harness’ home.

Respectfully submitted,

Kathy Brunjes
Secretary