Minutes of the
MEETING OF THE HSLIC EXECUTIVE BOARD

Friday, January 29, 1999
Acadia Hospital, Bangor, ME

Present: Happy Copley, St. Mary's Regional Medical Center; Nancy Curtis, University of Maine; Cora Damon, Maine General Medical Center; Jane Harris, Maine Coast Memorial Hospital; Sue Jagels, Eastern Maine Medical Center; Patty Kahn, Penobscot Bay Medical Center; Leslie Kelly, University of Maine at Fort Kent; Sally MacAuslan, Northern Cumberland Memorial Hospital; Dan Philbrick, Lewiston-Auburn College; Emily Scribner, Franklin Memorial Hospital; Patricia Spellman, Saint Joseph's College; Cindy White, Eastern Maine Medical Center.

I. Call to Order – Cindy White: The meeting was called to order at 10:32 AM at the Acadia Hospital in Bangor.

II. Secretary’s Report – Patricia Spellman: Pat explained that she had left out reference to a discussion which occurred during the presentation of the Resource Sharing Committee’s report at the November 20, 1999 meeting. She asked the Board to approve the insertion of a sentence referring to this discussion yet not going into detail as to the personal nature of the discussion. The sentence would read: “The Board discussed the problems posed by libraries choosing not to use DOCLINE.” The closing paragraphs of the November 20, 1999 minutes were inadvertently omitted and will be added to the file copy. The Board approved the minutes as corrected and appended.

III. Treasurer’s Report – Leslie Kelly: Leslie submitted the report in a new format which met with the approval of the Board. She reported that $848.41 was spent on the HSLIC 25th Anniversary celebration and a revenue of $450 was collected that night. The Fleet Bank account has a balance of $2400 and will be closed out this week. These additional funds will be added to the total balance of $7991.57. Five HSLIC members have not paid their membership dues this year. Leslie will send a third notice to these institutions reminding them of their past due accounts. The Board mentioned not filling Interlibrary Loan requests of libraries not paying their membership dues. The budget looks better than what was originally thought.

IV. Committee Reports

A. Archives – Marj Anderson: A report was not submitted.

B. Education – Cora Damon: On March 23, 1999 a NAHSL Education Session on Internet plugins will be held at Lewiston-Auburn College. An Ariel session will not be held after the class; it will be part of the Spring Membership meeting.

C. Maine Library Commission – Sue Jagels: A number of issues in the legislature will impact libraries. A $5,000,000 research and development initiative to establish a business and technical science center at the University of Maine is currently before the legislature. The center would have statewide access. The legislature pushed the Maine State Library’s book budget out of part 1 of the Maine State Library budget and into part 2 which means it is less likely the book budget will get approved. The PUC is studying the band width usage of MSLN libraries and schools. School libraries received most of the upgrades. If a library participates at the full management level in Maine InfoNet, that library will be automatically eligible for a MSLN connectivity upgrade. March 11, 1999 is the closing date of year two of e-rate eligibility. Schools are primarily eligible. Maine InfoNet is closer to reality. At the Maine
Library Commission meeting on January 6, the Commission was positive statewide informational meetings would be organized and the system would be up and running in three months. When it came time for approval, the state's CIO had serious concerns about Maine InfoNet not being placed out to bid to a variety of vendors. At this point, Karl Beiser has a short list of libraries that are anxious for Maine InfoNet and able to fund their membership. He plans to put them on the original URSUS computer and then upgrade them to the full management system when the Maine InfoNet project is approved.

D. NAHSL – Happy Copley: A written report was submitted. PhotoMemories from the 1998 Conference have been posted on the website. The benchmarking statistics should be available and on the website soon. Summary data will be available to all; detailed cohort data will be password protected and only available to those who participated. A Spring C.E. course will be offered in four New England sites on using various Internet plug-ins. This will be a hands-on course costing $25 members/$30 nonmembers. The Maine location will be Lewiston-Auburn College. NAHSL is prepared to donate the usual amount ($1000) to help the '99 Conference. After lengthy discussion, the NAHSL Board voted not to change the name at this time.

E. Newsletter – Kathy Brunjes: Kathy did not have enough information for a December newsletter. The new deadline for newsletter submissions is February 8, 1999. She would like to remind regional representatives to send her information.

F. Resource Sharing – Emily Scribner: The Committee met before today's Board meeting. Serline: Batch updates are tentatively scheduled to be in NLM by February 1999. The on-line Serhold will be tested in March 1999 and in July 1999 the online Serhold will be up and running. At this point UCMP will do their batch updates. It is believed the new LIBIDS will be automatically updated, but this is not guaranteed. LIBIDS may have to be manually updated. Recommended SOLINE cells have been updated and will be available for the manual. The manual revisions on Interlibrary Loan will be available at the spring membership meeting. The Committee suggests that the Board enforce the use of SDLINE as part of HSLIC libraries' membership agreement. While some members may have legitimate reasons for not using SDLINE, other libraries do not. Currently four libraries are not using SDLINE (non-active): Blue Hill, BMHI, St. Andrews and Sweetser. One library (St. Joseph's Hospital) has a code (active), but does not use SDLINE. The Board discussed the HSLIC membership agreement include notification that if libraries do not comply with the conditions of membership, they will not be eligible for membership. It was also noted that many members do not attend the meetings, and attendance at meetings is a stipulation of membership. The Board voted to bring the following recommendation to the full membership at the spring meeting: Libraries not paying the $150 membership dues by October 1 will have their membership fee raised to $200. EBSCO is conducting new database trials. Some libraries took advantage of the trials in the past. Individual libraries can negotiate with EBSCO if they are interested. The Committee discussed the possibility of HSLIC writing a grant proposal to fund ARIEL. The state of Wyoming received a grant to develop a statewide ARIEL Document Delivery System. The members of the Resource Sharing Committee do not have the time to write the proposal. Our consortium, with its mix of college/university libraries and hospital libraries, would be a perfect candidate. Emily will speak with John Stey and Marion Levine regarding HSLIC discussions and interest in developing a grant proposal to fund ARIEL.

G. SACCE – Marj Anderson: A report was not submitted.

H. Scholarship – Sally MacAulian: No scholarship activity to report.
I. Membership – Jane Harris: Candace Watson is leaving MidCoast Hospital effective March 1, 1999. The job posting will be placed on the list serve. Stephens Memorial Hospital has yet to fill the position vacated by Kathy Brunjes.

J. MLG/SLG – Jane Bolduc: A report was not submitted.

K. SCUM – Dan Philbrick/Leslie Kelly: Dan is purchasing notebooks for the manual. He will update the super directory entries for the spring membership meeting. It was suggested that a notice regarding this updating project be placed in the newsletter.

L. Automation – Dan Philbrick: Dan continues to update the website. He is still waiting for the inventory of the Archives from Marj. The Cairns Award information is on the website.

V. Area Reports – Written reports were submitted to the newsletter editor.

VI. Old Business

A. Next Generation Serhold – see IV. F. Resource Sharing Committee report.

B. Maine InfoNet – see IV. C. Maine Library Commission Committee report. It was noted that Maine InfoNet would pay for the retrospective conversion of unique materials in participating libraries’ collections.

C. Follow-up to 25th Anniversary Party – See III. Treasurer’s Report

D. NAHSL ’99 – Patty Kahn: The conference committee has met twice since the last HSLIC board meeting. The next meeting is February 11, 1999. The committee had questions about the exhibit space because it is not mentioned in the hotel contract. Use of the space will cost NAHSL an additional $1000. The conference committee voted to recommend use of this space because it has already been announced as the exhibit area. The Conference Committee has decided to have topic tables at Monday’s luncheon and 5 tables for vendors. Some possible topics include automating small library collections and stress management. Mini sessions will be held Monday afternoon. The Committee is looking for a keynote speaker to discuss the direction of health information. Marshall Keyes has accepted one of the speaking slots. Tuesday’s speaking slot will be dedicated to a discussion of alternative medicine research and evidence based medicine. The Education Committee is still discussing topics for the education program. The committee will have a conference call meeting next week and report to the next board meeting. The Registration Committee is working on a packet and form that does not overlook anything critical. The Hospitality Committee is talking with caterers and musicians for the opening reception. They are gathering menus from various Portland restaurants and compiling a list of the top 10 reasons to spend the weekend in Portland, Maine. Portland Landmarks has agreed to conduct a walking tour of the city. A preliminary program and call for posters will be available on the NAHSL web page.

VII. New Business

A. Proposed Budget for 1999-2000 – The last time Maine hosted the NAHSL Conference, HSLIC contributed $2000. Given time and inflation, HSLIC would like to raise that contribution to $2500. Leslie Kelly suggested the following: taking $800 from the Programming and Education line leaving $1000; Taking $400 from Travel Expenses because Happy will not be submitting her expenses as NAHSL representative; borrow $800 from the $5000 surplus savings and use the $500 dedicated to NAHSL. Leslie also reminded the board not to forget
the $2400 in the Fleet Bank account. The board decided to accept Leslie’s recommendations and bring them before the full membership at the spring meeting.

B. Y2K Questionnaire – HSLIC has received a letter from Northeast Health in Rockport, Maine inquiring as to what HSLIC is doing regarding Y2K compliance. The board decided this questionnaire was not applicable to HSLIC. Leslie Kelly will send them a written response to this effect.

C. RAC Meeting and Regional ILL Meeting – Barbara Harness will attend both meetings April 22 and 23, 1999. This is her last year (of a three-year term) as the HSLIC representative to the RAC, so HSLIC will be looking for a new representative.

D. Spring Membership Meeting – The education component of the meeting may possibly be an ARIEL presentation and discussion with members using the document delivery system. Also under consideration is an advanced PubMed presentation. A tentative date for the spring membership meeting is June 4, 1999. Cora will talk with those involved with the ARIEL presentation.

VIII. Other – The next board meeting will be held March 26, 1999 at Acadia Hospital, Bangor, Maine. The snow date will be April 9, 1999.

IX. Adjournment – The meeting was adjourned at 2:25 PM.

Respectfully submitted,

Patricia C. Spellman
Secretary