Minutes of the
MEETING OF THE HSLIC EXECUTIVE BOARD

Friday, March 26, 1999
Acadia Hospital, Bangor

Present: Kathy Brunjes, Happy Copley, Nancy Curtis, Jane Harris, Sue Jagels, Patty Kahn, Dan Philbrick, Emily Scribner, Cindy White.

I. CALL TO ORDER - Cindy White: The meeting was called to order at 10:37 a.m.

II. SECRETARY’S REPORT: Secretary Pat Spellman was unable to attend due to illness, but had sent the minutes to all Board members by email. Emily Scribner agreed to record the minutes of this meeting.

One correction in the minutes was needed: under Committee Reports, NAHSL ’99, the additional cost for exhibit space is $1,000 (one thousand), not $100 (one hundred).

In addition, it was suggested that under the Treasurer’s Report the sentences concerning the bank balance be amended to make it clear that the $2,400 remaining in the Fleet account would be moved into the new account and would bring the former $7,991.57 balance to a new total balance of $10,391.57.

The minutes were accepted as amended.

III. TREASURER’S REPORT: Leslie was not present, but had sent Cindy a current report and a proposed budget for 1999-2000.

The Treasurer’s Report was accepted as presented.

The following modifications of the Proposed 1999-2000 Budget were made: 1) "NAHSL” should read “NAHSL ’99” to indicate that the money is for the conference; 2) because it is anticipated that the Newsletter will soon be published electronically only, the amount budgeted for it will be reduced to $1,000; 3) the letter “t” on the end of “budget” will be fit into the right hand column. Cindy will relay these changes to Leslie and ask her to give Kathy a revised copy for the Newsletter, which is to be mailed to members before the annual meeting.

Leslie also reported that she is ready to mail HSLIC’s tax return.

IV. COMMITTEE REPORTS

A. Archives: Marj was not present and had not sent a report. Dan will ask her for a list of items in the Archives to post on the Website.

B. Education: Cora had sent a report to Cindy.

The Annual Spring Meeting will be May 7th at Lewiston-Auburn College with a $15 charge to cover the costs of rooms, presenters, and food. The business meeting will be held in the morning. After lunch Cassandra Fitzherbert and Dan Philbrick will give a demonstration of Ariel and Jay Daly will discuss Quickdoc. Cindy questioned whether $15 was too high, but the consensus was that amount was probably necessary to cover costs and was in line with fees for other educational programs.

The continuing education courses scheduled for the NAHSL ’99 conference are: Recreating Your Services with New Technologies (full day Sunday), License Negotiation and Management (of electronic products) (half day, offered both Sunday afternoon and Monday afternoon), Understanding Meta-Analysis (half day, Sunday afternoon), and Trouble Shooting Windows 95 (and maybe 98) (Monday afternoon).
C. Maine Library Commission – Sue Jagels: The Commission met March 3 in Augusta and “so much is going on!”

Two members of the Commission recently met with representatives of the Gates Foundation. Grants will be available to public libraries in economically disadvantaged areas for technology within the library (not connectivity). Information is available on the State Library’s Web page.

Progress is being made on the Maine Cultural Initiative.

The State Library’s budget was moved to Part II and is “wobbly”, as is the appropriation for MaineCat.

So far about ten libraries have made a commitment to the InfoNet Full Management System; as “Quick Start” libraries, they will be given the first year free. With twenty participants, the cost would drop to $4000 - $5000 per year. Libraries which received 56K lines as part of the Maine School and Library Network and now join the InfoNet’s Full Management System will be given an upgrade to a T1 line. There will be state-wide informational meetings on the InfoNet in April.

Although the Maine School and Library Network connections were originally funded only through the middle of the year 2000, legislature is considering continuing support.

D. NAHSL: Happy missed the last NAHSL Board meeting, but Kathy and Patty were there and reported. Libraries that participated in the 1997-1998 benchmarking survey can access the results through NAHSL’s Web page. A new (one-page) survey will be sent to all members in a few months. The theme of the conference in 2000, to be in Newport, Rhode Island, will be “Portal to Partnerships.” Len Levin is the new Marketing Chair. Membership Committee chairs of state organizations will be invited to serve on the Education Committee.

E. Newsletter - Kathy Brunjes: Because the Annual Meeting date was moved up to May 7 and because information related to the meeting needs to be sent to members in advance, Kathy needs all submissions by Monday, March 29. To satisfy the bylaws requirement, information that must be provided 30 days in advance will be posted on the listserv.

F. Resource Sharing - Emily Scribner: Pat Bishop, as MULS Updater, learned that Sweetser had been designated by Docline as “non-active.” Emily will contact Pat to find out what she has learned about Sweetser’s situation.

Jane and Emily will work together on a letter to be sent out with membership renewal agreements emphasizing the importance of fulfilling membership obligations.

The expected dates for Docline, Serline, and Locator going on the Web have been postponed (till Fall?).

Emily talked to John Stey about the possibility of HSLIC applying for an NLM grant for Ariel. He was encouraging and gave her the name of the appropriate person to discuss it.

Patty brought up a problem she has with her Lonesome Doc requests being sent to her rather than to the patron when the patron has designated his own address. Those present said they would watch for Patty’s Lonesome Doc requests and let her know if they noticed anything unusual about the addresses.

G. SACCE - Marj Anderson: Marj was not present and sent no report.

H. Scholarship - Sally MacAslan: Sally was not present, but had asked Cindy to point out that only the scholarship application forms in the Manual and on the Web page
are the current version, with the new limit of $150. Kathy will be sure that the next Newsletter contains the correct version.

I. Membership - Jane Harris: She is working on the letter mentioned in Resource Sharing above. Leslie will be reminded that it is time to send out membership renewal agreements. Leslie has received dues from all members except a few unusual cases, which she is trying to straighten out.

J. Maine Library Association/SLG - Janet Bolduc: Janet was not present and sent no report.

K. SCUM - Dan Philbrick: Dan reported that he bought three new notebooks and sent a new Manual to Deb Clark at Stephens.

L. Automation - Dan: He is trying to be sure all the information in the Super Directory is up-to-date in time to have a new edition available at the Spring Meeting. He will put a notice in the Newsletter and on the listserv asking everyone to check their listings and to let him know of any changes that should be made. He will keep the Silver Anniversary on the Web page for a while longer and will ask Sue for a new Mystery Person.

V. AREA REPORTS: See the Newsletter.

VI. OLD BUSINESS

A. NAHSL’99 - Patty Kahn: Robin Rand is drafting a letter to send to prospective sponsors. Members are asked to donate items for the scholarship auction. A few people have signed up to present poster sessions. Cora has sent out letters to prospective exhibitors. Arrangements have been made with a caterer and a musician for the opening night reception and plans for the other meals are in place. Dan Philbrick will coordinate AV equipment needs.

B. Spring Membership Meeting - Cindy White: The Annual Meeting will be held on Friday, May 7, at Lewiston-Auburn College, with registration beginning at 9:30 a.m. A registration form will be in the next Newsletter and an announcement will be posted on the listserv.

VII. NEW BUSINESS

A. Cairns Award - Cindy White: Since no nominations were made, no award will be made this year.

Proposed slate of officers for 1999-2000 - Cindy White: The nominating committee will present to the membership at the Annual meeting the following nominations:
   Chair-elect: Amy Averre
   Region I Representative: Cassandra Fitzherbert (USM)
   Region II Representative: Linda Beaulieu (CMMC)
   Region III Representative: Barbara Harness (MaineGeneral, Augusta)
   Region IV Representative: Nancy Curtis (UMO)
   Region V Representative: Betty Walker (Carey)
B. Updating survey information - Cindy White: The question was raised whether or not surveys of technology and audiovisual resources used by member institutions should be redone. The census was that this information is no longer as useful or important as it was in the past, since the listserv and local support services can now generally provide help when needed. The Board decided that not only would the surveys not be redone, but the old, out-dated ones would be removed from the Manual and Web page.

C. Copyright Teleconference - Cindy White: A teleconference on Digital Millenium Copyright Act will be broadcast on Friday, May 21, from 12 noon until 3 PM. The charge for being a downlink site is $350. A discussion about whether or not HSLIC should pay for a member institution to receive and make it available was inconclusive. Emily suggested finding out whether a videotape might be available for either purchase or loan after the broadcast. Board members were asked to look at the web site describing the broadcast and to let her know if they thought downlinking and showing should be arranged.

D. NN/LM Proposal for PubMed training in Maine - Cindy White: Cindy received a letter from Daniel Dollar, introducing himself as the NNLM/NER education coordinator and suggesting possibilities for improving PubMed training and support for HSLIC. He suggested that he and Nancy Putnam could provide in-depth training on PubMed to 2 resource persons in Maine. These 2 individuals would then serve as resources for HSLIC members who need assistance, training, or one-on-one attention. The Board discussed this suggestion and decided it was not feasible given the time, staffing, and geographical constraints of HSLIC libraries. Cindy will convey the Board's feelings to Daniel.

VIII. ADJOURNMENT: - The meeting was adjourned at 2:15 p.m. The first meeting of the new Board will be called by the new chairman sometime soon after the Annual Meeting.

Respectfully Submitted,
Emily Scribner, for Pat Spellman