Minutes of the
MEETING OF THE HSLIC EXECUTIVE BOARD

Friday, July 9, 1999
Patty Kahn’s Camp, Union, Maine

Present: Marj Anderson, Amy Averre, Linda Beaulieu, Happy Copley, Nancy Curtis, Casandra Fitzherbert, Barbara Harness, Sue Jagels, Patty Kahn, Dan Philbrick, Emily Scribner, Pat Spellman, Cindy White.

I. CALL TO ORDER - Emily Scribner: The meeting was called to order at 10:20 AM. Emily thanked Patty Kahn for her hospitality in allowing the Board to use her camp for the meeting.

II. SECRETARY’S REPORT - Pat Spellman: Pat thanked Emily for taking the minutes at the March 26, 1999 Board Meeting since she was unable to attend due to illness. She also thanked Happy for taking the minutes at the Spring Membership meeting which fell during Pat’s vacation. Cindy suggested changes to sections VII D and E the text of which she will e-mail to Pat. The minutes of the March 26, 1999 Board meeting were accepted as corrected.

III. TREASURER’S REPORT - Emily Scribner for Leslie Kelly: The final treasurer’s report for fiscal year 1999 has been submitted. The total balance in the account is $13,241.64. The Board discussed members not paying their dues. A letter will be sent to members with unpaid dues reminding them of their delinquency. There have been questions about scholarship money but that has been straightened out with Sally. A question was raised regarding from which budget the money for the spring membership meeting would be taken – the 1999 budget or the 2000 budget. The Board decided the costs of the meeting should come from the 2000 budget. It was noted that the 2000 budget does not include Education. The Board approved the treasurer’s final report on fiscal year 1999.

IV. COMMITTEE REPORTS

A. Archives - Marj Anderson: Marj reported that the archives are at Mercy Hospital. She has a volunteer working on weeding the vertical files. They are also transferring and labeling the archives.

B. Education - Barbara Harness: The committee is in the process of planning the fall meeting and deciding on topics. See FALL MEETING.

C. Maine Library Commission - Sue Jagels: The MLC has not met since the last board meeting. There will be a Maine InfoNet Advisory Committee meeting on July 8. Maine InfoNet seems to be at a stalemate. Brunswick Public Library will have to open their new library without Maine InfoNet. A meeting is being scheduled with the Innovative Interfaces representative to get negotiations going. Karl is working on a FAQ list for the Maine InfoNet site on the web. The cost may be a factor preventing libraries from joining. The Committee itself does not fully understand the ILL component. Some libraries are not signing up because they fear the patron request function of the ILL component. As of now, it looks like Maine InfoNet will not be up in 1999 even though Karl is talking about a fall start-up. Karl is working on an education document so advisory members can answer questions libraries may have.
D. NAHSL - Happy Copley: Happy submitted a written report but mentioned that the last meeting was on June 11, 1999. The Committee is looking for Archives and Automation Chairs. Cora Damon is being urged to serve as Chair of the Education Committee. The conference fees for NAHSL '99 have been accepted.

E. Newsletter - Cindy White: Cindy is working on her first issue of the Newsletter (v. 25, n1) and hopes it will be ready by the first week of August. July 23 is the deadline for submission of materials. Cindy needs scholarship reports and news from area reps. There will be 2 paper issues and the first electronic issue by January 2000. Cindy suggests that members with limited computer capability NEED a simple format.

F. Resource Sharing - Amy Averee: The committee has not met. One of the issues the committee will be looking at is Sam Garwood’s statement that MULS is thinking of phasing out microfiche. Many HSLIC libraries still use microfiche, so HSLIC should address this issue. Paper copies will still be available. The Committee will also address the changes libraries will have to make due to the digital millennium copyright act. They will look at the steps libraries will have to take so as not to be liable for copyright violations. Lastly, the committee will study the DOCLINE/SERHOLD/NLM changes and the consequences of that change.

G. SACCE - Marj Anderson: Some cataloging courses have been offered this year. It looks like SACCE may be reactivated.

H. Scholarship - Sally MacAuslan: There were problems paying scholarships but those problems have been straightened out with Leslie Kelly. Money is still available for the fall.

I. Membership - Jane Harris: A question has been raised about BMH-II’s status. They didn’t pay their dues last year. They do want to be HSLIC members and will be sent an application as well as dues information. Leslie has received 32 membership renewals out of 49.

J. Maine Library Association - Janet Bolduc: There is a Special Libraries Group at MLA. Janet met with the MLA president and handed over the SLG checkbook and folder. Susan Carey at FMC in Rockland (corporate librarian) will be chairing the SLG committee.

K. SCUM - Dan Philbrick: Dan had nothing new to report except that the super directory has been updated.

L. Automation - Dan Philbrick: Errors have been occurring on the list serve. He will be removing the “mystery person” from the web site.

M. RAC - no new updates.

V. Area Reports: See the Newsletter.

VI. Old Business

A. New Generation Serhold/Decline: The Resource Sharing Committee will be examining this issue. The committee may consider polling libraries to see if they are aware of anticipated changes and what they will need to have in place to handle the changes.

B. NAHSL ‘99 - Patty Kahn: Libraries should have received conference packets by now. If they have any questions, they may ask Patty. Robin’s fund raising letters have been mailed. The giveaway for the conference is a nylon zipper pouch with clear panel that is a name tag badge. It is green with “NAHSL” in white
lettering. The conference has 20 exhibitors with the possibility of 13 more. Dan will link the program to biographies of the speakers. Dan is also organizing audiovisuals. Walkie talkies will be rented so the committee members can find each other. The Conference Committee members are staying on the 2nd floor of the Holiday Inn by the Bay so people can easily locate them. The backup keynote speaker is Richard Kahn, MD. A registration form is available on the website.

C. Condolences - standard procedure? - Emily Scribner: The birth of Leslie’s baby raised the question of procedures for acknowledging personal accomplishments, births, deaths, reassignments etc. In the past a book has been donated to the library in memory of a deceased person and HSLIC would send a card alerting the family to the donation. The Board discussed who would be responsible for doing this and area representatives were suggested. A question arose as to what “relationships” would be eligible? Marj Anderson will head an Ad Hoc committee and bring their recommendations to the Board. Barbara Harness will send a card to Judy Littlefield at Togus (job elimination and reassignment).

VII. New Business

A. Goals for this year - Emily Scribner: The first goal is to host an informative and enjoyable NAHSL Conference. The second is to insure a smooth transition to web-based Docline/Serline for all HSLIC libraries. Emily’s personal goal is to conduct membership meetings in a manner easily understandable to new members. Often those new to HSLIC do not know what is going on. It was suggested that a “cheat sheet” be placed in the manual and on the website listing the acronyms and what those organizations’ roles and responsibilities are. Some Board members felt it was up to the individual members to learn what the acronyms etc. mean and did not want the meeting to get bogged down with minutia.

B. Fall Membership Meeting - Barbara Harness: Barbara has been examining a number of programs for the meeting. She is looking at a presentation of the new copyright laws, as well as programs on government funding, nursing resources on the Internet, and the transition of searching Medline via Elhill to PubMed and Internet access.

C. Schedule for future Board Meetings - Emily Scribner: Board meetings have been scheduled for September 17, 1999 at MaineGeneral Medical Center/Augusta Campus; November 17, 1999 at Central Maine Medical Center, snowdate of November 19; and January 28, 2000 with a snowdate of February 4, 2000 location to be decided.

D. Encouraging participation on committees - Amy Averree: HSLIC membership requires membership on committees. Amy questioned whether this issue needs to be addressed. It was suggested that a list of committees be sent with membership agreements and members would be asked what committees they would like to serve on. It would also be posted in the newsletter, and Cindy will bring any results to the next board meeting.
E. RAC rep - who? Emily will call John Stey to find out if HSLIC needs a representative on RAC. Is it HSLIC's responsibility to appoint a representative?

F. MLA/SLG - resign from SLG but send a representative to MLA? Resolved, See Committee Reports "j."

G. Legislative Representative- has anyone volunteered, or shall we be more active about recruiting? Questions arose as to necessity of HSLIC having a representative to keep abreast of legislative developments. Sue Jagels is already working with the Maine Library Commission. Many board members thought it might be duplicating our efforts to have a HSLIC member in this position since MLA does such a good job. The board did not think it needed to be pursued at this time.

H. Other - No issues were raised.

VIII. Adjournment – the meeting was adjourned at 3:10 PM.

Respectfully submitted,

Patricia C. Spellman
Secretary