Minutes of the
MEETING OF THE HSLIC EXECUTIVE BOARD

Friday, September 17, 1999
MaineGeneral Medical Center/Augusta Campus

Present: Linda Beaulieu, Happy Copley, Nancy Curtis, Barbara Harness, Jane Harris, Patty Kahr, Gary Pelletier, Dan Philbrick, Emily Scribner, Pat Spellman, Cindy White.

I. CALL TO ORDER - Emily Scribner: The meeting was called to order at 10:10 AM.

II. SECRETARY’S REPORT - Pat Spellman: The minutes of the July 9, 1999 Executive Board meeting were accepted as written.

III. TREASURER’S REPORT - Leslie Kelly: Cindy White reported for Leslie. At this point the accounts are up-to-date. The bills are paid and scholarship money will be sent next week. As of this date, 45 members have paid their dues. The expenditure of paying Barbara Bortle for the MULS update was not noted in the submitted report. Leslie received a letter from the Little Sisters of the Poor thanking HSLIC for it’s contribution in memory of Elaine Rigby’s husband, Bob. Leslie thought the expenses for the spring meeting should be covered under last year’s budget because it took place last fiscal year and was paid for during the last fiscal year. This matter will be brought before the membership as an order of business. The Treasurer’s Report was accepted as submitted.

IV. COMMITTEE REPORTS

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

B. Education - Barbara Harness: Maureen Czujak will present a workshop as part of the HSLIC Fall Business Meeting on October 22, 1999 entitled “Making the Transition - Converting to PUBMED and Internet Grateful Med to Search NLM’s databases.” It will take place from 9:00 Am - 4:15 PM at the Maine Medical Center Data Center, 420 Cumberland Avenue, Portland. Lunch and the Business Meeting will be from 12:00 - 1:30 PM at 39 Forest Avenue, Portland. A flyer has been printed and the registration deadline is October 11, 1999.

C. Maine Library Commission - Sue Jagels: Cindy White reported for Sue. A report was submitted. A Maine InfoNet meeting was held recently but Sue was not able to attend. Karl provided her with the following information regarding the status of Maine InfoNet. A testload will be conducted on Brunswick Public Library within the next few days. Ursus 2 should be ready by December 31. The hardware for Ursus 2 will be ordered by September 15 and should arrive during the third or fourth week of October. They will begin to load records in mid-November to the end of December. At this point the Quick Start group should be up and running. The remainder of the “full management system” libraries should have records loaded by the end of January 2000 and “up” in February and March. Group training will then begin in mass. The board discussed having Karl come to a meeting and provide the board with an update. Gary Pelletier called Karl to ask him if he was available to come to today’s meeting, but Karl was not in the office.
D. NAHSL - Happy Copley: There has not been a meeting since the HSLIC board last met. They are working on the October conference. Cora Damon will be the Education Chair for NAHSL and Marj Anderson is the NAHSL treasurer.

E. Newsletter - Cindy White: The bill for printing v. 25 n.1 ($157.05) has been paid. Cindy expects the next newsletter to be out in mid-October because the NAHSL conference will be over and the reports on the conference can be put in that issue. October 15, 1999 will be the deadline for submissions. Area reps should contact libraries to make sure they know about the fall meeting if they are not on the list service.

F. Resource Sharing - Amy Averre: A report was not submitted. Emily asked area reps to contact libraries to make sure they are prepared for the transition to web-based DOCLINE. Libraries identified as needing help will need technical support.

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

H. Scholarship - Sally MacAuslin: Happy Copley reported for Sally. Funds for scholarships to fall meetings are still available.

I. Membership - Jane Harris: See VI. Old Business. BMHL has paid dues for this year and last year. Jane will ask Leslie for a list of members who have not paid. She will ask for volunteers for the Committee at the Fall meeting.

J. MLA/SLG - Janet Bolduc: A report was submitted. Emily reported for Janet that SLG has a Chair, and HSLIC no longer has responsibility for this group. The group is still expected to be disbanded.

K. SCUM - Dan Philbrick: Dan noticed that Section V "Professional Organizations" of the manual needs updating. Emily thought we could solicit volunteers to update it. It will need to be updated once a year. It was suggested that the listserv be used to solicit volunteers. Emily will update this section if no one volunteers. It was also noted that the Interlibrary Loan section may need updating.

L. Automation - Dan Philbrick: HSLIC has purchased Front Page '98. Dan is adapting to the changes in the update of the program. He hopes to utilize Front Page to its full extent. Jeff Garrett from NLM called Dan and said they are looking for new listserv software because what they are using is coming up for renewal and is expensive. Dan suggested "ease of use" software. Dan was asked if it was possible to password protect sections of the webpage, and he said it was. Dan has two additional members helping him with webpage. Jane Harris will write the page on consumer health and Kathy Brunjes will handle the research and reference section.

M. RAC - Gary Pelletier: Gary has been appointed as our new RAC representative. He reports that there has been no activity. An ILL meeting is planned for next year in Sturbridge, MA. If he hears anything he will send the information on to the membership. It was suggested that the Board e-mail Gary any of their concerns.

N. Ad Hoc Committee on Life Events - Marj Anderson: Marj did not submit a report. The committee will continue on an "ad hoc" basis until a report is submitted.

V. AREA REPORTS: Submitted to the newsletter.

VI. OLD BUSINESS

A. Individual membership: terms and application form - Jane Harris: Jane inquired about the appropriate text for the website. She said an institutional membership form for the web has not been available. She does not think the dues information will be included in the membership information on the webpage.
They could be provided when individual/institutional membership is selected. The board discussed beefing up the section on institutional privileges and including responsibilities in this section. It was suggested that a link be provided to the section in the by-laws outlining these responsibilities. Subscription to the listserv as a component of membership needs to be added as well as requirements for institutional members. The process of application for membership was discussed. Jane suggested it proceed as follows: When the form is filled out and submitted, the Membership Chair will review the application for appropriateness. If the Chair has any questions about a membership application, she/he will bring them before the Board. The Membership Chair will then contact the applicant with additional information about sending dues, etc. It was suggested that 2 buttons (one for institutional and another for individual memberships) be added to the website. When an applicant selects a button, dues information will be made available to them. Jane will work on the suggestions and e-mail the Board for comments.

B. NAHSL '99 - Patty Kahn: The Committee is determining who will be responsible for each event of the conference. Patty thanked Happy Copley for all her hard work. Sharon Eckert from UNE has been a tremendous Program Chair. All the education components of the conference are credited. Patty commended Dan for his work on the webpage. He has been getting the necessary information on the site in a timely manner. The Committee has raised close to $16,000 in donations. Many donations have been received from individual institutions.

C. Expression of Sympathy - Marj Anderson: See Committee Reports - N. Ad Hoc Committee on Life Events.

VII. NEW BUSINESS

A. Maine Regional Library System - Amy Averre: Emily Scribner reported for Amy. Amy is on a committee to assess this system. This will provide librarians an opportunity to assess the RLS. Libraries will be contacted in the near future by the committee. This system is primarily for public libraries, but it can affect HSLIC libraries.

B. Ariel Group Purchase - Amy Averre: Emily Scribner reported for Amy. Husson has purchased Ariel. Ten participants are needed for a group Ariel purchase. Some libraries are ready to purchase Ariel now; others are not fiscally able to at this time. If HSLIC commits to a group purchase, HSLIC has to pay the bill and then get reimbursed by the individual libraries which could be a fiscal nightmare. A question was raised as to who would hold the license for the software. The Resource Sharing Committee will have to contact libraries willing to participate in the purchase to find out when it will be possible for them to commit the money to the purchase. It may be possible to pay for the Ariel purchase through a grant, but this would take someone a long time to pull together. Gary Pelletier will talk with NLM about helping HSLIC put together a grant application for Ariel.

C. Videotape of “Run Your Library Like Amazon” - Emily Scribner: This satellite broadcast will be available for use October 28, 1999. The Board decided to purchase a videotape of the broadcast for $30. An article by the presenter of this program as well as contrary discussion is available on the Web. The URL for this article will be distributed via e-mail.

D. Y2K Contingency Plan - Emily Scribner: The Board discussed if HSLIC should have a contingency plan in place if DOCLINE does not work come January 1, 2000. Alternative methods of ILL distribution were discussed: FAX, e-mail, ALA forms.
The Board decided this was an issue the Resource Sharing Committee should examine. Time is an issue since we are 3 months away from potential problems. Can much be done within such a short time frame? Questions were raised as to whether NLM has contingency plans in place if DOCLINE is not available.

VIII. NEXT MEETING: Wednesday, Nov. 17 at CMMC. The snow date is Friday, November 19, 1999.

IX. ADJOURNMENT: The meeting was adjourned at 3:14 PM.

Respectfully submitted,

Patricia Spellman
Secretary