HSLIC Executive Committee

November 17, 1999
9:30 a.m.-3:30 p.m.

Central Maine Medical Center, Lewiston

AGENDA

I. Call to order - Emily Scribner

II. Secretary's Report - Pat Spellman

III. Treasurer's Report - Leslie Kelly

IV. Committee and Representative Reports
   A. Archives - Marj Anderson
   B. Education - Barbara Harness
   C. Maine Library Association - Emily for Janet Bolduc
   D. Maine Library Commission - Sue Jagels
   E. Membership - Emily for Jane Harris
   F. NAHSL - Happy Copley
      (including report on Conference for Patty Kahn, actually Old Business)
   G. Newsletter - Cindy White
   H. RAC - Gary Pelletier
   I. Resource Sharing - Amy Averre
   J. SACCE - Marj Anderson
   K. Scholarship - Sally MacAuslan
   L. SCUM and Automation - Dan Philbrick

V. Maine InfoNet - Karl Beiser
   (Karl will arrive at around 11 a.m. and we will stop where ever we are to talk to him, then
   pick up from there afterward.)

VI. Area Reports
   A. Region I - Casandra Fitzherbert
   B. Region II - Linda Beaulieu
   C. Region III - Barbara Harness
   D. Region IV - Nancy Curtis
   E. Region V - Betty Walker

VII. Old Business
   A. AdHoc Committee on Life Events - Marj
   B. Biggest Library videotape - Emily
   C. Ariel grant (unless covered by Resource Sharing report) - Amy?

VIII. New Business
   A. Maine Regional Library System - Amy
   B. Program sponsorship at Maine Libraries Conference - Emily

IX. Adjournment
Minutes of the
MEETING OF THE EXECUTIVE BOARD

Wednesday, November 17, 1999
Central Maine Medical Center/Lewiston, Maine

Present: Marj Anderson, Amy Averre, Linda Beaulieu, Happy Copley, Barbara Harness, Sue Jagels, Sally MacAulain, Dan Philbrick, Emily Scribner, Pat Spellman, Cindy White. Invited guest: Karl Beiser, Maine State Library.

I. CALL TO ORDER - Emily Scribner: The meeting was called to order at 9:40 AM.

II. SECRETARY’S REPORT - Pat Spellman: The minutes of the September 17, 1999 meeting were accepted as written.

III. TREASURER’S REPORT - Leslie Kelly: Emily Scribner reported for Leslie. The submitted report includes expenses for the fall membership meeting. New memberships are also reflected in this report. Leslie was concerned that she has not been asked to submit a check from HSLIC for their contribution to the NAHSL conference and suggested the Board direct her to send the check. The Board felt she would not receive an invoice because the money is considered a contribution. Leslie feels the late fee charge accompanied by a letter has helped collect the outstanding membership dues. She has yet to receive membership dues from University of Maine at Augusta, Saint Joseph Hospital, and Blue Hill Hospital. The treasurer’s report was accepted as submitted.

IV. COMMITTEE REPORTS

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

B. Education - Barbara Harness: Barbara submitted a written report. The committee is looking at topics for the spring meeting. They are considering conducting a survey to find out what might interest the membership. Nursing on the Internet would be a possibility. Barbara mentioned that the Board needs to set a date for the spring membership meeting so the presenters for the education component can be booked.

C. Maine Library Association - Janet Bolduc: A report was not submitted. Emily Scribner mentioned that Janet thinks she is the HSLIC representative to SLG. She did not realize she also represents HSLIC in MLA. The Special Libraries Group (SLG) has been disbanded. Emily asked if HSLIC wanted to continue having a representative to MLA. The Board thought HSLIC should have a link to MLA if only for visibility. This is especially important in relation to consumer health issues. Emily will talk with the President of MLA to find out exactly what HSLIC’s relationship to MLA is and how HSLIC fits into their structure. Barbara Harness volunteered to attend meetings if we need a representative.

D. Maine Library Commission - Sue Jagels: The MLC has not met since our last board meeting, but a meeting is scheduled for December 10, 1999. The libraries who are full-management participants in Maine InfoNet will meet December 6, 1999 in Augusta with Karl Beiser. Sue Jagels conducted a survey (see copy) of the HSLIC membership the results of which suggests cost is keeping libraries from signing up to participate in Maine InfoNet. Some of the respondents had a number of
technical questions. Those HSLIC libraries not participating in the survey were those not on the HSLIC listserv.

E. Membership - Jane Harris: Emily Scribner reported for Jane who apologized for not updating the membership webpage. She certainly plans on updating the page, but her library is currently in a state of flux.

F. NAHSL - Happy Copley: The board has not met since the conference. The conference did very well. They have presently received $11,600 and are expecting $3,400 from sponsors. They project a total income of $46,000 and expenses of $33,000. NAHSL received good comments about the conference and the location. The conference was very highly rated, and most of the complaints were about the facility. Patty Kahn wanted to thank the Board for all their help.

G. Newsletter - Cindy White: Volume 25, number 2 has been sent. Color was used because it was the last paper issue. The next issue is scheduled for January 2000, and it will be an electronic issue. Cindy asked that contributions to the newsletter be sent electronically, not faxed, because she would like a clean, crisp copy to scan. When the newsletter is ready, HSLIC membership will be alerted via the listserv. Those libraries without electronic capability will be provided with a paper copy via their area representative. A paper copy will also be provided for the archives.

H. RAC - Gary Pelletier: A report was not submitted.

I. Resource Sharing - Amy Averre: A report was submitted. The committee is in the process of insuring libraries can use the new DOCLINE. Amy will ask the area reps to call their libraries to make sure they can make the change and report back to Amy as to who needs assistance. The committee has not addressed the MULS updaters issues. If libraries are updating their own holdings do we need HSLIC MULS updaters? Are libraries going to be able to do their own updating? Amy will bring these questions to Sam Garwood. Emily felt we should continue with the MULS updaters while the transition takes place. The Board decided to renew them for another year. Happy asked what will happen if DOCLINE is not available after January 1, 2000 and suggested it might be helpful to have a list of how libraries will prefer to receive ILL requests if DOCLINE is down (e-mail, FAX, mail, phone, etc.). Other members suggest keeping it simple and using the U.S. mail. Amy will place a survey of options on the listserv and ask members for their preferences.

J. SACCE - Marj Anderson: The group has not been reactivated.

K. Scholarship - Sally MacAuslan: Six scholarships were awarded for the NAHSL '99 conference. Sally will follow up on securing the scholarship reports that have not been submitted.

L. SCUM and Automation - Dan Philbrick: Dan reported that the Professional Directory, Membership Directory, and manual updates should be ready for the spring meeting. Dan proposed that he step down immediately as SCUM chair and offer it to Deb Clark who has expressed an interest in the position. The Board approved this request making his resignation effective upon the finding of a replacement. Dan received an e-mail from Jeff Garrett about Front Page extensions. The extensions are free if you have Front Page, so Dan plans to install them. The listserv software will remain the same for another year. A decision could not be made about a new program. Dan reminded membership that they can sign off the listserv at any time, but if they are off the listserv, they will not be kept current with HSLIC developments.
V. MAINE INFONET - Karl Beiser: Karl provided the Board with a number of handouts regarding the Maine InfoNet project and provided an update on where the project currently stands. A contract was signed July 27, 1999 that will implement large portions of the Maine InfoNet project approved by voters in a June 1996 referendum. The agreement between the Maine State Library and Innovative Interfaces, Inc. creates the following: 1. A statewide combined library catalog that will be updated in real-time, reflect the holdings of hundreds of Maine libraries, an incorporate requesting and load-balancing features to support improved ILL and borrowing arrangements. 2. The full management system offering circulation, cataloging, public access catalog, acquisitions and serials functions. 3. The holdings database which is a collections of holdings of libraries not using the full management system or some other Innovative system in Maine. 4. An upgraded URSUS system. In October new hardware for the full management system was delivered and the software is being installed now. Brunswick Public Library, Bath Public Library, Belfast Public Library, and EMMC have to be up and running by December 31, 1999. The circulation component of the system should be available by the end of December. During January and March, 2000 the other 14 libraries with commitments to the system will be brought online. The serials and acquisitions components will be available in the second quarter of 2000 for those 14 libraries. Trainers for Maine InfoNet will not be available until February 2000. Karl expects more libraries to join the full management system throughout the next year as they see Maine InfoNet working in other libraries. Profiling for the new statewide catalog will merge URSUS, full management system, and other Innovative Interfaces, Inc. sites in the state. This will include an ILL component. Karl feels the circulation and cataloging components are straightforward. He mentioned that there will be no scoping on the statewide union catalog. It is there to answer questions as to if something is available and where that item can be located. Even if libraries are not full management system participants, they will still have access to the statewide union catalog. Karl invited anyone with questions about the system to e-mail or call him. He asked us to watch the website for current Maine InfoNet information.

VI. AREA REPORTS: Submitted to the newsletter.

VII. OLD BUSINESS

A. NAHSL '99 - Patty Kahn: See the NAHSL Committee Report IV. F.
B. Ad Hoc Committee on Life Events - Marj Anderson: Joan Staats, a founding member of HSLIC, is very ill. If she does not recover, Marj mentioned making a book donation in her memory to the Jackson Laboratory Library. The Board felt that would be an appropriate gesture. Marj will send a card to Betty Walker whose husband is seriously ill and hospitalized at Cary Medical Center. The discussion was tabled until the next meeting.
C. Biggest Library video - Emily Scribner: Emily has ordered a copy of the video “How to Run Your Library Like Amazon.com”. It is $30 and has not arrived.
D. Ariel Grant - Amy Averre: Amy is finding out whether this grant application would be appropriate for libraries to purchase scanning equipment and software. The cost of the group purchase would be $600 per library. Amy spoke with Francis Johnson who told her what HSLIC wants would fall under an Information System grant and that, in applying, we should stress the idea of our being a long-standing, rural consortium. The next grant application due date is February 1, 2000. Each library wanting to participate would have to submit individual
descriptions and statistics. Amy suggested conducting a needs assessment and sending a questionnaire to libraries to determine interest and feasibility. It may come down to who will put together the grant application. Will money from the grant allow for hiring a grant writer? Amy will talk with John or Ed regarding their familiarity with anyone in the region who has applied for a similar grant. This issue will remain on the agenda.

VIII. NEW BUSINESS

A. Maine Regional Library System - Amy Averre: The MLC charged Linda Lord with conducting an assessment of the regional library system. This may provide HSLIC with an opportunity to provide input in the regional library system. Marj is attending a meeting on this topic Friday and asked for input. The Board feels like HSLIC is disenfranchised. Most of the business concerns public and school libraries, to a lesser extent academic libraries, and lastly institutional libraries. The programs offered are not appropriate for our libraries because the topics are not of interest.

B. Program Sponsorship at Maine Libraries Conference? - Emily Scribner: The conference will be held May 7,8,9 2000 at the Augusta Civic Center. This conflicts with Medical Library Association conference in Vancouver May 5-11, 2000. HSLIC has not budgeted for the Maine Libraries Conference. Should HSLIC offer a program on PUBMED, Medline Plus, Consumer Health Resources on the Internet, etc. Emily asked if anyone in HSLIC would be able to be a presenter given the conflict with the Medical Library Association conference. The Board discussed having a table on the floor with an Internet connection. If there is a charge for the table, Emily said it would come out of the Education budget. Marj suggested Paul D’Alessandro make a presentation of PUBMED, Consumer Health, or Medline Plus. The Board decided a table would be best. With so many sessions available to participants, a program could get lost. It would provide HSLIC with a presence and exposure. The table could have a cycling powerpoint presentation along with appropriate books, brochures, a banner. Barbara Harness and Linda Beaulieu will work on putting something together. They will post a request for additional committee members on the listserv.

C. Date for Spring Membership Meeting: The first choice for the Spring Membership meeting was April 28, 2000 with a second choice of June 9, 2000. Redington-Fairview Hospital and KVTC were discussed as possible locations. The next meeting of the Executive Board will be January 28, 2000 at Acadia Hospital in Bangor with a snow date of February 4, 2000. An Executive Board meeting has also been scheduled for March 17, 2000 with a snow date of March 24, 2000 at either MCD or MaineGeneral Medical Center/Augusta.

IX. Adjournment: The meeting was adjourned at 2:55 PM.

Respectfully submitted,

Patricia Spellman
Secretary