HSLIC Executive Board Meeting  
VA Maine Healthcare System/Togus, Augusta  
September 25, 2015

**Members present:** Susan Bloomfield, Janet Bolduc, Cora Damon, Shelly Davis, Beth Dyer, Chris Fleuriel, Ann Jordan, Judi Moreno, Christie Stuntz  
**Members present by telephone:** Megan McNichol

**Call to Order:** HSLIC Chairperson Susan Bloomfield called the meeting to order at 9:48 AM. A quorum of Board members was present.

**Reports**

**Chair’s Report:** Susan Bloomfield  
- All of the items on Susan’s list will be discussed in later portions of the meeting.

**Secretary’s Report:** Christie Stuntz  
- The minutes from the 4/10/15 meeting were accepted and approved.

**Treasurer/Membership Report:** Ann Jordan  
- 2015 approved budget: $5,400.00  
- Spent: $2,788.80  
- Remaining: $2,611.20  
- Revenue: $3,947.78  
- HSLIC has 28 institutional members (including one payment pending) and 3 individual members.

**Resource Sharing Report:** Megan McNichol  
- The NEJM subscription for 2015-2016 is finalized. The agreements were sent out to participating libraries over the summer.  
- R2 Digital Library is a group purchase for HSLIC. If any library is still interested in joining contact: mmcnichol@emhs.org

**Online Services Report:** Chris Fleuriel  
- Things have been quiet. Chris is going to revisit putting photos on the website.

**Professional Development Report:** Janet Bolduc  
- Six scholarships have been awarded to date totaling $1,650. The original budget was $1500 but this was increased to $2000 by moving funds from Mini-Grants. (An account of this email discussion and vote is attached to these minutes as an Appendix.) There is now $350 remaining.  
- We have one mini-grant request to be voted upon later in the meeting.  
- The HSLIC Spring Meeting took place on Friday, June 5, 2015, at Central Maine Medical Center. The afternoon educational session was on “Medical Education Trends in Maine”:
- “Generation Z”: How today’s teens learn differently than previous generations: Jennifer Lance, Librarian, Oxford Hills Comprehensive H.S.
- Nursing Education Trends: Ann M. Sylvester MSN, RNC, CNE, Instructor of Nursing, Maine College of Health Professions.
- Nuclear Medicine Education Trends: Heather Poulin MS, CNMT, RTNM, Program Director Maine College of Health Professions Nuclear Medicine Technology Program.
- A Survey Monkey form was used to evaluate the meeting; 18 people responded; all but 4 of whom attended the meeting. Highlighted results:
  - Location and space were rated well, but there were two requests to have the Fall Meeting north of Augusta or in a more central location. The Fall meeting will be in Fairfield.
  - Most were very satisfied with the business meeting, although there were two comments that the logo discussion went on too long.
  - Most were very satisfied with the educational program.
  - The program for the Fall meeting on Health Literacy came from two suggestions on the survey for future educational topics.
- The Fall General Membership Meeting will be held on Friday, Nov 13th at the Kennebec Valley Community College in Fairfield. The afternoon educational program will be on Health Literacy and will be presented by Margo Coletti, Director of Knowledge Services at Beth Israel Deaconess Medical Center in Boston, MA. The afternoon educational program will be open to all Maine librarians.

Publicity Report: Carin Dunay
- Carin was not present, no report.

Archives Report: Shelly Davis
- Over the summer, digitization and uploading was completed for all newsletters, Executive Board meeting minutes, and membership meeting minutes.
- The next chunk is to tackle the Treasurer’s/budget reports and committee reports. Before delving into this, some decisions need to be made regarding these older materials that are part of the physical Archives as well as what to archive moving forward. This will be discussed later in the meeting.

NAHSL Board Report: Beth Dyer
- NAHSL 2015 annual conference is fast approaching: October 18-20, 2015 in Providence, RI. Early Bird registration ends this Friday, September 25th. Plenary speakers:
  - Syndicated columnist Amy Dickinson (“Ask Amy”) and regular on NPR’s Wait wait don’t tell me!
  - Dipesh Navsaria, MPH, MSLIS, MD, (“the doctor librarian”), founding medical director of Reach Out and Read Wisconsin
  - Frances Groen, AHIP, FMLA, Trenholme Director of Libraries Emeritus, McGill University, and former president of MLA
In addition, MLA President Michelle Kraft will present an MLA update at the NAHSL business meeting, and Kevin Baliozian, the new Executive Director of MLA, will also be in attendance. More information is available at http://nahsl.libguides.com/nahsI2015

NAHSL Executive Board met on Sept. 11, 2015 virtually. Among the items discussed were:

- Wild Apricot - The potential use of Wild Apricot for state organizations. Some of the larger organizations such as MAHSLIN would like to use NAHSL’s Wild Apricot subscription to process their own member payments etc. This is an additional cost to NAHSL and they are looking into the specifics.

- Revised Bylaws - The final draft of the revised Bylaws, which was approved by the NAHSL Executive Board in early May, has been sent to the MLA Bylaws Committee for its approval. That committee has taken it up for discussion, and their decision is forthcoming. Once approval from MLA is obtained and any changes made, the new Bylaws will be ready to put before the membership for comment and ultimately a vote.

- Membership Report - There are currently 179 NAHSL members, of which 14 are from Maine. Member states in order from highest to lowest membership are: MA, CT, RI, ME and NH (tied at 14), VT. There are also a couple members from NY and one from UT. Of the 179 members, 45 are AHIP members.

- More members - Also there was discussion in the Membership part of the meeting about trying to widen the net of members by including health librarians from public libraries, for example. I mentioned that we had been thinking along these lines at HSLIC as well. The state reps were asked to look at these options and I am collaborating with Maureen Dunn from NH. Your thoughts on this are appreciated.

**Maine Library Commission Report:** Cora Damon

- The last MLC meeting was on Monday.
- Jamie Ritter, the State Librarian, is working on new strategic plan. He is working on getting feedback from state library staff and key people in the state, and hopes the process will be completed at the beginning of 2016.
- There are four vacancies on the MLC and Cora’s term runs out in Sept. 2016. Please let Jamie Ritter know if you’re interested in an available seat. It takes about three months from application submission to being appointed.
- The MLC is looking at the three districts (NMLD, CMLD, SMLD). Right now they’re geographically divided. There are thoughts of instead having subject specialty designees at the State Library that libraries could contact depending on their needs, instead of having generalists from each of the geographical areas.
- The public library standards are now affirmations to strive for, instead of requirements. Some libraries were having trouble meeting the standards, and might have lost MSLN access if they didn’t.
- Other projects include DPLA and Solar. There is an SMLD meeting on Oct 2, and CMLD on Oct 25.

**Hospital Library Advisory Group Report:** Christie Stuntz

- There was an in-person HLAG meeting at UMASS Medical School on June 24, 2015.
- The RML has committed to pay for the NER to have a needs assessment done by Robert Mackes, of the Health Sciences Library Association of New Jersey (HSLANJ), Group Licensing Initiative
The GLI negotiates with vendors on behalf of members, and assists with other licensing needs. Robb will spend one year gathering data from hospital libraries in the region on their electronic resource usage. He is willing to come to state meetings, so I will keep HSLIC updated on his availability once I’m notified that the assessment has started. Robb suggested that the NER would get better rates by forming its own consortium, rather than joining with the already established MAR/SE/A group. If the NER does decide to join GLI, individual libraries would be responsible for paying GLI administrative fees, in addition to fees for resources.

- A focus group is also being developed to create a toolkit for virtual libraries. I will keep HSLIC updated on its progress.

Maine InfoNet Report: Doug Macbeth (sent report)
- MILS (Maine InfoNet Library System): Paris PL goes live in late October with Maine Medical Center Library joining this fall. MIN website has a section dedicated to MILS on its website: (http://www.maineinfonet.org/mils/about/). At the Maine Libraries Conference in November there will be an application process announced for libraries interested in joining MILS. The MIN staff reports that MILS continues to grow with new and unique challenges each time a new library is brought into the system.
- Minerva strategic planning has begun, discussion of a new memorandum of understanding between Minerva and MIN is the works and will be presented to the MIN Board next summer.
- Maine State Library outreach is now fully integrated with MSL in URSUS and no longer in Minerva.
- Innovative Interfaces has had a leadership change. The Board had a general discussion about the ways in which recent changes at III may impact the systems in place in Maine. Some MIN members will meet with III at ALA Mid-Winter.

- Organizational Goals
  - Enhance the capacity to support the expansion of statewide Integrated Library System (ILS) services
  - Expand the number of libraries that actively participate in MaineCat
  - Develop the capacity to support current and future Maine InfoNet initiatives

- Collection Access Goals
  - Provide leadership and management to maintain and enhance collection access to meet the needs of the public that complement, extend, and enhance local library collections by facilitating statewide library partnerships
  - Determine Maine InfoNet’s role in facilitating partnerships in the creation of a Digital Library of Maine

- Funding Goals
  - Ensure Maine InfoNet funding is sustainable
  - Develop a funding strategy to support the growth of Maine InfoNet

Old Business

Membership Brochure Update
- Carin is not here, skip for now

Status of Goals/Accomplishments
As a refresher, our established Executive Board goals for 2015 are:
  1. Maintaining scholarships and mini-grants
  2. Continuing work on the archives
3. Updating the disaster resources list
4. Keeping the website up-to-date
5. Looking into more resource sharing opportunities
6. Aspiring to increase membership

Thanks to Ann and the rest of the board, we are maintaining and manipulating these accounts to keep them viable and useful. Shelly is continuing work on our archives and will discuss some details shortly. Christie will go over the status of the Disaster Resource List shortly. Chris is maintaining the website as far as I know- with everyone’s help. Megan is keeping up with resource sharing opportunities as they present themselves. I will discuss our continuing membership work status in a bit. Thanks to Judi for working on our HSLIC brand and logo and Carin for keeping current members well informed and working to update the general HSLIC brochure. Janet is continually herding us together to keep us honest, hold our business meetings twice a year, and assure that we learn new things. Beth, Cora, Christie, and Doug are getting our name out there and representing us where we need to be. Thanks to all!

**Logo Improvement Project** (Judi Moreno)
This was put on the back burner this summer. There were some changes in the graphics department at CMCC and Judi had no access to the logo files. Judi will try to get the requested changes made so the membership can vote on the final choice at the Fall meeting.

**Outreach/Membership Efforts** (Susan Bloomfield)
I think this was covered at the HSLIC spring membership meeting but to preserve the integrity of our Executive Board meeting minutes:
- In late April (after our Executive Committee meeting), I did send our membership outreach letters to 37 people at hospitals who I felt could be interested in HSLIC and its work. There have been no responses so far.
- I sent a letter to Brandie Burrows the “Health Librarian” at the Portland Public Library and followed that up with a call in the late spring.
  - I called her the other day and she/they are “still thinking about it.”
  - I invited her to the Fall membership meeting, thinking that perhaps with the educational program, that might tip the balance.
  - I’ll send her the flyer.
- There is talk afoot about Northern Maine Medical Center perhaps being a candidate for membership again. I’m hanging back for the moment in their negotiations but HSLIC has definitely come up in conversation between their person, Carolyn Taggett, and Linda Menard at Aroostook and Cindy White at EMMC.

Membership Question: If an institution becomes an associate member (not on Docline, etc) and is therefore aligned with another institution in accordance with our Bylaws, I believe the idea is that they would get all of their document loans through the institutional member.
- Would they be able to place interlibrary loans on our HSLIC listserv to be filled by any member or does the member institution get all of the requests? This might clog up the listserv.
- Is there a provision to “share the wealth” if the number of article requests becomes burdensome for member institutions? This is between the associate member institution and the full member it is aligned with.
- How would we handle ILL’s from public libraries, if we were to have any join HSLIC?

**Disaster Resource List Update** (Christie Stuntz)
- There hasn’t been any progress since the last Board meeting.
New Business

Progress of Slate for 2016 Officers
- The board positions that need to be filled for 2016 are Chair, Vice Chair, Secretary, Treasurer, and Professional Development Chair. People have put their names forward for Secretary and Treasurer. The Board discussed who might be interested in the remaining positions.

Fall Membership Meeting
- Janet will talk to Cheryl Ramsay at the State Library about having an online signup for the Fall meeting.

Archives Discussion

Relevant Treasurer/Budget Items
- There are a lot of treasurer/budget items in the archive paper files with varying levels of detail. What needs to be in the archive vs what needs to be kept by the Treasurer?
- Shelly proposed that we use Northeastern University’s recommendations and archive the proposed budget, the adopted budget, and a 4th quarter comprehensive budget report including all money in and out for the year.
- What is necessary for the Treasurer to keep will be put on the next Executive Board meeting’s agenda.

Committee/Delegate Reports
- Do they need to be scanned in separately? Christie includes most of them in the text of the minutes, but there is no standard for what should be included in the minutes. To be discussed at next meeting.

Mini-Grant Request
Shelly’s Mini-Grant request for portable power packs was discussed. Susan made a motion to approve the request, and Christie seconded the motion. Of the nine board members at the meeting, eight voted to approve the request, and one abstained. The motion was approved.

Other Items
Many board members brought in items for the Maine scholarship basket at NAHSL. Beth thanked everyone for their donations.

Next Board Meeting
- Will be in November or December
- The next membership meeting will be Nov. 13th.

HSLIC Chairperson Susan Bloomfield adjourned the meeting at 1:00 PM.
Submitted by Christie Stuntz, Secretary.
DATE: September 15, 2015 11:36 AM to September 21, 2015 11:15 AM

EMAIL DISCUSSION REVIEW COMMITTEE: Susan Bloomfield (Chair), Christie Stuntz (Secretary) and Beth Dyer (Non-voting Officer)

PARTICIPANTS: Judi Moreno; Christie Stuntz; Ann Jordan; Megan McNichol; Chris Fleuriel; Janet Bolduc; Carin Dunay; Shelly Davis; Elizabeth Dyer; and Susan Bloomfield.

Motion: The following motion was proposed by Ann Jordan on 9/16: “Motion to transfer $500 from Mini-Grants account to Scholarship account.” It was seconded by Christie Stuntz that day.

Discussion: The Chair opened the email discussion on 9/16 at 9:35 AM with a message to all, repeating the question and indicating that the discussion would close on 9/17 at 5:00 PM.

Quorum: On 9/16, a quorum of voting Executive Board participants was reached and announced by the Secretary.

Secondary Motions/ Discussion of Secondary Motions: There were no secondary motions; therefore, no secondary motion discussions took place

Call for Vote: On 9/18, the Chair called for a vote. The email repeated the question, offered options for voting (yes, no, abstain), contained a voting deadline, included a standard subject line, and had the secretary’s email information embedded in it.

Vote: Voting by email was accomplished; votes were sent only to the Secretary.

Vote Results: On 9/21 Secretary Christie Stuntz reported to all participating members the following:

<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>8</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Abstain</td>
<td>1</td>
</tr>
</tbody>
</table>

Declaration of the Results: The Chair declared the motion passed on 9/21 and requested the Secretary to record the results.
Documentation: Chair Susan Bloomfield requested Secretary Christie Stuntz to submit this summary for the official HSLIC record, and include such as an addendum to the next Board meeting minutes.

Susan A. Bloomfield, HSLIC Chair