HSLIC Executive Board Meeting  
VA Maine Healthcare System/Togus, Augusta  
December 11, 2015

Members present: Barbara Bartley, Susan Bloomfield, Janet Bolduc, Greg Curtis, Shelly Davis, Carin Dunay, Chris Fleuriel, Ann Jordan, Heather Kemp, Matthew Revitt, Christie Stuntz

Members present by telephone: Sofia Birden, Beth Dyer, Megan McNichol

Call to Order: HSLIC Chairperson Susan Bloomfield called the meeting to order at 9:45 AM. A quorum of Board members was present.

Welcome New Board Members/Introductions

Old Business

Membership Brochure Update
Much progress was made on the brochure last spring and summer and Carin was just waiting on the new logo to finish it up. However, the brochure file was lost and Carin had to recreate it from scratch. The brochure is now ready to go, with the exception of the new logo. The names of the institutional members will be left on the brochure and Carin will post it on the HSLIC website within the next week.

Minutes from the September Board Meeting
The minutes from the 9/25/15 meeting were accepted and approved.

New Business

Archives Discussion- St. Joseph College Service Contract
Digitization of the HSLIC archives is a work-in-progress. A student worker made significant headway last summer, but St. Joseph’s doesn’t have the extra money this year to pay the same student worker to finish the project. HSLIC has agreed to pay this student worker up to $500 during winter and spring breaks, and possibly the first part of the summer, to finish the project. Shelly ran the proposed contract by Stephanie Zurinski at MSL, who said it looked good to her. Susan asked whether HSLIC was “legal enough” to sign a contract, and it was decided that it was because there is precedent with hiring someone as an Ariel consultant previously. Christie made a motion to accept the contract and hire the student worker, Heather seconded, and all present were in favor.

Board Member Transition/ 2016 Goals Discussion

Chair- Susan Bloomfield, Chris Fleuriel
- Susan tried to do as much outreach as possible in the last two years to get new members. Susan’s initial step was to reach out to medical institutions and hospitals, which is where her
familiarity is, as well as public libraries. The second step, for future work, is to do the same for educational institutions.

- Susan coordinated these efforts, but doesn’t think this should be entirely the Chair’s responsibility. Some options for continuing the project include forming an ad hoc committee, or involvement from the membership and/or Publicity/Outreach Chairs. Susan is happy to be part of a committee going forward.

- Ann said she didn’t really do much with membership outreach during her time as Treasurer/Membership Chair, but this is not really what was envisioned when the roles were combined.

- Beth mentioned that the NNLM has money to pay for exhibit tables, which is another way HSLIC could do outreach.

- Chris is looking for ideas for public libraries to reach out to, so if anyone has any thoughts, please let her know.

**Vice Chair- Judi Moreno, Heather Kemp**

- Judi wasn’t present, but Heather said she’s all set

**Secretary- Christie Stuntz, Matthew Revitt**

- Something to think about in the next year is potentially standardizing what information goes in the minutes vs what goes up on the website separately vs what goes in the archives. Matthew, Greg, and Shelly will have a conversation before the next Board meeting about what goes where, and come up with a proposal to present to the group next time.

**Treasurer/Membership- Ann Jordan, Greg Curtis**

- Ann and Greg went to the bank this morning, set up online banking, and put Greg’s name on the account.

  - 2015 Allocated Budget:
    
    o Administration and Public Relations: $500
    o Archives: $0
    o Mini-Grants: $500
    o Program and Education: $1,200
    o Scholarships: $2,000
    o Travel Expenses, Reps: $1,200
    o Total: $5,400

  - 2015 Spent Budget (so far):
    
    o Administration and Public Relations: $428.81
    o Archives: $0
    o Mini-Grants: $500
    o Program and Education: $300.24
    o Scholarships: $1,650
    o Travel Expenses, Reps: $700.86
    o Total: $3,579.91
Remaining: $1,820.09

- A few notes:
  - $603.50 in checks outstanding, as well as travel reimbursements for this board meeting and food for the fall general membership meeting.
  - When checks are cashed, balance in checking: $12,136.42
  - $180 in income still anticipated for 2015
- 2016 board will look at strategic planning for how HSLIC should spend money

**Resource Sharing:** Megan McNichol

- There has been nothing new since the fall general membership meeting.
- Susan offered to help form a committee to work on expanding resource sharing, especially to loop academics in on opportunities.
- Anyone with ideas for resource sharing opportunities can email Megan and she is happy to contact the proposed resource to initiate discussions.
- Sofia wondered if it was possible to put a resource recommendation form on the website—something to potentially look at in the future.

**Online Services:** Chris Fleuriel, Sofia Birden

- Chris and Sofia will work on making sure everyone who should be on the listservs is on them.
- Chris will make sure new Board members have access to the libguide.
- Sofia will work with Greg as Membership Chair to make sure the listserv stays current.
- The membership form will be used to collect email addresses for the listserv.
- Could there be a list of healthcare associations in Maine on the libguide? – agenda item for the next Board meeting.

**Professional Development:** Janet Bolduc, Barbara Bartley

- There has been nothing new since the fall general membership meeting. Janet doesn’t have all of the data from the survey, yet. There has been one suggestion for a cultural literacy education portion of the spring meeting.

**Publicity:** Carin Dunay

- Carin will take pictures of the outgoing and incoming boards.
- The deadline for the next newsletter is Dec. 15th.
- Carin is now doing publicity on her own, as her SMCC colleague, Meghan Hardison, is unable to continue helping.

**Archives:** Shelly Davis

- Shelly has nothing else to report beyond what was discussed earlier in the meeting.

**NAHSL Board:** Beth Dyer

- The NAHSL executive board met on Dec. 4, 2015 in Worcester.
- There are currently 186 members, of which 14 are from Maine.
- NAHSL has decided to pool all scholarship funds instead of earmarking them for certain conferences. MLA and NAHSL conferences will still get priority, however.
- The format and frequency of NAHSL conferences will be changing. The traditional Sun-Tues conference will be held every two years, on even years. A one-day conference in a central location such as MA may be piloted in 2017 to see if that is a viable option.
- The MLA has a new website, with potential for hosting regional chapter websites. This would mean moving away from Libguides, which would potentially impact state organizations like HSLIC. This is still in the exploratory phase and may not ever happen depending on costs, etc.
- It would be helpful for the NER if we have an attendance sheet at our general membership meetings or any CE event where people check into the meeting and write their name and zip code. Right now Mary Piorun has to manually compile this info for her reports. Barbara Bartley-please take note for the Spring meeting.

**Maine Library Commission:** Cora Damon
- Cora was not present, but sent a report.
- There is nothing newsworthy to report, but the next meeting of the MLC should be interesting as it will be looking at the strategic plan.
- Cora plans to serve on the commission until July/Aug 2016, and then someone will need to take her place. Cora will talk to Jamie Ritter, State Librarian, about the process and will let HSLIC know when it is appropriate to submit names.

**Hospital Library Advisory Group:** Christie Stuntz
- There is nothing new to report since the fall general membership meeting.

**Maine InfoNet:** Doug Macbeth
- Doug did not attend, no report.

**Announcements**

**Next Board Meeting**
- Will probably be in January or February. Chris will look at her calendar and send an email with potential dates.

HSLIC Chairperson Susan Bloomfield adjourned the meeting at 12:01 PM.
Submitted by Christie Stuntz, Secretary.