HSLIC Executive Board Meeting  
VA Maine Healthcare System/Togus, Augusta  
February 05, 2016

Members present: Chris Fleuriel, Barbara Bartley  
Members present by telephone: Sofia Birden, Greg Curtis, Shelly Davis, Beth Dyer, Heather Kemp, Dina McKelvy, Megan McNichol, Matthew Revitt, Christie Stuntz

1. **Call to Order:** HSLIC Chairperson Chris Fleuriel called the meeting to order at 9:35 AM. A quorum of Board members was present.

2. **Chair’s Report:** Chris Fleuriel  
   - Former HSLIC president Susan Bloomfield has been made redundant from Health Sciences Librarian Southern Maine Health Care. Dina McKelvy reported that Maine Health Care still plans to proceed with the access to information project that is looking at developing a viable structure for services across the system (using survey results). Still unclear whether Susan will remain involved in the project. There is no news on the future of a librarian position at Southern Maine Health Care.

3. **Secretary’s Report:** Matthew Revitt  
   - The minutes from the 12/11/2015 meeting were accepted and approved.

4. **Treasurer’s Report:** Greg Curtis  
   - $240 for the archive project was the only account activity since the last meeting.  
   - HSLIC has a balance of $10,827.71.  
   - Greg has received the HSLIC check book from former treasurer Ann Jordan.  
   - Heather will check the HSLIC mailbox weekly and mail any items to Greg. Heather will pick up the keys for the mailbox from Happy.  
   - Susan will not be charged for her 2016 HSLIC individual membership dues.

5. **A. Online Services Report: Sofia Birden**  
   - Added PDF versions of Word Documents to LibGuides: Helps those with mobile devices to open document on the go  
   - Updated HSLIC board listserv  
   - Added rotating images to the libguides (webpage) front page (need more images). Ideally images need to be larger than 400x600. Sofia will put out call to HSLIC members for images.  
   - Waiting for members list from Greg to update the general HSLIC listserv.  
   - HSLIC.org domain name is not being used and Chris didn’t renewal the name (since now have LibGuides).
- Sofia wondered why content in the “Other Helpful Resources” under “Librarian Resources” tab of LibGuides is password protected. Sofia will check with Carin about the content in this area and the possibility of creating a brochure with links to Marvel.

- As per the HSLIC Policies & Procedures, board members have responsibilities for updating specific areas of LibGuides and should notify Sofia when making changes. Sofia will send a reminder to members regarding signing up to receive notifications for when new content is added to LibGuides.

- Sofia will hide the “Subject Guides” tab, fix “libraries” typo, and work on un-publishing “dead” links from LibGuides. A bigger conversation needs to be had about updating resources on the LibGuides, including adding a list of healthcare associations in Maine (as per Dina McKelvy suggestion). Sofia will also put “top links” up and speak to Megan regarding URLs.

- Beth confirmed that NAHSL’s plans for upgrading to version 2.0 of LibGuides are still unclear; as is the possibility of MLA hosting content.

B. Resource Sharing: Megan McNichol
- Nothing to report

C. Professional Development: Barbara Bartley
- Barbara will take up offer from Janet Bolduc for help with ideas for professional content for membership meetings; Cultural literacy is one possible subject area. There may be suggestions in the survey results from previous membership meetings.

- Possibilities for looking outside libraries for content ideas and ALA and MLA webinars were debated.

D. Publicity: Carin Dunay
- The latest issue of the newsletter was published at the end of January. Carin has two personal goals this year:
  1. Publishing the newsletter on time this year. (March, June, Sept, & December)
  2. Be more proactive in posting to the HSLIC calendar (Board meeting are already up there)

- Via email Carin had asked the Board if it would be appropriate to try a new column this year that would summarize the issues that the Board is discussing as well as any initiatives undertaken. The Board agreed it would be a good idea for Carin to add a column with summaries of issues, particularly as not everyone reads the board meeting minutes.

E. Archives: Shelly Davis
- The contract for services with student worker, Develan Abbott, began on January. For the last two weeks of the winter break, he spent 30 hours working on committee reports, membership directories, and bylaws – de-duplicating files, pulling staples, ordering documents chronologically, and scanning. These hours amounted to $240.00
of the $500.00 allotment. (Check received from Greg Curtis) Develan will continue this
work as time allows during his regular shifts as a library student worker, getting paid by
the College. During the spring break in March, he will spend the majority of his time on
the HLSIC Archives project; this time will be charged to the contract. Great progress has
been made, and Shelly fully expects to have all files digitized and uploaded to the
website by the end of May.

6. A. NAHSL: Beth Dyer

- The NAHSL Executive Board has not met since its last meeting on Dec. 4, 2015 in
  Worcester.
- Online activity since the last Board meeting has included the following actions:
  ▪ The NAHSL Libguide Executive Board page has been updated with new
    information, officer names, and even individual photos of Board members. Most
    of them look like someone was playing in Photo Booth though – there are some
    formatting issues! http://nahsl.libguides.com/content.php?pid=148095&sid=1259274
  ▪ 78 NAHSL members participated in the voting process to approve the revised
    NAHSL bylaws which passed unanimously.
  ▪ The NAHSL mileage reimbursement form was changed in response to the
    federal government lowering the reimbursement rate from 57.5 cents/mile to
    54 cents/mile for 2016.
  ▪ NAHLS membership is $50 per person and opened for 2016 in January. You get
    the most benefits by joining before March 15th so join now if you haven’t yet! I
    will send a note on HLSIC-L about it too. http://nahsl.libguides.com/Membership
  ▪ The special interest listservs (Mental Health, Advocacy) are being retired due to
    low use. There may be a special place to communicate on these issues on
    NAHSL libguide instead.
  ▪ Melanie Norton, Chair of the Professional Development Committee, sent a
    message to the membership about revised professional development awards. Members
    can now apply for up to $700 to attend the MLA conference, and up
    to $250 to attend the NAHSL conference or another related conference. The
    hope is that more people will apply for funding to attend MLA and represent
    NAHSL on a national level.
  ▪ NAHSL Chair Debra Berlanstein sent a message to the membership about future
    conferences:

    “The NAHSL Executive Board has been looking at different ways to manage our
    budget responsibly and still provide the benefits that our members expect and
    appreciate. During the past year we formed a working group to look at possible
    changes to our future conference format (starting in 2017) that might make
good sense and include some cost-savings. The working group has recommended the following:

A full, traditional conference will be held every other year (2016, 2018, etc.) planned by a central committee rather than placing the burden solely on NAHSL members in the hosting state. It is hoped that members from the host state will of course be involved in local arrangements and hospitality planning.

An abbreviated conference format will be held on alternating years, beginning in 2017. The exact structure is yet to be determined, but it is recommended by the working group and Donna Wikstrand, who has assisted NAHSL with conference planning, that it be held in a conference center rather than a hotel, in a central location easily accessible to NAHSL members. This meeting would be a one-day meeting, but could include the possibility of overnight stay nearby and additional CE. Again, a central committee would be formed to work out the detailed plan. We will be looking for members to volunteer for both future planning committees!

We welcome input from our membership regarding this proposed change. As much as we all enjoy and cherish the multi-day annual meeting, we are looking at ways to keep NAHSL financially healthy for the coming years. We hope to see you all in New Haven in October 2016. “

- The next Board meeting is Friday, March 4th and will be a virtual meeting.
- Beth sent a reminder to HSLIC listserv regarding renewing/joining NAHSL.

B. Maine Library Commission: Cora Damon
- Cora did not attend, no report.

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

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

7. Old Business

A. Meeting Minutes and Treasurer’s Files
- In the past, different secretaries have handled officer/committee/delegate reports differently. Some have included reports – verbatim – in the minutes, others have included summaries, and others have simply noted “see report.”
Christie made a motion to approve the following recommendations from Shelly, Greg and Matthew:

“To make meeting minutes all-inclusive and to ensure the archiving of officer, committee, and delegate reports, the HSLIC secretary shall include such reports – verbatim – in the minutes, supplemented with summaries of discussion and action items raised during meetings.

The HSLIC Treasurer shall retain all financial records for the current year plus seven years. The Archivist will ensure that, for every fiscal year, the proposed budget, the adopted budget, and a 4th quarter comprehensive budget report are retained indefinitely. “

Heather seconded the motion. Of the ten board members at the meeting, ten voted to approve the request. The motion was approved.

- Greg reported that he only has HSLIC bank records going back 3 years.

B. **Brochure & Logo**
- Chris will contact Judy regarding whether the different choices of HSLIC logo designs can be recovered. Chris will send the choices (via email) to the board for them to vote on.

C. **Disaster Resource Lists**
- Christie working on.

D. **Sign-in form**
- HSLIC will have a sign-in sheet for general membership meetings that includes: name, library, and zip code; this was at the request of Mary Piorun who needs the information for NER reporting purposes. Beth confirmed that there will be no names in Mary’s report, just zip code and library. Beth will produce a sign-in sheet that Barbara can use.

E. **Strategies for spending money**
- The new board will need to look at different strategies for spending HSLIC funds, including spending funds on education and professional development to increase HSLIC membership numbers and lobby on the important of health literacy.

F. **Recruiting new members**
- Opportunity for Chris to speak at Maine Shared Collections meeting to be held at Colby College on 2/24 1-3 PM. Collection development representatives from Colby, Bates, Bowdoin colleges, University of Maine and University of Southern Maine, Bangor and Portland public libraries, the Maine State Library, and Eastern Maine Community College will be present. Matthew will share with Chris contacts at public and academic libraries.
- Greg and Christie also have contacts at libraries they can share with Chris.
- A personal message (similar to what non-profits use) might also be useful to recruit members.

8. New Business

A. Policies & Procedures
- Shelly suggested that at their next meeting the board reviews the HSLIC Policies & Procedures to ensure they are up to date (particularly job descriptions).

Announcements

Next Board Meeting
- Will probably be in March (weather permitting). Chris will send out a Doodle Poll with date and time options ASAP.

HSLIC Chairperson Chris Fleuriel adjourned the meeting at 11:10 AM.
Submitted by Matthew Revitt, Secretary.