Members present: Chris Fleuriel, Barbara Bartley, Beth Dyer, Heather Kemp, Carin Dunay

Members present by telephone: Sofia Birden, Shelly Davis, Megan McNichol, Matthew Revitt, Cora Damon

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. Secretary’s Report: Matthew Revitt
   - The minutes from the 02/05/2016 meeting were accepted and approved.

3. Treasurer’s Report: Greg Curtis
   - Income since last meeting $2,810
   - Expenses since last meeting
     - Archives project $328
     - Scholarship $600
     - Nonprofit filing $35
   - Total $963
   - Current balance $12,914.71
   - All previous year organizations have either renewed or indicated that they are in the process of renewing for 2016. Currently still waiting on four checks to arrive.
   - Federal 990 tax exemption questionnaire for 2015 updated and sent to IRS. State of Maine nonprofit form updated and submitted to Secretary of State, $35 annual charge.
   - University of Maine Presque Isle, Northern Maine Community College, York County Community College all indicated that they are interested in either rejoining or joining HSLIC as members. They indicated that it will not be this year, but probably next year. This is after outreach to the higher education institutions in the State that are not members. Portland Public Library indicates that they will consider again their option of joining in the future.

   The Board wish to thank Greg for his work on recruiting new members.

   - Sofia and Greg have made corrections to the membership directory and to the listserv. Please check for accuracy or any further changes. Membership form is now located both in the Join tab and in the Forms tab on the HSLIC website.

4. Committee Reports
A. Archives: Shelly Davis
- The contract for services with Shelly’s student worker, Develan Abbott, continues. During Spring Break, he spent 11 hours working on committee reports, membership directories, and bylaws – de-duplicating files, pulling staples, ordering documents chronologically, and scanning. Between these and previous hours during Winter Break, $328.00 of the $500.00 allotment has been expended. Shelly expects the balance ($172.00 = 21.5 hours of work) will get used up in May. If more work remains, it will be done as part of Develan’s summer position at the Wellehan Library (paid by the College.) Shelly commented that organizing the documents for scanning takes a long of time.
- There is a new tab on HSLIC website – Archives. With the bulk of the scanning now complete, uploading is next on the agenda!

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

C. Hospital Library Advisory Group: Christie Stuntz
- Christie checked in with Mary Piorun, and she said that the advisory groups aren’t active right now because the RML is at the end of its contract, but that things would start up again in May once the new 5 year grant starts.

D. Maine Library Commission: Cora Damon
- The Maine State Library continues to look at the role of the District Consultants; meetings seeking feedback on proposed changes to the Consultant role have been held throughout Maine. The proposed changes include moving from the previous model of having generalist consultants assigned to specific geographical regions to subject specialist consultants who would be statewide. More meeting are scheduled to look at the proposed changes.
- Maine State Librarian Jamie Ritter has completed one master’s degree and is about to embark on another.
- The Commission is looking at adding more smaller libraries as MaineCat contributors, including those that use Koha and Apollo ILS.
- Joyce Rumery (Dean of University of Maine libraries) is the new chair of the Commission, taking over from Beth Edmonds.
- Cora’s term on the Commission expires on 9/12/2016 and she plans to retire in 18 months’ time, so HSLIC will need to start thinking about her replacement, particularly as there is extensive paperwork involved.
- One of the major projects at the Maine State Library is digitization which is being led by Adam Fisher. The digitization work feeds into plans underway for the Maine State Library to become a hub for the Digital Public Library of America (DPLA). The Board discussed potential rare and interesting items their institutions might have which could be digitized and linked to on DPLA. The Maine Shared Collections spreadsheets can be
used to identify rare titles which are often good candidates for digitization. One of the issues libraries need to think about when digitizing materials is copyright. DPLA is also interested in certain categories of materials, so before weeding with the DPLA in mind libraries should first check with Adam Fisher and Peggy O’Kane from the Maine State Library.

- Cora plans on writing an information piece on hospital libraries for the Commission.

E. NAHSL: Beth Dyer
- The NAHSL Executive Board last met on March 4, 2016 online. Here are some updates from the meeting:
  1. **Archives**: are being organized and someone volunteered to make a finding guide. The committee is planning digitization efforts along with the NAHSL 60th anniversary in 2018.

  2. **2016 Conference**: will be October 23-25, 2016 in New Haven, CT. Registration is expected to open around June 1. Call for papers, posters etc will be coming soon.

  3. **Future conferences**: After the 2016 conference, NAHSL is going to try this model: Keep the current meeting structure (2.5-day conference rotating between states), but hold it every OTHER year. Alternate years would have a 1-day conference, similar to what MAHSLIN holds, with possible CE the previous afternoon. These alternate year meetings could be held in a central location convenient to many, possibly in a conference center (rather than hotel). This model keeps the costs down for NAHSL and the membership. (Note: Beth has joined the conference planning committee for 2017 so let her know if you have any suggestions). Beth commented that the 1-day format might attract more attendees because it wouldn’t necessarily require staying over at a hotel.

  4. **Continuing Education**: The Education Committee is offering a 5-hour day long course titled Crucial Conversations on June 24 at UMass Medical Center. This course will give participants an understanding of the communication skills necessary to address interpersonal conflict in ways that reduce defensiveness and facilitate resolution and trust. Instructor Mary Beth Jordan has extensive experience and expertise in employee assistance programs and organizational leadership.

The committee is working on making its webinar recordings available, such as the one they did on Research Impact on Jan 2.

CE courses under consideration for NAHSL ’16 include: Evaluation of Library Services (3 hour) Instructor: Cynthia Olney; Bravery and Brevity (4 hour) Instructor: Donna Belcinski; Poster Perfect (1.5 hours) Instructor: Gary Atwood; NIH Public Access Policy (2 hour) **Instructor: Rebecca Reznik-Zellen (lead), Lisa Palmer, Julie Goldman (co-instructors).

5. **Scholarships**: The Board increased funding for members attending MLA to $700.00. Because of the increase in funding, fewer awards may be distributed.
March 3, 2016 was the deadline for the MLA applications. The quarterly award of 250.00 for members to attend conferences other than NAHSL and MLA has been reinstated. There is still a $225 award available to attend NAHSL conference. Forms for awards have been updated and posted to the NAHSL Libguide.

6. **Technology:** Likely to see a change in the fall of 2017 – migrate the web site to LibGuides 2.0 or move it to the MLA hosting service if that works for NAHSL. Wild Apricot license runs to end of 2017.

7. **Story Corps project:** A committee is being formed to initiate this project which received grant funding to support and will involve interviewing librarians.

8. **The next Board meeting** is Friday, June 17, 2016 at UMass Medical Center. Please let me know if you have anything you’d like me to bring up on behalf of HSLIC or Maine in general. FMI see NAHSL Libguide Executive Board page http://nahsl.libguides.com/content.php?pid=148095&sid=1259274

- Beth confirmed that there are no plans to do anything about possibly replacing LibGuides before the end of 2017.

**F. Online Services Report:** Sofia Birden

- Sofia has been working with Greg Curtis to update HSLIC listserv membership – ongoing. Sofia reported that Greg is often only receives a check from libraries, not the form indicating which staff members should be HSLIC contacts. Sofia has worked in making the membership form (which is also online) much clearer about the need to send the completed form with the check for membership renewals.
- Email alert in HSLIC libguide does not work automatically. One uses it to manually push out to people any changes. This means I have to know what people have done if I am going to use this. It will be easier for everyone who makes a content change (not a format change) to email the listserv like you would normally.
- Sent out disaster resource list and mentor list for review, updated lists, and posted updated lists to HSLIC libguides.
- Reviewed HSLIC libguides site for areas that needed to be updated. Waiting for review of policies/procedures document to complete.

**G. Professional Development:** Barbara Bartley

- Barbara when looking at who to invite for the Spring Meeting found an outdated list of Maine libraries on an external webpage that is linked to from HSLIC. Barbara will send the link and list for the Board to review.
- The Board liked Barbara’s idea of having a paper survey for attendees at the Spring Meeting to solicit ideas for future educational programs at HSLIC member meetings. The survey forms will be distributed for filling in during the Business Meeting.
- The Board were in favor of inviting education providers to the Spring Meeting (primarily for the Education Program), but there will need to be RSVPs to give the organizers an idea of how many attendees to expect.
- The Board discussed having future presenters speak on diversity.
- Barbara plans to invite MSL district consultants, Jamie Ritter, RML (Mary), and Maine InfoNet (James), but also extend the invitation to others at RML and MIN.
- In Matthew’s absence Carin agreed to take the minutes for the Business Meeting.
- Barbara needs help keeping up to date with the calendar of professional events happening in Maine and beyond.
- Barbara will work on an agenda for the Spring Meeting.
- Barbara will speak with Christina Stuntz about the possibility of Mid Coast-Parkview Health hosting the Fall Meeting.

H. Publicity: Carin Dunay
- Nothing to report.

I. Resource Sharing: Megan McNichol
- The NEJM 2017 renewal subscription is in process. More emails to follow to the HSLIC subgroup for NEJM. Megan is speaking to Dina about NEJM for 2017 and the amount should be the same. Megan will send further reminders to HSLIC about renewal (see below regarding MARVEL access to NEJM).
- Sent an email to HSLIC members regarding a consortium purchase for JoVE, but not had anything substantial in response.
- Sent an email to HSLIC members regarding a consortium purchase for Access Medicine.
- Any additional library wanting to join the NEJM group purchase should email Megan.

5. Old Business

A. Policy & Procedure Manual review
- Sofia reported that some of the HSLIC policy and procedure information online is way out of date, including the mention of website domain which HSLIC no longer owns.
- Different Board positions have responsibilities for maintaining specific parts of libguides.
- The Board agreed to take a look at the information and have an email discussion about possible changes to the policies and procedures; Heather and Chris will then make the changes.

B. Retirees – how to handle
- The Board discussed creating a separate “grandfathered” individual membership type, with reduced fees, for retired members and/or those members whose position has been eliminated. Adding a new membership type would require a change in the HSLIC bylaws that would need to be approved by the membership in a vote. The Board eventually decided the existing membership type of “Honorary Affiliates” would be suitable for
retirees. Nominations and voting for “Honorary Affiliates” will be added to the agenda of the Spring Meeting.
- Beth made a motion to approve the following recommendation which came from Board discussions:

“Let members stay on HSLIC listserv through their term of membership (end of calendar year), unless they opt out”

Heather seconded the motion. Of the ten board members at the meeting, ten voted to approve the request. The motion was approved. This means individuals can stay on the HSLIC listserv until the end of their membership term.

C. 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. The most popular choices will be presented to the membership at the Spring Meeting.

6. New Business

A. MLA Conference
- Chris agreed to present on behalf of HSLIC at the 2016 Maine Library Association Annual Conference which will be held November 14-15 at Sunday River. Possible subject ideas include: health advocacy, where to look for reliable information, using statistics, and also just generally promoting HSLIC. Matthew as one of the organizers of the Conference will pass on information about presenting to Chris and about opportunities for having a HSLIC table. Heather and Cora were both interested in working on a HSLIC table and there’s also the possibility of support for a table (including fiscally) from RML.

B. Maine Hospital Association meeting
- The Board agreed that HSLIC should be represented at the Maine Hospital Association meeting where they can announce the winner of the Cairns Award and generally promote the role of health librarians. The deadline for registration for the meeting is soon, so Board members that wish to attend will need to act fast.

C. 2016 Eleanor C Cairns Award
- At the time of the meeting Heather had only received one nomination for the Cairns Award. Heather asked that any nominations are sent to her before June, in time for the Award winner to be announced at the HSLIC Spring Meeting.

D. NEJM /Letter to Maine InfoNet- MARVEL
- “Access Science” has been being dropped from MARVEL. The Board felt that HSLIC should submit a proposal to Jamie Ritter for why access to NEJM should be provided in MARVEL. Doug MacBeth has already submitted an email to the Maine InfoNet Board in support of NEJM being made available in MARVEL. The HSLIC Board felt that a letter(s) in support of adding the title to MARVEL should also be sent to Jamie Ritter from an academic library perspective (possibly a community college library director).

E. Memorial Hospital (Jackson NH) membership
- Heather had asked via email whether it would be possible for Memorial Hospital (Jackson NH) to join HSLIC because although they are outside of Maine they are part of the MaineHealth health system. After reviewing the HSLIC bylaws the Board agreed that Memorial Hospital (who don’t currently have their own library) could join HSLIC as an Associate Member because there’s nothing in the bylaws to say that Associate Members need to be based in Maine (unlike Institutional Members who do need to be based in Maine). Heather will contact Memorial Hospital about them joining HSLIC.

HSLIC Chairperson Chris Fleuriel adjourned the meeting at 11:35 AM.
Submitted by Matthew Revitt, Secretary.