1. Call to Order: HSLIC Chairperson Beth Dyer called the meeting to order at 9:00 AM. A quorum of Board members was present.

2. Chair’s Report: Chris Fleuriel

   Outgoing chair Chris highlighted the *Portland Press Herald* article she and Susan Bloomfield wrote as being one of her highlights during her tenure as chairperson because it brought medical librarians more awareness. Chris also enjoyed presenting at the 2016 Maine Library Association Conference and found out the Conference was not just for public libraries. Chris expressed gratitude to the Board for their support. The Board thanked Chris for her work on HSLIC.

3. Secretary’s Report – Matthew Revitt

   Chris made motion to approve the minutes from the October 16th Board meeting, Shelly seconded and all present were in favor.

4. Treasurer/Membership Report – Greg Curtis

   Fall Mtg Expenses
   $378.00
   Administrative
   $44.01
   Current balance
   $11,615.62

   Greg reported that the TD Bank statement matches the balance in his report. Greg reminded the Board that membership renewals were due. Greg will send a reminder to the HSLIC member list that includes a request to pass (if necessary) the renewal on to relevant person for payment.

   A discussion ensued regarding the differences between the HSLIC contact and person who pays the renewal fee. Last year by March most people had renewed, so Greg only had to reminders to a few members and by June everyone had renewed.

   Dina suggested HSLIC sends a message on MELIBS as a way to recruit new members. Beth as chair will send the message, including member benefits.
Greg confirmed for Chris that the administrative fee was for a speaker fee from the annual member meeting.

Beth reviewed the current roster of board members, it’s still not clear regarding whether Cora (Library Commission) and/or Christine’s (Hospital Library Advisory Group) positions need to be fulfilled.

5. Resource Sharing Report – Megan McNicol

The HSLANJ Group Licensing Initiative is a cost-saving, technology –sharing consortium open to all NN/LM members in the MAR, SE/A and NER. Megan will have more information to give HSLIC, in March 2017, when the offer is set to start.

6. Online Services Report – Sofia Birden

NN/LM, NER completed migrating the HSLIC list to "simplelists," to which the HSLIC group agreed.

- There was some confusion with regard to the list being updated since some people contacted Allison Herrera to remove them from the list. Sofia had the list updated as of 12/16 based on the Directory and previous requests. However, Sofia should have contacted the listserv for final updates. Please help Sofia across this next year to make sure people know to contact Sofia if they want their names added or removed from the list. Sofia has periodically sent an email across the listserv, and will do so again this soon. If any of Board members receive a request, please forward the request to Sofia and CC the requestor so he/she knows they can contact her in the future.
- Once the list has been migrated this January, admin will send emails to the new list to make sure we are all receiving messages.
- In February the old email lists will be removed. Sofia will be asking for a backup copy though Sofia has made her own as well.
- Once the new list is ready to use, Sofia will send everyone the new listname and any instructions NER provides if necessary.
- Currently, Sofia is the list manager, it wouldn't hurt to have a backup manager, just a suggestion. Sofia doesn’t know how many out there actually have/had rights to the old list.

Sofia confirmed that Allison is monitoring the list. Shelly volunteered to be back up person which involves adding or removing people straight away when Sofia is unavailable. In the new service people can unsubscribe themselves.

- The rotating images on the HSLIC site broke. Sofia was able to fix it by removing the descriptions of the images. Sofia contacted Springshare, the company that produces LibGuides, and though they said they would see what they could do to fix the code they themselves put together for Sofia, they also said they no longer actively support
LibGuides 1.0. They recommended HSLIC moves to LibGuides 2.0, which is free to do, but since HSLIC are piggybacking off of NAHSL, there are a few options. Springshare support has not gotten back to Sofia with regard to the code.

- Sofia updated the Google map of HSLIC libraries. It is also posted on the front page of the HSLIC LibGuides, so more accessible. Let Sofia know if someone needs to be added or removed. Sofia will review the Directory once the annual memberships have been paid and the Directory has been updated and then update both the new listserv and the map if necessary.

Barbara asked if there were non-members on the HSLIC board list. Greg confirmed there were some MSL staff on there and Allison. Sofia will send a list of HSLIC Board listserv members to the Board.

7. **Professional Development Report – Barbara Bartley**

No report, but Barbara is considering a number of ideas for educational programs. Barbara asked about UMaine as a possible host for the spring meeting to avoid fees at Husson University. Greg will speak to Joyce Rumery about hosting the meeting at Fogler and get back to Barbara.

Barbara is considering alternating between north and south locations for the member meetings.

8. **Archives Report – Shelly Davis**

No report.

Dina asked about tapping into NAHSL oral history work; Beth hoped more Maine librarians will get involved in this work.

9. **NAHSL Rep Report – Beth Dyer**

Met on December 2nd for a handover meeting.

NAHSL one-day conference to be held on October 20th in Waltham Woods. There are HSLIC scholarship funds available for attending. Also, more NAHSL virtual CE such as webinars. The 2018 conference will be held in VT or NH, organized by a NAHSL-wide conference planning committee and not just by members from those states.

10. **Maine Library Commission Report – Cora Damon**

No report at meeting, but post-meeting:
• Beginning budget info from state:
  o 1. Governor has flat funded the State Library in his budget
  o 2. No MSL jobs listed for layoff. Commission meeting later in Jan.

11. Maine InfoNet Report - Doug

No report. Matthew reported that James Jackson Sandborn had attended a Fogler Library and had reported on the transition from OverDrive to Bibliotheca, online Sierra portal, and sms text alerts for patrons.


No report.

13. Old Business
   a. HSLIC logo. Chris wanted to send a vote out on the logo choices and had asked Heather Kemp to do this, but she hadn’t seen a survey sent out. A discussion then ensued regarding issues with accessing Survey Monkey. Beth will send out the logos for voting via email, if sending attachments on the listserv isn’t possible, then she will post them on LibGuide and post a link. The aim is to have the logos agreed by end of January.

14. New Business
   a. Future meetings venue – virtual. Beth suggested that some of the Board meetings be held virtually, rather than in-person. The Board liked Shelly’s idea of having winter meetings on the phone and the rest in-person. Possibility of having the March (next meeting), September, and December as virtual meetings. A discussion then ensued regarding the proximity of member meetings to Board meetings.
   b. Dina led a discussion of first having a general member survey and then a retreat-mode membership meeting with a facilitator to discuss HSLIC’s purpose and expanding its membership base (strategic planning). Dina’s idea was looking at the future role of HSLIC across different library types. Dina will start work on a survey and ask the Board to contribute ideas. The aim is to have the survey completed by February for the Board to review at its March meeting. The March meeting will be an in-person meeting that would start with a regular meeting and then “special” strategic planning session with a facilitator (potential ideas from Beth and Matthew). Then the Board could present the results of the survey and discuss at the June member meeting.

   Beth will send out a Doodle Poll with dates and times for the March meeting at UMaine.

   c. Sofia, will learn more about managing listserv and will report back to Board on what she learns. Sofia can start adding and removing subscribers now. Board agreed to keep the listserv member list the way it is currently with subscriber’s email addressed hidden from general subscribers.
d. Beth wondered whether HSLIC could follow NAHSL’s example and use LibGuide for uploading reports, rather than circulating them via email. Although the reports will eventually be included in meeting minutes, loading the reports to LibGuide will be a way for them to be shared for review, including more widely with non-board members. For the next meeting Sofia will work on creating the pages so the Board can review.

e. Dina and a colleague have been working on a list of professional associations and health care related groups whose events HSLIC might want to exhibit at and reach out to. Dina will review the list and mock up a page for adding to the HSLIC LibGuide that she will share with Sofia.

HSLIC Chairperson Beth Dyer adjourned the meeting at 11:00 AM.
Submitted by Matthew Revitt, Secretary.