**Minutes of the Health Science Librarians of Illinois Fall 2014 Board Meeting**

Held on November 12, 2014, at the Hilton Garden Inn in Champaign, IL

**Attendees**

In person

Eric Edwards, Benedictine University at Springfield

Linda Feinberg, Evanston Hospital (arrived after meeting start time)

Molly Horio, Advocate BroMenn Medical Center

Royden Jones, St. Francis Medical Center

Stacey Knight-Davis, Eastern Illinois University

Dianne Olson, retired

Daneen Richardson, Western Illinois University

Michael Wold, OSF Saint Mary Medical Center

On phone

None

The meeting was called to order by Stacey Knight-Davis at 6:17 PM. The meeting agenda was approved, and no additions were submitted.

Stacey mentioned that several changes had been made to the minutes from the previous meeting (summer of 2014) since the draft had been sent out to the Board listserv for review. She asked if there were any additions; there were none. The minutes were approved unanimously, with a motion from Molly and a second from Roy.

**Officer Reports**

President’s Report (Stacey)—Stacey referred the Board members to her written report. In the report, Stacey thanked the members of the conference planning committee for their hard work. She noted that the attendees this year include non-members, and she encouraged the Board to continue reaching out to those outside of HSLI who might find the conference worthwhile. Stacey also thanked the three student interns from the University of Illinois at Urbana-Champaign’s Graduate School of Library and Information Science (Nicole, Rachel, and Taylor) who will be assisting with this year’s conference.

 Stacey and Daneen are planning the 2015 conference, “A Library State of Mind”, which will take place in Peoria. Since the HSLI meeting will be part of a joint conference with all of the Illinois library associations, the hope is that attendees who may not be familiar with HSLI will learn about the organization and consider becoming members. Stacey invited anyone who is interested in being on the 2015 conference planning committee to contact her or Daneen.

 As part of her work with the ad hoc committee that manages the Helen Knoll Jira Scholarship, Stacey has collaborated with Daneen and Diane in establishing an investment account through Vanguard. The hope is that, as the fund continues to grow through donations by HSLI members and dividends from the investment, it will eventually be large enough that HSLI can begin awarding scholarships. The scholarships will go toward graduate studies in library science and related fields. Also, a bylaws amendment to change the Helen Knoll Jira Scholarship Committee from an ad hoc committee to a standing one has been proposed. Stacey will distribute copies of the amendment at the November 14 business meeting; the proposal will also be posted to the Newsletter and sent out to the listserv. After a 30-day period for any feedback on the proposal, the amendment will be put to a vote.

 Attendees at this year’s conference will be able to purchase a shirt. Short-sleeved ones are $15.00, while long-sleeved ones are $20.00. Members are encouraged to wear the shirts often, in order to increase awareness of HSLI.

 Rhona Kelley (SIU School of Medicine), who is the current HSLI representative on the Regional Advisory Committee, will be retiring in the near future. Stacey has appointed Laura Wimmer (Presence Resurrection Medical Center) to fill Rhona’s spot. Another HSLI representative on the Regional Advisory Committee, Arlis Dittmer (formerly of Blessing Health System) has already retired, and Daneen will appoint a replacement.

 The Medical Library Association’s Midwest Chapter has modified its process for selecting state liaisons. At this point, no one has been appointed for Illinois. Anyone who is interested in being considered for the HSLI liaison should contact Mary Hitchcock (MHitchcock@library.wsic.edu).

Treasurer’s Report (Dianne)—Dianne reported that, as of November 11, the total balance in HSLI’s checking account was $13,045.48. That takes into account the $24,190.00 that had been transferred to Vanguard for the Helen Knoll Jira Scholarship. The expenses for the conference t-shirts (ordered from Customink) came to $429.50.

President-Elect’s Report (Daneen)—Daneen emphasized that she would like to keep HSLI expanding. She considers this to be especially crucial in light of the notable number of recent retirements.

**Committee Reports**

Archives Committee (Miranda)—Miranda reported that, over the last few months, she had finished moving the HSLI archival materials to the University of Illinois at Urbana-Champaign for storage. She thanked Fran Kovach for assisting with sorting and moving the documents. Miranda also completed the finding aids for the materials and created a poster session for this year’s conference discussing the project. Stacey said that she will put a link to the finding aids on the HSLI website. Miranda added that it is possible the University of Illinois will create an electronic finding aid for the archival periods. She does not know, however, if the materials will eventually be returned to HSLI.

Bylaws Committee (Stacey on behalf of Jeanne Sadlik)—Stacey noted that the HSLI bylaws have already been amended to allow for electronic voting. The proposed bylaw (Jeanne had submitted a copy with her written report) would make the Helen Knoll Jira Scholarship Committee a standing committee rather than an ad hoc one. Stacey said that, since the amendment had already been discussed in detail over the summer, including at the Board meeting, there was not a need for additional discussion, unless anyone had particular comments or suggestions.

2014 Conference Planning Committee (Stacey)—Stacey mentioned that this was the first time PayPal had been used for conference registration. (A total of 15 registrations were submitted via PayPal.) An invoice was sent to one vendor. PayPal charged a fee of $5.07 for each registration for the full conference.

 Thirty-two people in all registered for this year’s conference. These included 24 current HSLI members, three retires, three interns from the University of Illinois’s Graduate School of Library and Information Science, and two non-members. The gross total of the registration fees came to $5,050.00.

 Stacey commended Daneen on the great job she had done with organizing the exhibits that will take place during Nancy’s Reception. There are 10 registered individual exhibitors at this year’s conference. The total costs for exhibitor registration and sponsorship amounted to $4,530.00. Stacey noted that the reception has been paid for entirely with exhibitor money. She noted that there were eight vendors, with 20 total representatives present, and that the more people there are, the more money that will bring in.

Stacey also complimented Deborah Rue on her efforts to promote the conference on the HSLI listserv. Stacey noted that, overall, she expected the organization to lose money through the conference, but not much.

Eric asked how the GSLIS interns had been chosen. Stacey explained that she had put out a request for volunteers in the spring, with no takers. She had tried Dominican, also. Stacey had put out another request in the fall and had been able to find three students from GSLIS who would be interested.

 There was a question on the history of HSLI, particularly how it had gotten started. Stacey explained that it had begun in the late 1960’s as a hospital consortium.

Consortial Purchases (Stacey on behalf of Virginia)—Stacey noted that Virginia has resigned from the Committee, so a replacement needs to be found. HSLI is now officially a member of an R2 Digital Library consortia managed by Rittenhouse. (The consortia has six institutional members.) Stacey added that, for purchases from McGraw-Hill, there is a 10 percent discount that will be offered through December 15.

 Stacey and Daneen have been contacted by a representative from the Consortia Model Team of the AZHN Sustainability Task Force. The representative passed along a survey on health-sciences consortia. The survey covered 24 consortia in the southwestern United States and was conducted because of a lack of information on the structure and needs of health-sciences consortia. Among the report’s findings was that there is not a set of rules or regulations practiced across consortia, leading to differences in how consortia operate. One of the main recommendations was that, due to budget cuts, consortia need to seek out alternative sources of funding beyond just member dues.

Legislative Committee (Michael and Eric)—Michael thanked Eric for his work in keeping HSLI members updated on legislation, through the listserv and the Newsletter. Michael noted that he may be stepping down from the Committee in the near future.

 Eric noted that this past legislative succession has been reasonably successful for library advocates, with legislation on budget issues being the major focus. He noted that one of the key issues for Illinois academic libraries during the past session has been developing open-access policies. Public schools have been required by legislation to take the lead; the hope is that private institutions will follow. Stacey noted that faculty senate at Eastern Illinois University has already passed such a policy, making it farther along than many schools. Having a policy at Eastern is important because people had not been submitting the kinds of material (research articles, theses) that needs to be included in an institutional repository.) Stacey went on to say that, even though having an institutional repository is expensive, it also gives schools an effective marketing tool. Eric added that, during the upcoming veto session, legislation on limiting voluminous requests for information will be up for a veto override.

As far as issues for the upcoming session of the Illinois General Assembly, the extension of the income-tax increase will be the key issue, at least at the outset. The Illinois Library Association, in particular, is concerned that funding could face double-digit cuts across the board if the extension fails. Stacey said that, given the results of the recent elections, particularly the governorship, it is not entirely likely that the increase will be extended.

Listserv Committee (Linda)—Linda noted that there are currently 115 subscribers to the HSLI listserv. She noted that it is sometimes difficult to reach everyone if someone’s e-mail address changes. Also, Linda has been working with Roy and the Membership Committee to ensure that the listserv is current, with new members being added and former members (those who haven’t renewed their HSLI membership for two or more years) being removed.

 Over the past year (November, 2013-October, 2014), there have been 133 total posts to the listserv. The highest number of posts came in March (with the IACRL conference) and October (the lead-up to the HSLI conference). As far as topics, the largest number of posts covered conferences, followed by the Legislative Committee. Linda noted that some of the posts that have been sent to the listserv have been reposted to the Newsletter.

 Linda raised the question of who the listserv moderator should be. Virginia Gale used to be the moderator, but she has been extremely busy lately. Linda has offered to take over moderator duties; she will check with Virginia first. Even though Virginia has resigned from the Consortia Purchase Committee, Stacey suggested still keeping a committee seat open for her somewhere, in case she is interested.

 As a Board discussion item, Linda put forward the issue of keeping track of life members so that they can remain on the listserv. Stacey noted that eligibility for life membership has already been added to the HSLI bylaws. Eligibility is based on extraordinary service to HSLI and the larger library and information science community. Nominations are put to the Board for approval. As far as anyone knows, Ruth Holst is the only person who has been selected for life membership so far. Linda will continue checking previous editions of the Newsletter, in addition to older Board minutes, to determine if anyone else has been selected for life membership and needs to be added to the listserv.

Ad Hoc Scholarship Committee (Stacey)—At the August meeting, the Board decided to place money from the Helen Knoll Jira Scholarship fund into an account managed by the Vanguard Group. On September 29, an account was opened with Vanguard, with $20,000 going into the Vanguard 500 index fund admiral shares (109.595 shares), and the remaining $4,190 being invested in the long-term bond index (305.616 shares). Stacey and Daneen are currently the ones on the account, but since Sarah Isaacs is now the HSLI treasurer, she will be added to the account. (Once Sarah has been added, Stacey will be removed from the account.) Statements from the account will be sent to her.

 Roy noted that a box has been added to the membership form for anyone who would like to make a contribution directly to the fund. He added that there have already been several donations, totaling $120.00. Stacey noted that there has already been extensive discussion on making the Committee a permanent standing one. Sometime after the conference, the motion to make the Committee a standing one will be posted to the HSLI website, with the opportunity for members to leave feedback, and then a poll on the motion will be sent out to the membership. Fran has submitted the administrative paperwork for the Fund (see documents submitted with report).

Marketing Committee—no report

Membership Committee (Roy)—Roy noted that the current HSLI membership, as of October of 2014, was 97. This was down from 113 at this time last year. (Specifically, it amounts to almost a 15-percent decrease.) Roy said that it is hard to keep track of why people have not renewed their HSLI membership. In some cases, individuals may have retired. In other cases, people may have left their current positions (particularly with the closings of a number of hospital libraries) and either haven’t bothered to renew or may have left the library science field entirely. While Roy (working with Linda and the Listserv Committee) has sent renewal reminders via e-mail, at several people haven’t responded.

 Roy did mention that the overall decline in membership is not as steep as it would have been, since six new members have been added in the past year. (Of this group, three are from academic libraries, two are from hospital libraries, and one is from a vendor.) Among all of the current members, 46 are from hospital libraries, 31 are from academic libraries, seven are from special libraries, four are retired, three have an uncertain status (most likely between jobs or retired), two are vendors, two are students, and one is a representative of a library system. Even though the membership has declined, the overall distribution of members hasn’t changed much.

 Several attendees mentioned that the decline in membership because of retirements is very discouraging, not just because some of the retirees weren’t really old enough to step down, but also since it is very hard to find replacements, particularly for solo librarians. Linda noted that recent retirees included Fran Kovach, from SIU School of Medicine in Springfield, and Beth Robb, from Presence Health. Stacey suggested that consortia might be able to assist in making sure the positions do get filled, but it is hard to know how much impact they can have. Trying to find someone who is part of the same system might be an option. Stacey said that she could check with Jacqueline Leskovec at the GMR.

 Another explanation could be that some people believe that they are members of HSLI through their institution, and so they have not been replying to the renewal notices. The institution may simply have stopped paying at some point. Also, some people may believe that HSLI membership renewal is automatic, in the way that ILA renewal is.

 Looking ahead, Roy stated that he will run another report in mid-December. He may also make a few changes to the membership application. These include having an option for donations, including ones specifically for the Helen Knoll Jira Scholarship fund, and also having a place for members to indicate for which committees they would be interested in volunteering.

Midwest Chapter/MLA Liaison (Daneen and Stacey)—Stacey noted that the situation with appointing members to the State Liaisons Committee was becoming “weird”. She referred the Board to an e-mail exchange she had had with Nadia Lalla, the Midwest MLA Representative At-Large and the Chair for the State Liaisons Committee. In the e-mails, Ms. Lalla noted that, until recently, the liaison for each state had been selected by the president of that state’s health-sciences librarianship association. At the 2013 Annual Meeting, however, it had been decided that the process would be modified so that it fits the process for filling other Midwest Chapter positions. With the new process, any interested member of the Midwest MLA may volunteer to be the State Liaison. The purpose of this change is to encourage greater participation and interaction by committee members. It is expected that the state liaison will be a current member of that state’s health-sciences librarianship organization.

 Stacey noted that, in her follow-up e-mail, she had alerted Ms. Lalla to that some of the active MLA members from Illinois are not members of HSLI. She asked that Daneen, Roy, or herself be contacted when someone has been selected to be the state liaison, so that it can be confirmed that the person is in good standing as a member of HSLI. She also emphasized that, in the past, the Midwest Chapter MLA liaison has attended HSLI Board meetings to provide a report, either verbal or written, on MLA activities and initiatives. The latest Stacey has heard, Nadia Lalla will pass along these concerns to Mary Hitchcock, who is in the incoming Midwest MLA President.

 Molly mentioned that the process for selecting the statewide liaison had been changed when she had been President of HSLI. Roy noted that the Midwest chapter membership has been declining every year. Michael said that he had been more involved with MLA 20 years ago, when funding had been more plentiful, but funding has since been reduced. Roy added that, in some cases, travel budgets have been eliminated entirely, making it virtually impossible for some individuals to attend.

 Molly asked whether every state will still be having its own conference. Several people agreed that attending the HSLI conference is a closer and cheaper alternative than is going to MLA. It might make sense for statewide chapter meetings to be held one year and the MLA meetings to be held the next year. Stacey mentioned that this would be similar to the approach the ACRL takes. As far as increasing MLA attendance by HSLI members, it was suggested that more continuing-education sessions be held. Michael recommended keeping members informed of MLA-related activities via the listserv.

Newsletter Committee (Stacey on behalf of Joyce)—Stacey mentioned that Joyce is still considered the head of the Committee. She noted that anyone on the Board can post to the Newsletter, and she thanked Eric for cross-posting what he had sent out to the listserv. She encouraged anyone else who posts to the listserv to do the same.

Nominating Committee (Molly)—Molly reviewed the elections for the fall of 2014. Since Dianne Olson had served two two-year terms as Treasurer, she was not up for reelection. Sarah Isaacs, who is the librarian at the University of Illinois’ Early Intervention Clearinghouse, was nominated for the 2014-2016 term as Treasurer. The election was held from November 6 to November 12, via Survey Monkey. Sarah received 48 out of 48 votes cast, as she ran unopposed and there were no write-in candidates. Molly said this amounted to about half of eligible voters, based on the listserv, which was relatively good considering that the election was held later than usual. Her term will begin at the end of the 2014 conference and will end at the conclusion of the 2016 one. Stacey thanked Sarah for agreeing to run for Treasurer.

 Two offices, President-Elect and Secretary, will be up for reelection in the fall of 2015. Eric, who is the current Secretary, asked if current officers have to go through the nomination process again, and Molly informed him that they don’t. Eric expressed his interest in running for a second term as Secretary.

Starfish Thrower Award Committee (Stacey)—Stacey said that a call for nominations for this year’s award was posted to the HSLI Newsletter and the listserv on August 14. One nomination was received, on October 24.

 Trophies for the 2012 awardees, Roy Jones and Deborah Rhue, and one for this year’s awardee, were ordered from KnR Awards in Springfield. (The 2012 winners have not yet received their trophies, since the trophies were not ready by the time of the conference.) Stacey thanked Fran for delivering the trophies to this year’s conference.

Syed Maghrabi Scholarship Committee (Miranda)—There were two applicants for the Scholarship this year, Eric Edwards (Benedictine University at Springfield) and Lynne Ferrell (Memorial Medical Center). As Eric was the only person who had applied by the deadline, it was extended, during which time Lynne submitted her application. As Eric’s and Lynne’s were the only two applications received, both of them were awarded scholarships.

 Miranda noted that the silent auction for raising scholarship funds, held during Nancy’s reception, had begun in 2012 but had not been held in 2013, since that had been the Midwest Chapter meeting. She noted that proceeds from the shirts ordered for this year’s conference will go towards funding the scholarship. Other donations for this year’s auction included a VISA gift card, rolling luggage, a cell phone charger, a lunchbox, and jams and jellies from an apple orchard in Chatham.

Website Committee (Stacey)—Stacey noted that the report submitted at the summer Board meeting had been incorrect, and so she was resubmitting an overview of website use over the past year, including use since the last Board meeting. Between September 27, 2013, and November 10, 2014, there were 4,539 page views. The greatest number of “hits” came in October of 2013, because of the joint HSLI/MLA Midwest Chapter meeting. There was also an uptick (although not as high) in March and April of 2014, likely because of conference-related announcements, and another uptick (again, not as great as last year’s) in October of this year, because of the lead-up to the conference. Stacey mentioned that, as far as individual pages within the website, ones related to the annual conference have been the most popular.

 Stacey emphasized that having someone to assist with maintaining the website would be extremely helpful. She did not have much success recruiting anyone last time, since people’s commitments had changed by the time they had been contacted (after the August Board meeting). She hopes that there will be other volunteers from among those expressing interest in serving on a committee in the future. Molly mentioned that Carmen Howard, from UIC’s Peoria campus, might be interested. She has volunteered to serve on a committee, although she didn’t specify a particular one.

 Daneen suggested that the website include information for officers’ terms, as it is sometimes hard to keep track of who has served for how long and whose term is up in a particular year. Stacey recommended having website volunteers check for that information. She mentioned that the website does have a list of the award-winners. Stacey added that it is good to have this kind of information on the website, in case the files with the information should disappear.

Old Business (2015 Annual Conference)—Stacey noted that there has been pressure from ILA to have all of the statewide associations meet at the same time, at the ILA annual conference, instead of each organization’s having its own separate conference. (The 2015 conference is scheduled for October 22-24, in Peoria.) The main advantage would be to cut down on travel costs, while allowing attendees to go to as many different organizations’ conferences as possible. Stacey added that having the HSLI meeting be a part of a larger event would be a good way to attract new members.

 ILA is currently soliciting proposals for programs. Stacey has been in contact with ILA liaison Cyndi Robinson to determine what kinds of programs HSLI can offer that would draw the greatest number of attendees. That includes individuals who are on not currently part of the organization but who might be encouraged to become members by seeing what HSLI has to offer.

 Roy noted that, in the past, downstate locations have been a drawback for conference attendance in general, the 2013 HSLI meeting in Peoria being a prime example. He added that, if attendance at ILA by members of HSLI is low, it will be difficult for those members to network, since they will be scattered among different events. Miranda suggested conducting a survey to determine why attendance at downstate conventions is so low. Stacey suggested “piggybacking” a question onto this year’s conference survey, asking if people would attend a conference in Peoria and, if not, whether they would be willing to host it. Roy recommended having a question that specifically asks people why they won’t be attending.

It is possible that the low turnout at last year’s Peoria convention was simply a matter of bad timing, being as close as it was to ILA, and was not related directly to the location. It is also possible that the continuing-education sessions weren’t relevant enough to attract that many people. Even if the problem was related to location, the issue is not specific to HSLI; other organizations’ meetings have struggled with attendance at downstate locations.

Another explanation is that there simply aren’t as many HSLI members from downstate. Especially with travel costs being an issue, it may not be as feasible for that many members to attend a meeting outside of the Chicago area. Additionally, some individuals simply don’t have time in their schedules, given that, with staff cutbacks, they are already overworked.

Several specific strategies were discussed for ensuring that non-HSLI members do attend HSLI-sponsored events at joint conferences. One was having an exhibitor booth with information about HSLI and maybe some “goodies”, such as t-shirts. Stacey said that a larger presence would probably be necessary to attract people, although a booth might be a good start. Roy added that the silent auction at the annual HSLI conference has usually been a good draw. Daneen mentioned holding continuing-education classes at other conferences, although one issue with this approach is that a half-day chunk may not be available at another organization’s conference, depending on how long the sessions usually are. A related issue is that there needs to be time for HSLI members to attend events sponsored by other organizations. A solution might be to have the continuing-education events at one location (say, downstate) and the main conference at another (in the Chicago area).

 Linda recommended working with the library systems to encourage more people to attend. The Chicago-area systems might be a good place to start. There needs to be coordination within systems and between them on this matter. Stacey emphasized that building local relationships between libraries within systems, and among entire systems, is crucial. When these relationships break down, it becomes much harder to have the level of coordination necessary for successfully recruiting conference attendees.

 An additional issue related to hosting the HSLI annual meeting at a joint conference is there being different registration fees for the HSLI meeting, as opposed to those for the host organization’s meeting. Stacey will look into this further, as there are too many unknowns involved. A related matter is what the procedure for online registration would be, especially if the registration fees for an HSLI event at a joint conference are different for non-members, since it is impossible to tell who is an HSLI member and who isn’t. Also, with a joint registration, there is more than one person on the same account.

One way to solve this problem would be to include an option for becoming a member at the same time one registers for the conference (additionally, this would be an effective method for drawing new members), although not all non-members who register for the conference might want to become members. Giving registrants the option of paying by check might be another solution for tying an individual to registration. Stacey will investigate whether there is a system that ties in PayPal with the individual registrant information more effectively.

New Business (Recruitment in 2015)—Stacey asked what the Board what the best strategies would be for recruiting new members to HSLI. Reaching members of other organizations was suggested. Michael emphasized that special libraries, particularly those with a health-sciences emphasis, might be a good source of potential members. Among particular library systems, RAILS was mentioned as a starting point for reaching out to non-members. Using connections through the GMR would be another approach, especially in attracting members from outside of Illinois. Additionally, GMR might be a good source for connections with the public libraries.

Other Business (Business Meeting)—Daneen mentioned that the annual business meeting will be held at the end of the conference, at noon on Friday. Stacey will print up the committee reports for the meeting on Thursday or on Friday morning. Board members were encouraged to let Stacey and or Daneen know if any ideas for doing things differently at next year’s conference, such as using a different room setup, arise.

With there being no further business, the meeting was adjourned at 8:45 PM, with a motion from Miranda and a second from Roy.

Respectfully submitted by Eric Edwards, HSLI Secretary, on January 13, 2015