**Minutes for Summer, 2016, Meeting of the Health Science Librarians of Illinois Executive Board—June 16, 2016, in St. Charles, IL**

**Attendees**

In person

Roy Jones (retired—formerly of OSF St. Francis Medical Center)

Heather Klepitsch (OSF Saint Anthony Medical Center and College of Nursing)

Stacey Knight-Davis (Eastern Illinois University)

Daneen Richardson (Western Illinois University)

Joyce Pallinger (Aurora University)

Miranda Shake (Lakeview College of Nursing)

Laura Wimmer (Presence Resurrection Medical Center)

Online

Eric Edwards (Illinois State Library)

Linda Feinberg (NorthShore University HealthSystem)

Fran Kovach (retired—formerly of Southern Illinois University School of Medicine, Springfield)

Daneen called the meeting to order at 11:20 AM. The agenda was reviewed, with no changes suggested. Also, the minutes from fall, 2015, Board meeting were reviewed, with no changes recommended. Miranda made a motion to approve, with a second from Stacey. The approval was unanimous.

**Officer Reports**

President’s Report (Daneen)—Daneen announced that the 2016 Conference will take place at Pheasant Run Resort in St. Charles, IL, from November 9 to November 11. The Chicago College of Optometry had been considered, but the Resort is more accessible for attendees, particularly those not from the Chicago area. The Resort also has the advantage of being a combined hotel and conference center, with multipurpose rooms that can be set up for various events. It has received positive reviews for its facilities and amenities, with plenty of indoor activities if the weather is bad, in addition to outdoor activities and excursions for after the conference, weather permitting.

Treasurer’s Report (Heather)—The balance on June 1 was approximately $6,000. The Vanguard statement for the Helen Knoll Jira Scholarship Fund is currently close to $26,000. At some point, there will need to be a vote on the transfer of funds, once HSLI is closer to offering the scholarships. Not all of the membership checks have been deposited yet. Also, the federal tax documents for 2015 still need to be filed.

 Daneen thanked Heather for her service as Treasurer, particularly her willingness to fill in after Sarah Isaacs resigned. Heather has expressed some reservations about continuing in that role, since the responsibilities have ended up being more time-consuming than she expected. She is willing to continue in the position until a replacement can be found. Daneen made a motion to replace Heather, with a second from Miranda. The motion was approved unanimously.

**Committee Reports**

Archives Committee (Miranda)—There was not much to report. The HSLI archival materials are all in storage at UIUC now. Again, if anyone has documents to donate, particularly old newsletters or meeting minutes, please contact Miranda. Remember to check the guidelines on what types of materials are acceptable.

Bylaws Committee (Daneen on behalf of Jeanne)—There was not an official report. One issue is that the Helen Knoll Jira Scholarship Committee is currently an ad hoc one, but at some point, it will need to become permanent, so that it can begin actually awarding the scholarships. This topic, also, is still under discussion, since it is not yet certain when there will be enough money in the Scholarship fund to grant any awards. Once the Board has an idea of when it can start giving out the scholarships, there will need to be a vote by the membership on making the necessary changes to the bylaws.

Conference Planning Committee (Roy)—As Daneen mentioned, the 2016 conference will take place at the Pheasant Run Resort in St. Charles, from November 9 to November 11. It will include the usual format of mixing continuing-education events with various speakers. The lineup of speakers and CE events is still being finalized. Nancy’s Reception will be held on probably the second night of the conference. (The first night will be for the Board meeting.) The committee still needs item and cash donations for the silent auction.

Consortial Purchases (Laura)—There was no official report. Working with vendors continues to be a challenge because of higher prices than in the past. Laura will continue looking into alternative purchasing options.

Jira Scholarship Committee (Fran)—Fran emphasized that, even though growth in the Vanguard account hasn’t yet taken off, everyone needs to give the fund a chance. It may take some time for the investment to start showing results. One matter that will need to be addressed, once there is enough money to start offering scholarships, is exactly what the money will cover, such as professional-development opportunities.

Legislative Committee (Daneen on behalf of Carmen Howard and Kirstin Duffin)—Nicole Helregel, who chaired the Committee for almost a year after Michael retired and Eric later had to step down, resigned after accepting a job offer in California. Daneen thanked Nicole for her excellent work in sending out timely and informative updates, particularly with the state budget crisis on everyone’s minds. Carmen Howard of the UIC Library of the Health Sciences – Peoria, and Kirstin Duffin of Eastern Illinois University, both expressed interest in serving and are now the new Co-Chairs. They have posted their first update to the *Newsletter* blog. Daneen thanked Nicole and Eric for helping train Carmen and Kirstin. She emphasized that having the timely legislative updates is especially critical now, due to the ongoing budget uncertainty.

Listserv Committee (Linda)—The general HSLI listserv currently has 110 subscribers. Between October of 2015 and April of 2016, there were 96 postings, with the greatest number coming in November (likely because of follow-up to the HSLI meeting at the joint conference) and January. The most posts, by far, were for announcements in the *Newsletter*, with a number also covering continuing-education offerings. (See *Newsletter* report below—the posts are now being batched and sent out once a week, instead of individually.) The HSLI Board listserv currently has 13 members, with three posts sent out between November of 2016 and May of 2016. The number of posts to the Board listserv will probably pick up closer to the conference.

Both listservs have been hosted by the National Network of Libraries of Medicine – Greater Midwest Region. Since the GMR’s main office moved from the University of Illinois at Chicago to the University of Iowa, UI is now the new host. The contact person is Darlene Kaskie, Technology and Communication Librarian for the GMR. The new address for the general listserv is GMR-HSLI@list.uiowa.edu, and the new address for the Board listserv is GMR-HSLIboard@list.uiowa.edu.

Linda has several ongoing listserv projects. As current members change their e-mail addresses, she will update those. Linda will also check the membership roster to make certain that new members are added and former members who have not paid their dues for at least two years are deleted from the list. A related issue is investigating “bouncing” addresses (occurring most likely because of retirements or job changes).

Marketing Committee (vacant)—no report

Membership Committee (Roy)—Total membership rose by seven (from 81 to 88) between October of 2015 and June of 2016, representing an 8.6% increase. This includes eight new members, with five from academic institutions, along with one hospital librarian, one high school librarian, and one unemployed individual. There are also three 2015 members who have not yet renewed their memberships, so the organization could see a further increase in total membership. On the downside, however, several 2015 members are no longer active in the organization and cannot be tracked down.

The makeup of the current membership has remained relatively consistent, with the largest number, by far (61 combined), coming from medical, hospital, and academic libraries. There are also several non-librarians, including consultants and vendors. Roy submitted the 2016 membership directory to Stacey on May 28 for posting to the website. The 2015 directory will remain on the website until the renewal process has almost ended, around the end of July. Roy will then send the old directory to Miranda for the archives.

The membership form includes an option for volunteering to serve on an HSLI committee. Eleven individuals expressed interest, with most of them indicating various conference committees, such as Registration and Continuing Education. Also, a few people are interested in serving on the Nominating, Archives, and *Newsletter* Committees. Daneen will determine where the greatest need for volunteers lies and then contact the individuals, including those who have expressed interest in multiple committees, to determine what their preferences are.

The form also includes a space to make a donation. So far, the organization has received five donations, for a total of $125. One was for the Helen Knoll Jira Scholarship Fund, another went to the Syed Maghrabi Scholarship Fund, and one was made in memory of Michael Wold. The other donations were for the general fund or did not have a purpose specified.

Midwest Chapter/MLA Liaison (Daneen)—There had not been any recent activity, so there was nothing to report.

*Newsletter* Committee (Joyce)—The number of posts to the *Newsletter* blog has increased significantly over the past six years, and especially in the last year. In all of 2015, there were 167 total posts (up from 21 in 2010); through the first five months of 2016, there were 211 posts. In the past, alerts have been sent to the general listserv each time a new post is added. With the sharp increase in posts, the number of alerts, also, jumped. Feedback from members indicated that it might work better for the Committee to send posts in batches, instead of individually. Since then, the Committee has sent batches once a week, with separate alerts for any posts that are time-sensitive or cover important HSLI news (such as a conference).

The content of the posts continues to cover topics of interest to health science librarians, and librarians more generally, including upcoming conferences, scholarship and grant opportunities, and continuing-education sessions, along with any recognition members or other Illinois librarians have received. Committee members also send alerts to the Illinois Association of College & Research Libraries listserv, in order to spread news about HSLI activities and also foster collaboration between the organizations. In turn, the Committee shares IACRL-related news on the HSLI listserv and blog. Joyce thanked Eric for his diligence in tracking news items of interest to HSLI members and posting the large majority of the updates.

The Committee has drawn up guidelines for the type of content that can be posted to the *Newsletter* blog. (The guidelines cover additional issues, such as structure of the *Newsletter* website and the process of assigning categories to posts.) The Board had already seen a draft of the guidelines, and it did not currently have any feedback. Once the guidelines have been finalized, Joyce will send them to the Board for further feedback, then post it to the Board section of the website. Stacey noted that the *Newsletter* guidelines would actually be separate from the general HSLI rules (such as the bylaws), and so it might be more appropriate to post them on the *Newsletter* page.

One issue that arose, regarding the type of content that can be posted to the blog, is whether commercial content that could be construed as advertising would be acceptable. In particular, if a for-profit organization that is not affiliated with a professional library group offered a CE session, would it be all right to promote that session on the blog? The purpose of having a formal policy would not necessarily be to filter out relevant CE contents, just to determine what is actually acceptable and make the decision-making process less of a “gray area”. Stacey noted that Joyce and Eric have done a good job determining what type of content is appropriate for the blog.

If HSLI were to come up with a policy covering commercial posts to the *Newsletter* blog, such a document would have to address the broader issue of commercial content on the full HSLI website. Also, if implementing such a policy would require changing the bylaws, then the issue would have to go to the full membership for discussion and approval. It might be necessary to separate out the various questions first, particularly determining what advertising would be acceptable for the purpose of building relationships with vendors who might later have interest in presenting at an HSLI conference. Joyce and Stacey will look into creating a business plan that addresses all aspects of commercial advertising on the HSLI website, including on the *Newsletter* page.

Nominating Committee (Daneen on behalf of Molly)—The only office that will be open for election this fall is Treasurer. The current Treasurer, Heather Klepitsch, has served a partial term (completing past Treasurer Sarah Isaacs’), so she is eligible to run for two additional full terms. Heather has expressed reservations about continuing to serve in the office once her partial term ends, however. If she should decide not to run again, then a call for nominations will be sent to the membership. Anyone interested in nominating someone should contact Molly, at molly.a.horio@osfhealthcare.org. Candidates must be HSLI members, but, other than that, there are no formal qualifications. Molly did note in her report that candidates have usually served on committees for HSLI or other library organizations.

Once a candidate or slate of candidates has been finalized, electronic ballots will go out to the full HSLI membership, via Survey Monkey. The election must start at least six weeks before the annual meeting and conclude at least two weeks prior to the conference. Therefore, voting will begin no later than September 30 and conclude no later than October 28. The winner will then be announced, and the person will assume office at the end of the annual business meeting on November 11.

Regional Advisory Council (Laura)—There had not been any recent activity, so there was nothing to share.

Starfish Thrower Award Committee (Daneen)—Nominations for the Starfish Thrower Award, which is presented at the annual conference, are open, and anyone may nominate a person. The form is available on the HSLI website. Daneen noted that, if no nominations are received, it might be a good idea to promote the award more, particularly through the *Newsletter* blog and the Facebook page.

Syed Maghrabi Scholarship Committee (Miranda)—There was not a formal written report, but Miranda did note that she has started the process of offering scholarships for this year’s conference. Usually, at least one or two people apply for the scholarship; in some years, there have been as many as seven. In past years, there have never been any difficulties with having enough funding to provide scholarships to everyone who applies. The amount of money set aside for funding the scholarship would be affected by the speaker fees, which haven’t been finalized yet. The organization hopes to offer more than one scholarship this year.

Website Committee (Stacey)—Stacey announced that the conference page is up. Certain sections of it, such as the lists of conference speakers and CE sessions, will be completed as the information becomes available. The page should display well on both mobile phones and desktop computers.

Between October of 2015 and June of 2016, the HSLI website had just over 13,000 page views, including 7,000 unique page views. (Page views are the best indicator of how many people actually use the website.) The overall number of views is down by about 200 from last year. The average session lasts just under two minutes, with almost three separate subpages, on average, being viewed during each session. November and January saw the heaviest use (most likely because of postings related to the conference and some CE opportunities). Use has tailed off since, although there was a small increase in June. The most popular pages continue to be the *Newsletter* blog and the member directory.

The HSLI Facebook page continues to see regular use, with posts on a variety of topics related to the health sciences and librarianship more broadly. Between March and June, the post that had the most “reaches”, with 441, discussed the Federal Trade Commission’s opposition to the proposed merger of the Advocate and NorthShore health systems. Other popular posts covered the Zika virus, the role of drugs in Prince’s death, and efforts to make emergency rooms more “patient-friendly”.

Old Business—Daneen brought up that the Marketing Committee has been vacant for some time. The responsibilities that the committee had when it was active, such as publicizing HSLI events, have been taken up by other HSLI committees, including the *Newsletter* Committee. It might be possible to combine the two committees into a “Communications Committee” or one with a similar name. Forming a new committee requires amending the bylaws, which would mean that the membership would need to vote. That raised the issue of combining the two scholarship committees (Helen Knoll Jira and Syed Maghrabi), which had also been discussed in the past. The two votes would probably need to be held separately, with the one for joining the Marketing and *Newsletter* Committees taking place before the one on combining the scholarship committees.

The other issue relating to committees is that the Greater Midwest Region Committee disbanded when the office moved from the University of Illinois at Chicago to the University of Iowa. It might be possible to combine that committee with another one (perhaps the Regional Advisory Council). Another alternative would be to have someone from the University of Iowa come give the update, or ask Jacqueline Leksovec to do so if it still falls within her duties. Daneen advised that it might be best to wait until HSLI has established a working relationship with the new GMR office.

HSLI does need to be represented in some form at GMR events. The issue is whether the new office will be able to pay for travel. When UIC managed the office, it held events in several states, requiring long-distance travel. It might be possible for individual HSLI members to join the GMR, if doing so would be appropriate and fiscally feasible.

New Business—Eric mentioned the possibility of creating a scholarship fund in Michael Wold’s memory. Daneen noted that, even though Michael made a significant contribution to the organization through his many years of service, it would be difficult to honor the memory of everyone who has been involved with HSLI. One alternative might be to have a memorial page on the website, in addition to posting the announcements to the *Newsletter*. (This would be separate from the “Member News” section.) The page could also include retirement announcements. As far as creating memorial scholarships (when feasible), it might be necessary to create a committee that would be separate from the other scholarship committees. Roy agreed to work on this, and Stacey offered to help.

Roy noted that some of the award trophies presented at the conference could be “spruced up” a bit. Currently, they are pretty generic and aren’t really individualized. A plaque could be created for each award, with the winner’s name engraved on it.

Daneen noted that she still needs vendors to exhibit at Nancy’s Reception. (The reception will probably take place in the resort’s atrium, which is also where the posters will be on display.) She recommended posting pictures of the atrium to the conference website, in order to draw potential vendors. Daneen has been trying to contact past vendors but has received e-mail bounces from some of them. If anyone knows of vendors who might be interested in having a table at the reception, please let Daneen know.

With there being no other business, the meeting was adjourned at 12:55 PM, with a motion by Daneen and a second from Joyce. Daneen reminded everyone that she does not work in July and will not have access to her Western Illinois University e-mail that month. Any questions should be directed to the other Board members.

Respectfully submitted by Eric Edwards, HSLI Secretary, on November 4, 2016.