**Minutes for Fall, 2015, Meeting of the Health Science Librarians of Illinois Executive Board—October 22, 2015, in Peoria, Illinois**

**Attendees**

In person

Stacey Knight-Davis (Eastern Illinois University)

Molly Horio (OSF St. Francis Medical Center, Peoria)

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

Daneen Richardson (Western Illinois University)

Miranda Shake (Lakeview College of Nursing)

Laura Wimmer (Presence Resurrection Medical Center)

Online

Eric Edwards (Illinois State Library)

Linda Feinberg (NorthShore University HealthSystem)

Nicole Helregel (University of Illinois at Urbana-Champaign)

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

Daneen called the meeting to order at 5:31 PM. The agenda was reviewed, with no changes suggested. Stacey made a motion to approve the agenda, with a second from Fran. The approval was unanimous. Also, the minutes from the summer, 2015, meeting were reviewed, with no changes suggested. Molly made a motion to approve the minutes, with a second from Roy. The approval was unanimous.

**Officer Reports**

President’s Report (Daneen)—Daneen expressed some concern that not as many HSLI members were attending the joint “A Library State of Mind” conference as she had hoped. She had sent out several appeals, including one yesterday, but so far, only six people had replied with an interest in attending the conference itself or Saturday’s business meeting. The low attendance was due possibly to the conference’s location (downstate, in Peoria) and also the restrictions on travel because of the state budget stalemate. Another factor is that not many of the programs were designed specifically for health and medical librarians, or even for academic librarians in general. Daneen attributed this to there not being any HSLI members, and few academic librarians, on the conference planning committee. She recommended that HSLI members volunteer to serve on planning committees for future ILA conferences, if possible, so that the conference programming will reflect the diverse interests of librarians across the state, rather than being geared towards primarily public and school libraries.

Past President’s Report (Stacey)--none

Treasurer’s Report (Stacey on behalf of Heather)—The overall balance as of September 30 was $5,829.10. This included $1,195.00 in deposits and $623.18 in withdrawals. Since then, there have been several additional transactions, including a $100 donation from Jerry DeWitt toward the Syed Maghrabi Scholarship Fund.

**Committee Reports**

Archives (Miranda)—All HSLI archival materials, with the exception of the items from last June’s meeting, have been moved to UIUC for storage and (possibly) eventual organization or categorization. Miranda has added the summer materials to a new box, which will go to UIUC once it is full and has been labeled. She encouraged members to send any additional archival materials to her address at Lakeview College of Nursing. Miranda is particularly interested in bylaws, minutes, photographs, and newsletters from the earlier days of HSLI.

Bylaws (Stacey on behalf of Jeanne)—After being reviewed, the Bylaws were revised so that the Helen Knoll Jira Scholarship Committee has been added to Article V, Section 1, as a permanent standing (instead of ad hoc) committee. No additional changes have been made. At this point, there has not been a vote to approve the proposed changes. Stacey will contact Jeanne to remind her that the vote needs to take place. The issue of holding the vote will be up for discussion at the summer meeting.

2016 Conference (Daneen)—Daneen is in the process of compiling a list of members who have volunteered to help with conference planning, so that they can be assigned to particular activities. There are currently at least nine volunteers, including some who are not members of the Board. She will start contacting them next week. She emphasized that people involved with the planning process really need to follow through on their commitments; this was an issue during the planning for HSLI events at this year’s joint meeting. Also, there have been fewer volunteers so far this year, compared to years past. Daneen will send out an e-mail asking for additional volunteers. She noted that the Conference Planning Committee is a good opportunity for long-time HSLI members to stay active in the organization, and for newer members to become more involved.

Another issue is, as mentioned earlier, the relatively low attendance of HSLI members at this year’s event. A reason could be that, while the meeting is centrally located, the membership is widely dispersed throughout the state. Thus, the location does need to be taken into account for next year’s meeting. Even when the conference has been held north of I-80, however, there has not been the level of participation one would expect, given that the majority of HSLI members are from that area. Daneen will send out another survey asking why people decided not to attend this year’s meeting.

The location of next year’s conference, which was discussed at the summer Board meeting, is still undecided. So far, the only site that has offered to host it is the Illinois College of Optometry in Chicago. (Christine Weber is the contact person.) A number of issues with hosting the conference at that location arose at the summer meeting, and the concerns remain. The primary one is whether there will be enough meeting space at the College to accommodate all of the attendees. Related to this is whether there will be sufficient parking, in addition to safe and accessible transportation from the conference hotel to the meeting site. (The number of affordable hotels close by is limited, and there is not yet a budget in place to cover hotel costs, anyway.) Daneen expressed these concerns to Christine but has not yet heard back.

Daneen is hoping to have a location set by November 1, but this would probably be unrealistic, especially since no hard numbers are in place yet. The new goal is to have the location in place by November 15, or Thanksgiving at the latest. Without further information regarding the feasibility of the College of Optometry as a location, however, the planning process can’t really proceed. If anyone else would be willing to host the conference or has other ideas, please let Daneen know.

Consortial Purchases (Laura)—She has been in contact with Ovid twice, expressing HSLI’s previous interest in working with the company, but it doesn’t seem interested in keeping prices at the same levels as in the past. Having a representative speak to HSLI members directly during a conference might be a possibility, although this would probably require the membership’s approval. Linda asked whether any pricing changes would affect only new subscribers. Laura will look into this further.

Jira Scholarship Committee (Stacey on behalf of Fran)—The most recent statement received for the account was dated September 30. At that time, the total value of the investments came to $24,110.29. This was down slightly from June 30 (the last statement before September 30); the account’s value then was $25,379.39. While there was a gain ($87.41) in the bond fund, this was offset by a substantial loss ($1,366) in the index fund. This loss could be due to the market in general losing value. Both funds did see an increase in the number of shares owned.

Legislative Committee (Nicole)—She took over as Chair last July and has been updating the *Newsletter* blog regularly, in addition to sending alerts to the listserv. Her goal as Chair is not just to increase awareness of issues that could affect the membership and their institutions, but also to encourage civic engagement and advocacy, including contacting legislators and participating in outreach events. The main legislative concern right now is the ongoing budget stalemate in Illinois and its potential impact, especially on public colleges and universities in Illinois. Nicole encouraged HSLI members to contact her with any updates or questions. Eric thanked Nicole for taking over as Chair so soon after he had to step down. Stacey thanked her for the regular updates on the listserv and the *Newsletter*, while reiterating everyone’s hope that there will be some good news soon.

Listserv Committee (Linda)—The general HSLI listserv currently has 117 subscribers, and the Board listserv has 14, including a new member of HSLI. Over the past 11 months (November of 2014 to September of 2015), there have been 171 postings to the general listserv, with the highest number coming in November of 2014 and September of 2015, probably because of conference-related news. The Board listserv has had 125 posts over the same period, with November of 2014 (conference) and June of 2015 (summer meeting) being the busiest months. In terms of topics discussed on the general listserv, information about non-HSLI meetings and events saw the most posts, followed by Legislative Committee updates. Other areas receiving substantial coverage were job openings and CE classes and webcasts.

                As far as ongoing projects, Linda is continuing to update any e-mail addresses that have changed. In addition, she is working to keep the listserv current by adding new members and deleting those individuals who haven’t renewed their memberships for two or more years. The Membership Committee is assisting her with this task.

Marketing Committee (vacant)—no report

Membership Committee (Roy)--The HSLI membership continues to be lower than it has been in the past, with 81 being the total number as of October 1. That is a drop-off from 97 at the same point in 2014. The 16 fewer members represents a 16.5% decline in the overall membership. The loss would be greater, if not for the addition of eight new members, including six from academic libraries, one from a public library, and one who is currently unemployed. The overall membership breakdown is 31 from hospital or medical libraries, 26 from academic libraries, three from special libraries, two from public libraries, two representing vendors, one representing a library system, one from a governmental library, and one from an allied field. In addition, there are nine retired members, one student member, and two who have an unknown status (most likely either between jobs or retired).

One reason for the decline could be that members who are retiring are not being replaced (and they are not continuing as HSLI members after leaving their jobs). Similarly, those who have actually lost their jobs because of libraries’ downsizing or closing may not be continuing as members; in some cases, these individuals may have found new jobs in other states and so cannot really stay on, anyway. (Cuts have been especially severe in the Chicago Public Schools, and even libraries in Canada are facing staff reductions.) For instances in which a person who has retired or left for another reason is replaced, the new person does not always become involved with HSLI.

Daneen suggested reaching out to these individuals, such as Fran’s replacement at SIU School of Medicine. She also emphasized that current HSLI members need to publicize the organization’s purpose, activities, and benefits as much as possible, including by distributing flyers and other promotional materials. Reaching out to the regional organizations might be a way to reach potential members HSLI has overlooked in the past, but the dilemma is that many of those organizations have members from other states; HSLI’s mission is to serve Illinois libraries and staff.

Additionally, Roy is continuing to follow up with those current members who have not responded to multiple e-mail reminders (the renewal notices were originally sent out in June); this includes several “high-profile” individuals within the organization. Miranda and Molly both noted that the membership fee might be too high for some people, particularly if they are no longer employed and so have to pay for it themselves, or if they do have a job but their institution won’t cover the cost. Also, the hassle of having to renew on an annual basis might be a deterrent to some people’s submitting the renewal form.

A multi-year membership (over two or three years, for instance) might be a possibility, although Linda noted that it would be harder to track who is a current member. A proposal for surveying HSLI members to see if they would be in favor of a multi-year membership option, with the membership staying with the individual instead of being tied to the institution, was put forward. Miranda made a motion, with a second from Fran. The motion passed unanimously. The details of the survey will be worked out at a later date.

                Roy mentioned that the HSLI membership directory has been updated twice so far this year, and it will be updated a third time toward the end of December. The most recent revision, current as of October 5, was sent to Stacey on October 9 for posting to the website. Roy noted that the final directory for each year is sent to Miranda for inclusion in the archives.

Syed Maghrabi Scholarship Committee (Miranda)—There were no applications for the Scholarship to attend this year’s meeting, which would have been for just one person and have been worth $300.00, covering registration and a small portion of other costs. (The due date was October 16.) Miranda said that the alert about the Scholarship’s availability probably wasn’t sent to the listserv soon enough. It might be possible to award the Scholarship after the conference, although this would cover just reimbursement, as the recipient will have already paid for everything. Miranda has already sent out another alert but has not received any replies; it might not be worth making any more appeals for applicants.

                If there is not a Scholarship recipient this year, the money will be saved for next year’s award. Miranda thanked Jerry DeWitt for a $100 donation to the Scholarship fund. The Scholarship has also received support from the silent auction held at the 2014 conference.

Midwest Chapter/MLA Liaison (Daneen)—Daneen said there has been no activity since the last Board meeting, and so there is nothing to report.

Newsletter Committee (Stacey on behalf of Joyce and Eric)—The Committee has been working to post updates to the *Newsletter* blog at least two or three times per week. There has been a steady increase in the number of entries posted, from 34 in 2011 to 59 in 2014 and 58 through September of this year. Currently, posts cover a range of topics, including upcoming events that might be of interest to HSLI members (such as conferences, or CE workshops and webinars), member accomplishments (including at the state and national levels), and reports covering current trends in librarianship or the health sciences. Additionally, Nicole has been posting the legislative updates to the *Newsletter*. Blog posts are also sent to the listserv, on the same day that they are posted to the *Newsletter*, if possible. More recently, the *Newsletter* editors have been including messages from the IACRL listserv both in the blog and on the HSLI listserv; the IACRL leadership appreciates this. Conversely, messages on HSLI-related events are being shared with the IACRL membership. Daneen plans to post to the blog more often.

                An ongoing issue is the assignment of categories for indexing the posts, particularly the overuse of the “Other” category. Joyce and Eric are reviewing the HSLI guidelines (Linda helped them locate the document with the information) for assigning and adding categories. If necessary, the Committee may revise or expand the current rules.

Nominating Committee (Molly)--Two offices were up for election this cycle, President-Elect and Secretary. Eric Edwards had currently served one term as Secretary and was eligible for a second term. He informed Molly that he would be interested in running again. No one else expressed interest in being on the ballot.

                With Daneen taking over as President from Stacey last year, the office of President-Elect became vacant. No nominations, either self-nominations or nominations on behalf of another member, were received. Molly sent a call for nominations to both the general HSLI listserv and the Board listserv. She also contacted individual Board members who had not already served as President, but no one was willing or able to run. In light of this situation, Molly contacted Linda for advice on what the HSLI bylaws require in such a scenario. The Bylaws do not give any specific instructions on how to proceed, other than to follow *Robert’s Rules of Order*. Interpreting the Bylaws as accurately as possible, the Committee chose to go ahead and hold the election, with the opening for President-Elect denoted as “no candidate”, with an option for write-ins.

                The election was held from October 15 to October 22, via Survey Monkey. Forty-three people cast ballots, out of a total of 81 eligible members, for a turnout rate of about 53 percent. Molly noted that, compared to past elections, this was a relatively good turnout. In the race for Secretary, Eric received 43 out of 43 votes cast, with no write-ins. In the election for President-Elect, 31 voters selected the option for “I do not wish to write in a name”, 11 voters did enter a name, and one person passed over the question. Of the 11 write-in votes received, three apiece went to Miranda Shake and Michelle Quinones, two went to Emily Johnson, and one apiece went to Melissa Hudak, Paul Blobaum, and Roy Jones.

                According to the HSLI bylaws, only a plurality, not a majority, of the votes is required to win. Additionally, the write-in candidate who receives the most votes must be willing to serve. Based on the results, either Miranda or Michelle would win. The next step is to progress through the list and see whether the candidates at each vote level would be willing to serve. If just one of the top vote-getters, for instance, wishes to serve, then that person is declared President-Elect. In the event that none of the top vote-getters wants the position, then the process is repeated at the next vote level, down to the candidate or candidates receiving the fewest votes. If more than one person at the same level says “Yes”, then there will be a runoff election. In the case that only one person at a particular vote level wishes to hold office, however, then the Board has to make a decision on whether to approve that individual.

                Molly reported that she had spoken to a few of the write-in candidates, and no one had expressed a definite interest in serving, although one person did want until Friday to make a decision. Discussion ensued regarding the lack of a formal candidate and whether a special election might need to be held. The main issue that arose was how “legitimate” a candidate chosen with only one or two (or, even three) votes would be. If neither of the top vote-getters would be interested in serving, then another survey asking the full membership for write-in candidates might be an option. Also, Daneen could simply nominate someone, although this would be taking the process back to square one. Molly hopes to have someone in place by Saturday’s business meeting.

Regional Advisory Committee (Laura)—The Committee has not met recently but will do so next month, on November 19. Laura plans to attend the meeting, which will take place at UIC, in person. Daneen suggested that Laura write an update for the *Newsletter* after the meeting.

Starfish Thrower Award Committee (vacant)—no report

Website (Stacey)—Per a suggestion at the last Board meeting, Stacey added the terms of office to the list of current HSLI officers on the website. In addition, she created a new page that lists all of the officers, and their terms of office, since HSLI’s founding. The information is as complete as possible, based on what she was able to find in past issues of the *HSLI Newsletter*.

               As far as statistics for website use, there were 5,173 total sessions and page views from June 1 to October 12.  2015. There were more sessions and views during the summer than there were once the school year started. Also, there were several “spikes” in use, including in September and October (likely because of information related to the conference). Use was also up in June, probably because of the Board meeting. The *Newsletter* and conference pages continue to be the most-frequently visited, followed by the directory.

The Facebook page currently has 73 “likes”. The largest number of users are women between the ages of 25 and 44. The most popular posts, in terms of “reach”, cover the health benefits of drinking coffee, aesthetic improvements in libraries, and ALA’s *Choice* becoming available in a mobile format.

Old Business—Daneen mentioned that Chairs are needed for the Marketing Committee and the Starfish Thrower Award Committee. Anyone nominated to serve would require being approved by the Board first. There were no items that needed immediate action, including changes to the Bylaws. Daneen reminded the Board that any member may make a proposal to modify the Bylaws; the proposal should be passed along to Jeanne Sadlik. Also, several people—including Fran, Roy, and Linda--mentioned that using the headphones, microphones, and speakers for this meeting seemed to work well and that this setup should be used again in the future, if possible.

New Business--Daneen mentioned that she had the information from the survey given out at last year’s conference and would review and share the data as soon as possible. Regarding attendance at this year’s joint conference, Roy asked how many HSLI members were registered. Daneen replied that there were at least seven, although she was not sure how many members who were attending the conference had actually indicated “HSLI” on the registration form. Linda mentioned that the overall turnout for the conference was about 1,100. This was not a particularly good number (especially since it was a joint conference for all library organizations in Illinois), but, given that the conference was being held downstate, that might explain why the turnout was not as high as it could have been. She added that, regardless of where a conference is held, some parts of the state are better at turning out than are others.

               Relating to the broader issue of HSLI membership and participation, Daneen asked Roy if there was a historical membership report from five years ago. Roy replied that there is not an “official” one, but he could put such a report together. One strategy to increase membership would be to focus on the special libraries, in particular, since they are more likely to have employees who are interested in the health-science aspects of librarianship. Some of these libraries are very small, however, and there may not be enough staff who would be interested. Therefore, a greater emphasis should be on libraries that are large enough to yield at least a few potential members. Contacting the library systems might be the best approach, as they could reach a larger number of people. Eric asked if HSLI ever recruits from out of state. Daneen responded that it really doesn’t, since the organization is specific to Illinois librarians. Roy mentioned that, sometimes, members do move out-of-state, for a new job, to retire, or for another reason; it would be good to keep them involved.

               The discussion then shifted to ways to draw more people to future HSLI events. Daneen reiterated that she will put out a call for volunteers to help plan this coming year’s conference. As was discussed earlier, the most significant issue might be the location. If the event is held south of I-80, it should take place as close to I-80 as possible. The western part of the state, such as the Quad Cities and Galesburg, would be too far from Chicago, and there are not many HSLI members in that area, anyway. Linda asked if anyone still keeps spreadsheets on conference attendance. Either Michelle Quinones or Laura Wimmer might have the files, since they have handled conference registration in the past. Daneen noted that there is a list of past conferences and locations on the website. She will review the list to see what locations in the past saw a particularly good turnout and consider having a conference there again, or at a nearby location.

Beyond promotion and location, making the conference more exciting, including having special activities and speakers, might be the best way to increase attendance. The conference at Starved Rock in 2011 was particularly well-attended, likely because there were a number of fun excursions after the formal meeting had concluded. Laura mentioned that when the conference was held in Oak Brook, attendees visited the local McDonald’s. If the conference were held in downtown Chicago, visiting the zoo or the museums might be a possibility. Linda inquired if meeting in another state, in a location that would likely be new to at least some members, might be feasible. Daneen mentioned the Milwaukee area, since it wouldn’t be too far north and has a number of interesting attractions. Laura said that she had attended conferences in Wisconsin before. The conference could be held as a stand-alone HSLI event or as a joint meeting. HSLI could even invite people from outside of Illinois. Daneen said she would ask the full Board about the possibility of holding the conference out-of-state and would try to receive some more input from Board members.

Leadership seminars or continuing-education events might be another way to draw more people to HSLI conferences. Speakers on leadership, in particular, would not necessarily have to be from a health sciences or medical background, as leadership is relevant to any library. These events would not necessarily have to be separate from the annual conference. Also, a prominent keynote speaker could be included at the conference. Working with universities and other organizations, including the National Library of Medicine, might be a good way to locate potential classes or speakers.

With there being no other business, Daneen made a motion to adjourn the meeting at 7:23, and Fran seconded. Daneen again raised the issue of having a quorum for Saturday’s business meeting. If not enough people show up, there may have to be just an informal gathering, instead of an official business meeting.

Respectfully submitted by Eric Edwards, HSLI Secretary, on June 13, 2016