

Health Science Librarians of Illinois  
Agenda  
Fall Board Meeting  
September 7, 2022 10:00am CDT  
TEAMS Meeting Hosted by Stacey Knight-Davis, Eastern Illinois University

Review of Agenda

Approval of Minutes (July 29, 2022)

President's Report                      Cynthia Reynolds

President Elect's Report              Eric Edwards

Treasurer's Report                    Laura Wimmer

Committee & Liaison Reports

Archives Committee	Miranda Shake
Bylaws Committee	Molly Horio
2021 Conference Planning	Cynthia Reynolds
GMR Liaison	Melissa Hudak
Helen Knoll Jira Endowment	Stacey Knight-Davis
Legislative Committee	Carmen Howard & Lesley Wolfgang
ListServ Committee	Linda Feinberg
Membership Committee	Jonna Peterson
Midwest Chapter Liaison	Ramune Kubilius
Newsletter Committee	Eric Edwards & Joyce Pallinger
Nominating & Elections Committee	Elizabeth Sterner
Syed Magrabi Scholarship Committee	Miranda Shake
Website Committee	Stacey Knight-Davis

Old Business

Logo suggestions remains an open item  
Lightning Talk Support (\$) remains open item

New Business

Vote on Bylaws change  
Jira Scholarship Taskforce  
Marketing & Recruitment  
Starfish Thrower Award

Adjournment

Health Science Librarians of Illinois

Minutes, Summer Board Meeting July 29, 2022, Noon

Virtually - Zoom Meeting Hosted by Cynthia Reynolds, University of Illinois at Chicago

Meeting called to order at Noon

**Review of Agenda**

Nothing added

**Approval of Minutes** from October 2021 meeting

Motion – Carmen Howard, 2<sup>nd</sup> – Miranda Shake – no dissenters. Approved

**President’s Report**

Cynthia Reynolds

See report. Cynthia thanked Geoff Pettys, Laura Wimmer and ATA Group for their work to reinstate HSLI as a 501(c)3 organization.

**Treasurer’s Report**

Laura Wimmer

See report. Laura has developed a job description for Treasurer to include the tax exempt work and a request for by-laws change (for New Business)

Question about annual accountant cost – approx. \$700.

**Archives Committee**

Miranda Shake

See report. Discussion of photos. MS said a way to store would be needed. The current website serves as an archive for minutes, conferences and more but does not include pictures. In the past, some members did not want their pictures made public. More discussion and exploration may be needed.

**Bylaws Committee**

Molly Horio

See report

**2022 Conference Planning**

Cynthia Reynolds

See report

**NNLM Region 6 Liaison**

Melissa Hudak

See report

**Helen Knoll Jira Endowment**

Stacey Knight-Davis

- On hold due to tax exempt status issue

**Legislative Committee**

Carmen Howard &amp; Lesley Wolfgang

- See report

**ListServe Committee**

Linda Feinberg

- Discussion on need for backup when LF out of office, and deleting listserv names. Linda Feinberg will check whether it might be possible to have a backup person for the listserv, in case she is unable to monitor it herself. Jacqueline Leskovec confirmed that NNLM Region 6 can provide technical support when issues arise with posts not going out to the list.

**Marketing & Recruitment Committee**

No report. New chairperson needed

**Membership Committee**

Jonna Peterson

75 members for 2022 (4 new members). Down from 111 in Oct 2021 (but people joined to get free virtual conference registration in 2021).

32 Academic; 18 Medical/hospital ; 8 retired.

No student members, despite \$5 student membership fee

**Midwest Chapter Liaison**

Ramune Kubilius

- See report

**Newsletter Committee**

Eric Edwards &amp; Joyce Pallinger

- See report

**Nominating & Elections Committee**

Elizabeth Sterner

- See report. Nominations open for Treasurer

**Syed Magrabi Scholarship Committee**

Miranda Shake

- Scholarship will not be available for virtual meetings. Otherwise, Nothing to report

**Website Committee**

Stacey Knight-Davis

See report. Stacey asking for approval to obtain pricing for another service provider. No objections

**Old Business**

Logo suggestions – still open

Lightning Talk Support (\$) remains open. Not discussed

**New Business**

HSLI tax-exempt status – update (covered in Treasurer’s report)

- Board voted to put Treasurer’s job description on the web site
- Declined to put the tax exempt letter on web site
- Bylaws change will be needed for treasurer’s role/responsibilities. Molly & Laura will work on this to present to board

Jira Scholarship Taskforce – Cynthia will contact former members to see if still interested

Marketing and Recruitment Chair has resigned – New person needed

Starfish Thrower Award (last awarded 2017) and President’s Award (last awarded 2011)– Cynthia requested we reinstate. Nomination forms available on the website. Please submit to Cynthia

SCOERS Open Textbooks Pilot Grant – CARLI. Frances Drone-Silvers on committee

- Nothing to report

Journal Club – thanks to Peggy Carey for her work to start and maintain

## **Adjournment**

Move to adjourn by Miranda Shake, seconded by Molly Horio

Health Science Librarians of Illinois  
President's Report  
Fall Board/Business Meeting  
September 7, 2022

Going into 2022 still had its challenges. COVID-19 was, and is, still at large, and we were waiting for the result of all the demanding work done to reinstate our tax-exempt status. April 15 brought us good news that HSLI is exempt from federal income tax once again under (IRC) Section 501(c)(3) and the effective date of the exemption is retroactive to the date of revocation. Thank you to Geoff Pettys for getting this started and for Laura Wimmer who took back the role of Treasurer and collaborated with the accountants at ATA Group to get this done. Moving forward we will continue to use a CPA to ensure that we complete the proper paperwork each year so that this does not happen again.

The board voted on restarting the taskforce for the Jira Scholarship Fund to determine how to market the scholarship, develop an application process, and set the amount of the initial award. One of our previous volunteers has agreed to work on the taskforce again, while the other is unable to commit at this time. I put out a call for volunteers and to date, no one has volunteered.

Planning for a virtual conference takes effort, but the committee is getting quite good at it, as this is our second year offering the conference online. This year, the committee decided to charge a small registration fee.

Peggy Carey and Frances Drone-Silvers started a HSLI Journal Club. The Journal Club has met twice to date, once in March and once in June with good attendance and lively discussions.

We are fulfilling our obligation to CARL regarding the SCOER's Open Textbooks Pilot Grant.

- France Drone-Silvers is serving as representative on the advisory board.
- Dissemination of project information continues through established channels

I want to thank Laura Wimmer for her exceedingly long term as Treasurer and again for working so diligently to get our tax-exempt status back.

It has been an honor and my pleasure to serve as your president for the past two years. I appreciate your putting your trust in me. I am happy to welcome Eric Edwards as our new president at the conclusion of this conference.

Respectfully submitted,  
Cynthia Reynolds  
HSLI President

## **Health Science Librarians of Illinois President-Elect's Report for Fall 2022 Board and Business Meetings**

My main activity this year has been assisting HSLI President Cynthia Reynolds with planning the 2022 Annual Conference, including taking minutes at the Conference Planning Committee's meetings. I have also been brainstorming potential projects and initiatives that HSLI could pursue over the next few years. I will share these ideas with the HSLI Board in the near future.

I would like to thank President Reynolds for her leadership during her two years in office, especially in guiding HSLI through the ongoing COVID-19 pandemic. She has successfully planned the first two virtual annual conferences in the organization's history. With holding in-person meetings and events of any type continuing to prove difficult, she has also taken concrete steps to maintain and increase member engagement beyond the annual meeting. In particular, she has supported the launch of the HSLI Journal Club, which has received positive feedback so far. She has also sought nominations for the Starfish Thrower Award, which HSLI has not awarded since 2017, and has relaunched the President's Award, which has had no recipients since 2011.

Respectfully submitted by Eric Edwards, 2021-22 HSLI President-Elect, on August 26, 2022.

## Treasurer's Report

January 1, 2022-August 31, 2022

### 501C3 Reinstatement:

ATA Group, LLP, CPA's and Advisors of Arlington Heights Illinois was engaged to help us reapply for Tax-Exempt status in 2021. These services included filing tax form 1099 for the years of 2014-2021. Filling out the IRS Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code form. Consulting with a lawyer about the form. Filing the form with the IRS.

Total Accounting, IRS and legal costs were \$6701. Taxes have been filed for 2014-2021.

IRS Tax Exempt status was approved April 15, 2022. Effective date of exemption May 15, 2017.

### Starved Rock

Refund on prepayment for Meeting was \$2,925. Deposited on 6/21/2022.

### Website:

Cost paid in 2022 to Network Solutions was \$450.83

### Memberships Paid:

By Checks: \$250

By PayPal: \$583

### **Conference Fees:**

By Checks: \$60

By PayPal: \$1365

PayPal Fees: \$111.34

PayPal Balance on 8-31-2022: \$2,373.09

Checking Account Balance on 8-31-2022: \$10,086.83

Vanguard Account June 30,2022: \$49,368.79

### **Respectively Submitted by**

**Laura M. Wimmer**  
**Treasurer**

Archives Report  
Sept 7, 2022 Board Meeting  
Submitted by Miranda Shake

No formal report at this time.



Please submit any archival materials you might have to me. They can be hand delivered at a meeting or mailed to:

Lakeview College of Nursing  
Library  
903 N Logan Ave  
Danville, IL 61832

Please Include:

Bylaws  
Minutes  
Labeled photographs  
Newsletters  
Meeting Places  
Policy/Procedure manuals  
Final Annual Membership Lists  
Committee Reports  
Historical Reports  
Correspondence (not related to program planning)  
Speeches  
Presidential Papers  
Illinois State Council Papers

Do Not Include:

Multiple Copies  
Bills  
Checks or copies of checks  
Accounting Records  
Correspondence related to  
program planning



Health Science Librarians of Illinois  
Fall Board Meeting  
September 7, 2022

Bylaws Committee Report

I worked with HSLI Treasurer Laura Wimmer to create a bylaws amendment proposal for Article IV, Section 6, Duties of the Treasurer, as discussed at the summer board meeting. This bylaws amendment proposal is attached to this committee report.

If the amendment is approved by the Board after discussion, it will then need to be submitted to the general membership for comment and a vote. The procedure, according to the HSLI Bylaws, is as follows:

The HSLI Board of Directors will discuss the proposal no later than the next Board meeting. If approved by a majority vote of the Board, it shall be submitted to the full membership for consideration.

Notice of proposed bylaws amendments shall be sent to all members. Members may submit comments in writing to the Bylaws Committee Chair or to the HSLI listserv. The comment period shall consist of 30 days following the distribution date.

Voting shall be in writing (**which includes electronic methods**). The Bylaws Committee shall distribute ballots to all members. Adoption of amendments will be by a simple majority vote of the ballots returned to the Bylaws Committee within thirty days.

**Action Item:** Discuss attached Bylaws amendment and vote on whether or not to send to the membership for a full vote.

Respectfully submitted,

Molly Horio, Chair of the Bylaws Committee

Attachment: Proposed HSLI Bylaws Amendment

## Proposed HSLI Bylaws Amendment, September 2022

Article IV: Officers and Duties  
Section 6: Duties of the Treasurer

### CURRENT TEXT:

Section 6: Duties of the Treasurer

- A. To keep a register of the paid members.
- B. To collect assessments, maintain the funds of the organization, and pay bills.
- C. To submit a financial report to the membership at the annual meeting.
- D. To fill out and submit Federal/State/or local forms required to run the organization/corporation.

### PROPOSED AMENDMENT:

Section 6: Duties of the Treasurer

- A. To maintain HSLI's 501c3 status by filing a 1099 tax form annually to the IRS.**
- B. To collect assessments, maintain the funds of the organization, and pay bills.
- C. To submit a financial report to the membership at the annual meeting and board meetings.**
- D. To fill out and submit Federal/State/or local forms required to run the organization/corporation.
- E. To change ownership of HSLI's financial accounts upon assumption of the office.**
- F. To review the HSLI Treasurer Job Description found on the HSLI website.**

Notes:

Item A. from the original Section 6 has been deleted, as it was discussed at the July Board meeting that this is a duty of the Membership Committee.

Item A of the proposed amendment is stated in the Treasurer's job description as the most important duty.

Item C is the same as Item C in the original Bylaws Section 6, but with the addition of "and board meetings."

Items B and D are unchanged.

Items E and F are new, and are based on the Treasurer's Job Description found on the HSLI website.

Respectfully submitted,

Molly Horio, HSLI Bylaws Committee Chair

Laura Wimmer, HSLI Treasurer

Health Science Librarians of Illinois  
2022 Conference Planning Update  
Fall Board/Business Meeting  
September 7, 2022

Another virtual conference is underway. After polling the membership, the planning committee decided that our best option was to go virtual again. We did charge a nominal registration fee this year. While our numbers are slightly down from last year, we have attendees from Massachusetts, Connecticut, Indiana, Alabama, Iowa, California, North Carolina, New York, and Texas.

Our Speaker and CE committees worked hard to provide a great lineup for the conference. We had a nice response to posters and lightning talks this year. The publicity committee spread the word which enabled us to register attendees from nine states outside of Illinois. The exhibitor committee secured five sponsors. Our reception committee drummed up fun activities during Nancy's Reception while exhibitors are presenting. Stacey Knight-Davis kept our website up to date and provided the Teams platform through Eastern Illinois University.

The success of a conference is only as good as the team that puts it together. I appreciate all the demanding work of this team to make this conference successful.

Respectfully submitted,

Cynthia Reynolds  
Chair 2022 HSLI Conference Committee

**HSLI Fall Board Meeting**  
**NNLM Region 6 Liaison Report**  
**August 30, 2022**

Update from Miles Dietz-Castel, Communications & Finance Coordinator of the Network of the National Library of Medicine - Region 6:

The White House Office of Science and Technology Policy issued policy guidance on taxpayer-supported research. This includes ending the optional 12-month embargo. Changes should be made no later than December 31, 2025. Read more from the official White House press release here:

<https://www.whitehouse.gov/ostp/news-updates/2022/08/25/ostp-issues-guidance-to-make-federally-funded-research-freely-available-without-delay/>

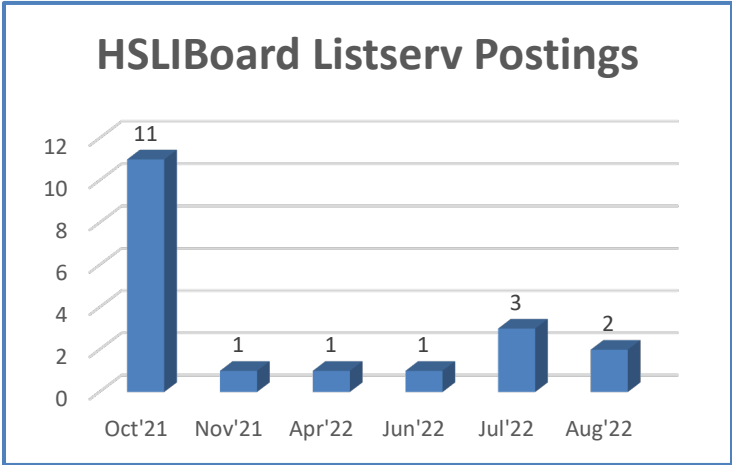
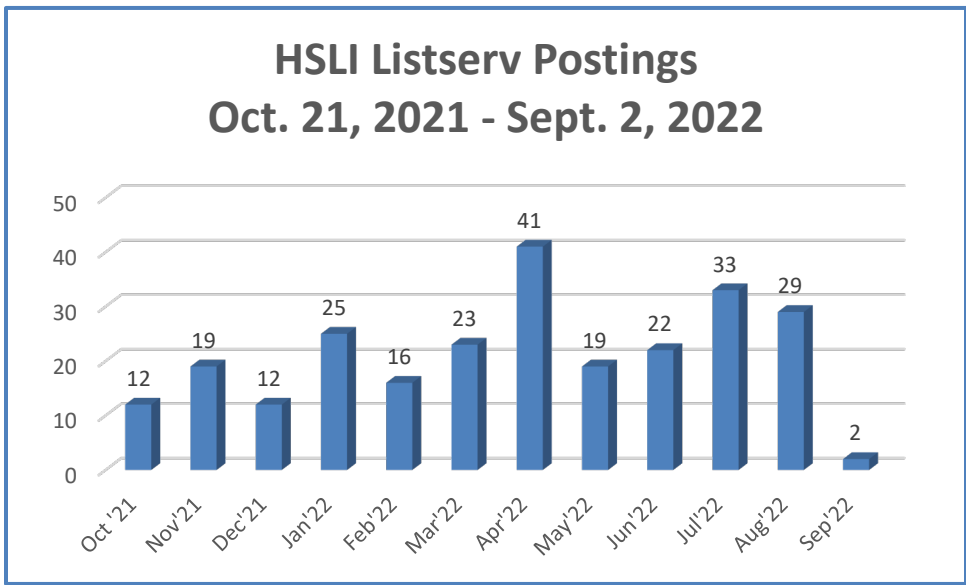
Respectfully Submitted,

Melissa Hudak (Melissa.a.hudak@osfhealthcare.org)

NNLM Region 6 Liaison

HSLI Listserv Committee Report  
Submitted by Linda Feinberg  
September 7, 2022

1. Committee: Linda Feinberg
2. Current HSLI Listserv:
  - a. HSLI list subscribers – 120 (75 are current 2022 members)
  - b. Postings: Oct 21, 2021 – September 6, 2022 - 253
  - c. See chart below for monthly postings
3. Current HSLIBoard Listserv:
  - a. HSLIBoard subscribers – 16
  - b. Postings: Oct 21, 2021 – September 6, 2022 - 19
  - c. See chart below for monthly postings
4. Ongoing:
  - a. Updated e-mail address changes
  - b. Will continue to work with Membership to add new members and delete members who haven't renewed for 2 years (this is why there are more subscribers than actual members)
  - c. Continue to investigate bouncing addresses (due to retiring, changed e-mail, etc.)



## Membership Committee Report

*This report is informational only and requires no Board action.*

Submitted by Jonna Peterson, Committee Chair

July 29, 2022

1. Committee Members: Jonna Peterson (Chair)

2. Current Report – Year to Date:

2020 membership, year end report as of October 31, 2020: 93

2021 membership as of October 22, 2021: 111

2022 membership as of July 29, 2022: 75

Details of the renewal process (based on 2022 membership of 75):

Year to date, we currently have a **33% renewal/new member decrease (75/111)**. We have **4 new members**. **Forty six** 2021 members have not renewed. Will send a reminder along with the details of the virtual conference. This number may increase now that our 2022 conference is virtual once again.

The 2 new members providing full information for the directory are both from academic libraries.

3. Membership Represents the Following Types of Libraries:

Type of Library	Number of Members
Academic	32
Special	4
Consultant	2
InfoBroker	1
Medical Hospital	18
Government	1
Unknown	8
Retired w/o Affiliation	8

*We currently have 15 life members (7 retired; 8 still employed)*

4. Membership Directory:

The directory is generated from the Access Database that maintains the membership records. The current revision of the 2022 directory, will be posted to the website in August. The current HSLI Directory is password protected (member2021); the updated one will also be password protected (member2022). The password is intended only to lower the risk of unauthorized harvesting of member contact information, not as a comprehensive security device.

The final directory for each membership year is sent to the Chair of the HSLI Archives Committee.

Membership applications are maintained by the membership committee and provided to the HSLI Webmaster for posting to the website. The current revision allows for the purchase of life memberships. The ability to pay online with PayPal was incorporated in May 2018, payment by PayPal includes payment of a \$1.00 convenience fee in order for HSLI to maintain its current level of dues revenue.

5. Contributions to HSLI [501 (c)(3)]

None to date

Respectfully submitted,

Jonna Peterson, Committee Chair



**MEMORANDUM**

**TO:** HSLI Board

**FROM:** *Newsletter* Committee (Eric Edwards and Joyce Pallinger)

**SUBJECT:** Report

**DATE:** August 29, 2022

Shown below is the year-by-year number of posts since inception of the online *HSLI Newsletter* in July, 2010. A peak averaging 600 posts a year from 2017 through 2019 was followed by dip in 2020. The dip coincided with the pandemic's effect on activities in the scope of the *Newsletter* content (e.g., conferences, other professional activities). The number of posts in 2021 returned to pre-pandemic levels. At time of this report, it is estimated the total number of posts for 2022 will also approximate the pre-pandemic peak average.

<u>Year (Months if less than a full year)</u>	<u># of Posts</u>
2010 (July through December)	21
2011	34
2012	28
2013	37
2014	59
2015	167
2016	491
2017	611
2018	616
2019	584
2020	504
2021	613
2022 (January through August 29)	459

Posts were authored and/or published primarily by Co-Editor and *Newsletter* Committee member Eric Edwards. Publishing rights remain available to other HSLI Board members, and the Committee will publish on behalf of others. In continued support of communication and collaboration with IACRL, the Committee shared the information contained in *Newsletter* blog posts with the IACRL listserv, and also with regional and national discussion lists (Region 6, MLA, ACRL, etc.) when appropriate.

The established process for publication and promotion has continued to be reliable.

Respectfully submitted,  
Eric Edwards  
Joyce Pallinger

**HSLI Fall Board Meeting  
Nominating and Elections Committee Report  
September 7, 2022**

Open Offices:

The office of Treasurer was open for election in August 2022. Jonna Peterson, Interim Director of the Loyola University Chicago, Health Sciences Library, ran for Treasurer.

Election:

The election was held via Google Forms from August 10 through 24, 2022. The online ballot included options to vote for Jonna Peterson or to write in another candidate's name for Treasurer.

Results:

Total Votes Cast: 48 (64.9% participation rate based on membership of 74, as of August 2022)

Treasurer:

    Jonna Peterson: 48 votes (100%)

    Write-ins: 0

Jonna Peterson has been elected as Treasurer, 2022-2024. Congratulations to Jonna and THANK YOU for serving as HSLI Treasurer!

The next regular HSLI election will be for President-Elect and Secretary in the fall of 2023.

Respectfully Submitted,

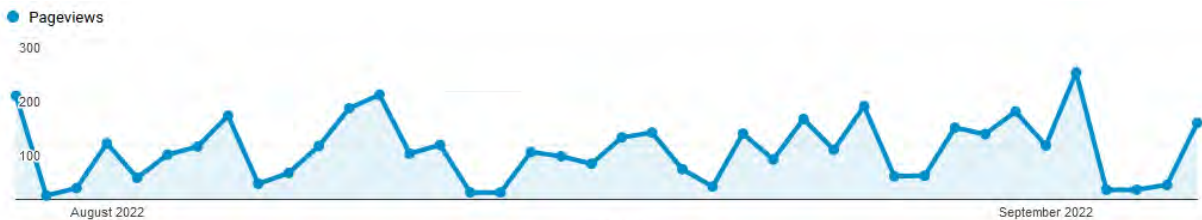
Elizabeth "Betsy" Sterner, Chair ([esterner@govst.edu](mailto:esterner@govst.edu))  
HSLI Nominating and Elections Committee

## HSLI Website report

Submitted by Stacey Knight-Davis Sept. 7, 2022

Action requested: The Chair recommends that HSLI contract with Dream Host for web, email, SSL, domain, and ecommerce services. Quoted price is \$155.40. Our domain contract with Network Solutions ends Jan 2023. Hosting contract ends in April 2023. Ideally, migration would be completed by 1/2023, but may take until 4/2023. Starting the contract with Dream Host ASAP provides more time for migration.

Pageviews from July 29, 2022 to Sept 6, 2022



<input type="checkbox"/>	Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?
		<b>3,659</b> % of Total: 100.00% (3,659)	<b>2,655</b> % of Total: 100.00% (2,655)	<b>00:01:35</b> Avg for View: 00:01:35 (0.00%)
<input type="checkbox"/>	1. <a href="/conference/">/conference/</a>	<b>1,101</b> (30.09%)	<b>901</b> (33.94%)	<b>00:03:01</b>
<input type="checkbox"/>	2. <a href="/">/</a>	<b>411</b> (11.23%)	<b>346</b> (13.03%)	<b>00:00:30</b>
<input type="checkbox"/>	3. <a href="/newsletter/">/newsletter/</a>	<b>156</b> (4.26%)	<b>85</b> (3.20%)	<b>00:00:57</b>
<input type="checkbox"/>	4. <a href="/conference/registration.php">/conference/registration.php</a>	<b>155</b> (4.24%)	<b>133</b> (5.01%)	<b>00:02:23</b>