



## **HSLI Business Policies**

### **President-Elect**

1. HSLI will reimburse the President-elect for expenses incurred while participating in a library meeting or seminar. A maximum of \$500 per fiscal year shall be spent on this seminar. Examples of such seminars would be ones focuses on leadership themes. Reimbursable expenses are defined in the general policy statements.

### **President**

1. If requested, HSLI will provide a complimentary standard room and conference registration fees for the President at the annual fall meeting.
2. HSLI will reimburse to a maximum of \$500 per fiscal year for expenses incurred by the president for travel to a professional meeting other than HSLI. The purpose of travel to another professional meeting is to represent the Board at appropriate functions. Examples of such meetings might be meetings of the Midwest Chapter of Medical Library Association, American Library Association, Medical Library Association, Library Systems programs, etc. Reimbursable expenses are defined in the general policy statement.

### **Elected Officers and Representatives of Committees at Large**

HSLI will provide a meal at the executive board meetings for all members who attend the board meetings. At the board meeting during the annual conference, this meal may be subsidized by a sponsorship.

Revised 2013



## Health Science Librarians of Illinois Gift Guidelines

The purpose of these guidelines is to establish criteria for gifts and memorials.

### **Retiring Members:**

In order to be considered for a gift, a member of the HSLI Board must be notified of member retirements.

Gifts could be:

- Lifetime memberships for retiring members who wish to continue receiving the newsletter & conference information.

- A fee waiver for attending Nancy's Reception at the annual conference immediately following the member's retirement.

### **Memorials:**

Flowers or appropriate memorials will be sent, not to exceed \$100.

### **Collections:**

There may be occasions when the Board will wish to take up a collection for a specific reason.

Revised 2013



## **Health Science Librarians of Illinois Starfish Thrower Award Policy and Procedure**

### **Background**

The Starfish Thrower Award was first presented at the HSLI 2000 Annual Conference. The purpose of the award was to recognize important contributions on the part of an individual HSLI member. The award was not presented again after that year. The HSLI Board of Directors voted at its July 2008 board meeting to re-establish the award, and begin soliciting nominations on an annual basis.

### **Purpose**

The Starfish Thrower award is based on the story of the child who “makes a difference” by throwing stranded starfish back into the ocean one at a time. Thus, the award recognizes the efforts and contributions of an individual HSLI member toward the good of the organization.

### **Policy**

Nominations are to be solicited by the President~~Board of Directors~~ each year beginning in summer or early fall, with the deadline established at the summer Board meeting. Any HSLI member is eligible to nominate any other HSLI member for the award.

### **Procedure**

The Starfish Thrower Award nomination form is available in PDF on the HSLI website, and nominations will be solicited via the listserv and HSLI Newsletter. The nomination form includes instructions for submitting completed forms to the President ~~person designated to receive them~~ on behalf of the Board. Confidential copies of nominations are distributed to Board members, and the selection is made during the Fall board meeting. If only one or two nominations are received, the selection may be made by the Board. ~~via conference call discussion~~. The award is commissioned by an award/trophy company selected by the Board.

6/26/2013



**Travel Reimbursement Policy**  
**Health Science Librarians of Illinois**  
(here after referred to as HSLI)

Approved by the members of the HSLI Board 10/23/2003

Updated 8/9/11

Updated 6/28/2013

**Policy**

It shall be the policy of the HSLI to budget for the reimbursement of its officers, committee members, and office holders named in the bylaws for travel to and from meetings of the HSLI Board. Transportation costs are defined as: bus or train fare or personal automobile mileage. Automobile mileage will be reimbursed at the IRS approved rate. Taxicab fares to or from the bus or train stations will be reimbursed. Reimbursement will be made only if funds are available in the HSLI treasury.

**Procedure for Reimbursement**

Request for travel reimbursement are to be submitted on regular HSLI Expense Reimbursement Forms, which need the approval of the President or Treasurer.

DO 4/8/11

SKD 6/28/2013