**Minutes of the Health Science Librarians of Illinois Summer Board Meeting**

Held August 7, 2014, at the Hilton Garden Inn in Champaign, IL

**Attendees**

In person

Eric Edwards, Benedictine University at Springfield

Linda Feinberg, Evanston Hospital

Molly Horio, Advocate BroMenn Medical Center (arrived after meeting start time)

Stacey Knight-Davis, Eastern Illinois University

Daneen Richardson, Western Illinois University

Miranda Shake, Lakeview College of Nursing

Michael Wold, OSF Saint Mary Medical Center

On phone
Fran Kovach, Southern Illinois University School of Medicine
Dianne Olson, retired

Joyce Pallinger, Aurora University (joined on the phone after meeting start time)

Meeting was called to order by Stacey Knight-Davis at 11:36 AM

Meeting agenda was approved, no additions were submitted

Minutes from previous meeting (fall, 2013) were approved, with no additions

 Motion to approve made by Daneen, seconded by Michael, motion passed unanimously

**Officer Reports**

President's Report (Stacey)—Stacey made a correction to the report, with "Joy" Pallinger being changed to "Joyce" Pallinger.

 At ILA last October, Stacey, Daneen, and Jacqueline Leskovec gave a presentation titled “Health Information for the Public: Resources, Services, and Sparking Relationships”. This presentation was a follow-up to an action item from the fall, 2012, Board meeting, proposing that HSLI give a program at ILA. Stacey and Jacqueline are working with Scott Drone-Silvers of Lake Land College to put together a continuing education session at an NILRC (Network of Illinois Learning Resources in Community Colleges) event.

 It had been recommended in June that Ruth Holst receive life membership in HSLI, because of her service to the organization and Illinois libraries more generally.  The HSLI Board has already approved the recommendation, via e-mail.

 As an action item, Stacey proposed adding a donation link to the website, via PayPal.  The donation could go towards either the general HSLI fund or a specific purpose (such as the Helen Knoll Jira Scholarship).  The donation button was approved. The issue using of PayPal for member renewals was then raised. It was suggested that further discussion on this issue be postponed until the fall meeting, since Roy was not present.  A motion to put this item on the agenda for the fall meeting was made by Stacey, with a second from Daneen. The motion passed unanimously.

 Stacey added that there have been some retirements in hospital libraries throughout Illinois.  Some of these retirements were unexpected, while others had been postponed.  Stacey suggested having yearly or quarterly announcements for retirements, including possibly a page on the newsletter site under “member news”.

 Stacey made a gentle reminder that, if anyone encounters an HSLI member who is not in the directory, that member should be reminded to renew her or his HSLI membership.

Treasurer’s Report (Diane)—The balance in the checking account is $34,320.28.  Diane noted that the numbers are current as of July 24.

President-Elect’s Report (Daneen)—Daneen did not have anything to announce and so did not submit a formal report

**Committee Reports**

Bylaws Committee—An addendum that the Helen Knoll Jira Scholarship Committee be standing instead of ad hoc was proposed.  It was suggested that this be put to a vote of the full HSLI membership at the fall business meeting.  Michael sponsored the motion, with a second from Miranda.  The motion passed unanimously.  Fran noted the correct pronunciation of her mother’s surname (“Yira”).

Archives Committee (Miranda)—Miranda reported that efforts to contact the University of Illinois at Urbana-Champaign for assistance with the archives have been unsuccessful, and that, for right now, there have not been further efforts.  She also noted that Karen Douglas, the previous chair of the Committee, had donated several new items to the HSLI archives.

Final Report on Last Year’s Conference (Stacey on behalf of Roy)—Stacey noted that the conference made money, which is a positive, since these kinds of events usually lose money.  She commended Roy for his work in organizing the conference.  Daneen commented that the exhibitors had done a good job at the conference, especially given some difficulties with space, and Michael added that the conference had been very well-planned.

Consortial Purchase Group Report—Stacey reported that Virginia has not had success over the past few years in negotiating fair prices with vendors.  As a result, Virginia believes that serving on the group would no longer be productive, and she has submitted her resignation.  Stacey suggested disbanding this as a working group for right now.  Linda asked whether additional action regarding group purchases should be taken in the near future.

Legislative Committee (Michael and Eric)—Michael thanked Eric for the work he has done in locating information and providing updates.  He pointed out that, on the State Library’s website, there is a notice on changes in membership requirements.  Michael also noted that the changes to library systems have affected interlibrary loan, and that materials might no longer be dropped off at a specific hospital.  Eric added that, with the current legislation session coming to a close, the Committee will continue to monitor relevant legislation closely, especially that related to funding. Also, Stacey thanked Eric for posting updates to the newsletter and the listserv.

Listserv Committee (Linda)—Linda reported that there are currently 125 subscribers to the listserv.  There were 161 posts over the past year (July 2013-July 2014), which was about the same as there had been in 2012-2013.  She added that she plans to send out e-mails notifying nonpaying members that they will be coming off the mailing list eventually  The question of how soon their names should be taken off was raised.  September 30 was suggested as a deadline.  Roy will have to send out renewal reminders beforehand.

Marketing Committee—The current chair, Donald Nagolski, will retire this year and is no longer on the Committee.  A new chair has not been selected.  There has not been any recent activity worth reporting.

Membership Committee---Membership is down to 80, from 113 last year.  Some of the higher numbers from last year may have been due to people from the Midwest chapter signing up during the joint MLA/HSLI meeting.  Several retirements and hospital closings were suggested as reasons for the drop in membership.  There are also some new members.  The breakdown of members by library type, and by whether they are working vs. retired, has not changed.  Stacey will upload the most recent membership list.

 So far this year, there have been three individual donations to HSLI made through the membership renewal form for a total of $120.00.  Also, spaces for showing interest for volunteering to be on a committee are on the renewal form.  The procedure for soliciting volunteers needs to be discussed further.

RAC Report (Stacey for Rhona)—The minutes from the April, 2014, meeting are posted online.  Nothing stood out as being critical to HSLI.  The consultation numbers for the GMR awards are still low.  This is of concern because applying for GMR grants is a good way for libraries to receive funding. Stacey reported that, since chair Rhona Kelly will be retiring at the end of this year, a replacement is needed. Michael recommended Laura Wimmer, of Presence Resurrection Medical Center in Chicago.  He noted that she has been active at IACRL pre-conference activities.

Newsletter Committee (Joyce)—Joyce noted that there have continued to be regular posts to the newsletter. Topics have included legislation, conferences and events, and news related to libraries. The highest number of postings was in October, because of announcements related to the annual conference. The announcements in the newsletter are often posted to the HSLI listserv, also. She added that there have been several improvements to the job board on the website, including dividing the postings into two categories, “General Job Boards” and “Specialized Job Boards from Professional Organizations and Services for Librarians”.

 It was suggested that the password for the newsletter be given to all HSLI Board members, so that additional stories can be posted to the newsletter more quickly.  Stacey mentioned that this had been discussed in the past and that she would be happy to set up an account for the entire Board.

 Beth Robb, who will be retiring soon, has resigned from the Committee. Joyce thanked Beth for her service to the Committee and HSLI.

Nominating Committee (Molly)—Molly reported that, since Diane has served the maximum of two terms as Treasurer, a new one will be needed.  She suggested approaching individuals who have served on the Board or committees.  If anyone wants to nominate an individual, the name should be passed along to Molly or Stacey.

 Molly noted that the election needs to be opened six weeks prior to the annual business meeting and should be closed two weeks before the meeting.  Since this year’s meeting will be in mid-November, the election should be opened in early October.  Survey Monkey has been used for elections the past two years and will be used again this year.

Website Committee (Stacey)—Stacey mentioned several enhancements to the website that will make it easier to navigate, and she added that a new Google Analytics code was set up for tracking use. Website use is up, due to last fall’s joint conference.  Specifically, there have been 2,554 page views since April of 2013, including 314 views of the HSLI homepage. She also noted that the newsletter is still receiving regular use, with its homepage having been viewed 86 times over the same period.  (Joyce had expressed concern about newsletter viewing earlier in the year, but Stacey has confidence that the use numbers are where they should be.)  Stacey suggested moving documents from the restricted area of the website to the area that is publically viewable.

2014 Conference Report (Stacey)—The conference hotel rate will be $120 per night.  Mary Ellen Bates will be both a CE presenter and the keynote. speaker.  Concurrent sessions will be given by Jacqueline Leskovec and Holly Ann Burt. Faith Roberts will speak at the reception.  Jacqueline will do a repeat of her PubMed talk from IACRL, whereas Faith’s topic has not yet been determined.  (Jerry DeWitt is still negotiating with her.)  Daneen confirmed that the vendors will be from the library schools at UIUC and Dominican University, in addition to Ovid and McGraw-Hill.

 Linda will send out a call for poster sessions, with a probable deadline of early September.  The next conference call for the planning committee will be in late August.  It was also suggested that library school students be recruited for helping with conference events.

Committee Volunteers--Roy has prepared a list of new volunteers for committees.  So far, 10 people have expressed interest.  Some have voiced a preference for a particular committee, while others have not specified a committee.  The volunteers haven’t been notified yet, but it was suggested that they should be thanked for their willingness to serve on a committee.

 The majority of the volunteers who have specified a committee are interested in helping with the annual conference.  There is still a need for volunteers on other committees, however, especially membership and marketing.  Even on the conference committee, help is needed in areas besides registration, particularly promotion.  The conference committee will decide at its next meeting how the volunteers will be assigned.  Linda recommended Heather Klepitsch from OSF Saint Anthony College of Nursing, Joanna Peterson of Rush University, and Lisa Jacob of Lutheran Advocate General, for various HSLI committees.
 Stacey suggested that the Board devise a procedure for recruiting and contacting volunteers, as having a formal process would take some of the pressure off of Roy.  Also, the process should be done monthly or quarterly, instead of just once a year.  (When each “quarter” begins and ends still needs to be determined.)  Sending out appeals for volunteers to large health organizations or hospitals is a possible solution.  Miranda recommended Ryan Lane, from the library of the Veterans Administration Hospital in Danville, as a potential member of HSLI.

Old Business: Jira Scholarship endowment--Since the last meeting, Stacey has continued to investigate the investment options for the Helen Knoll Jira Scholarship.  Right now, the total in the fund is $24,170, and the annual return is projected as 0.5 percent.  The recent uptake from the fund has been good, and if the fund were invested today, the total in it could double within 10 years.  Stacey added that, although it is not unusual for an organization to manage its own funds, having an outside group handle them might be a good idea.  Pricing was requested from one firm. After discussion, self-management through Vanguard Investments was suggested as a good option.

 As an action item, Stacey suggested determining how to allocate the fund.  The fund should be diversified based on both short-term and long-term needs.  The most significant question is how much should go to Vanguard 500 and how much to bond funds.

 Linda approved the motion, and Michael seconded it.  The motion passed unanimously. It was suggested that $20,000 go into one fund and that the remaining $4,170 go into bonds.  The investment would be made in $100 increments.

 Daneen and Stacey are already addressing this matter, but setting up the account and handling it will be the responsibility of primarily the new Treasurer. The money should be invested ahead of time, however.  Stacey will contact Vanguard via phone, since that is easier than trying to communicate with them online.

New Business: R2 Digital Library offer—Stacey asked for a motion to pass along the offer to the full HSLI membership.  Molly made the motion, and Miranda seconded it.  The motion passed unanimously.

Michael’s institution, OSF St. Mary Medical Center, already has a version of R2. Molly noted that her institution, Advocate BroMenn Medical Center, is currently participating in a trial.  Among the advantages of R2 are that signing up for purchase-on-demand enables individual libraries to build their own collections, instead of having to purchase an entire set.  R2 is also constantly adding titles.  Stacey pointed out that all HSLI institutions should be eligible, if a third subscribing hospital can be added.  Daneen noted, however, that EBSCO is less restrictive.

There was no additional business.

The meeting was adjourned at 1:26 PM, with a motion from Miranda and a second from Molly.

Respectfully submitted on September 10, 2014, by Eric Edwards

Benedictine University at Springfield

HSLI Secretary

HSLI Legislative Committee Co-Chair