**Minutes for Summer, 2015, Meeting of the Health Science Librarians of Illinois Executive Board—June 22, 2015, in Bloomington, Illinois**

**Attendees**

In person
Eric Edwards, Illinois State Library

Linda Feinberg, Evanston Hospital

Molly Horio, Advocate BroMenn Medical Center

Royden Jones, St. Francis Medical Center

Heather Klepitsch, OSF Saint Anthony Medical Center

Stacey Knight-Davis, Eastern Illinois University

Daneen Richardson, Western Illinois University
Laura Wimmer, Presence Resurrection Medical Center

On phone

Fran Kovach (retired)

Daneen called the meeting to order at 1:46 PM and submitted the agenda. Stacey asked to add an item under “Old Business”, related to the sale of the t-shirts that had been ordered for the 2014 conference.

Eric asked if any changes needed to be made to the minutes from the fall, 2014, meeting of the Board. Linda noted that, in the Listserv Committee’s report, the discussion of who the listserv moderator should be needed to specify that it was the Board listserv moderator, and not the general HSLI one, to whom she had been referring. Molly noted that, in the Midwest Chapter/MLA Liaison report, the discussion of the HSLI conference’s being a cheaper and closer alternative to attending the MLA conference needed to specify that it was the MLA—Midwest Chapter meeting, and not the general MLA conference, that had been offered as an alternative. Eric asked if Sarah Isaacs had attended the fall, 2014, meeting, since her name was not on the list of attendees, and he received confirmation that she had been in attendance.

No further corrections to the agenda or the old minutes were suggested. A motion to approve the revised meeting agenda and the fall Board meeting minutes, was made by Linda, with a second from Roy. The agenda and the minutes were approved unanimously, with an abstention from Heather, since she had not been part of the HSLI Board at the time of the fall meeting.

**Officer Reports**

President’s Report (Daneen)—Daneen noted that there had been a number of changes to the Executive Board since the last meeting, at the annual conference in November. Sarah Isaacs, who had been voted in as Treasurer at the November meeting, had later announced that she needed to step down as of June 30, due to a new job. Daneen had then contacted Molly to find a replacement, and Heather had been chosen as interim treasurer. Stacey believed that Heather should be able to serve the remainder of Sarah’s term, which lasts until the fall, 2016, conference. Molly will check the bylaws to make certain that this is acceptable.

Daneen also mentioned that the Chair position for the Legislative Committee was open. Michael had had to resign as Co-Chair last fall because of health reasons. Eric had agreed to serve as solo Chair. Upon taking a new job later in the spring, however, Eric had had to resign, since being involved with advocacy activities could potentially represent a conflict-of-interest. Daneen thanked Eric for his service to the Legislative Committee over the past few years. Linda asked if Eric could provide informal guidance to the next Chair or Co-Chairs of the Legislative Committee, and Eric said that he would be willing to help.

 HSLI is looking for members to serve on committees. A number of people have expressed interest in serving on one of the conference committees for the 2016 meeting, particularly registration and planning. Other conference committees for which people have volunteered are the program and website committees. If anyone would be interested in volunteering for the local-arrangements committee, that would be helpful. Daneen will get in touch with those who have expressed an interest in serving on a conference committee. Additionally, several people have expressed a desire to serve on the Newsletter or Membership Committees.

 Daneen put forward a proposal to change the HSLI banking policy. The proposal would extend co-signing powers to include three people: the President, the Treasurer, and the President-Elect. The change would ensure that there are always three individuals who are eligible to sign for the account. Finding someone to sign in particular instances can be a challenge, since the officers are located in different parts of the state. Also, Stacey thanked Fran for reviewing the original banking policy. Linda asked what would happen if someone’s title changes and whether a Past President would be able to retain signing authority. Daneen said that a Past President would be able to stay on the account as a co-signer after finishing a term. A motion to vote on the revised banking policy was made by Stacey, with a second from Molly. All in attendance voted in favor of the change.

 Stacey also made a motion that the banking policy should reflect what is available in the current funds. The Executive Committee will review the banking policy and discuss any possible changes via e-mail. No actual vote on modifying the policy will be taken at this time.

Past President’s Report (Stacey)--Stacey went over the results of the conference survey, which has been her major project since the last meeting in November. The quality of the programs was the most important factor in drawing people to the conference. She noted that the most significant factors affecting decisions not to attend a future conference were budget and travel distance. Specifically regarding the travel issue, about three-fifths (22 out of 37 responses) indicated that location was not a factor, while the remainder were split roughly evenly between attending a conference in the Chicago area and going to one downstate (south of I-80).

 In December, Stacey submitted several National Network of Libraries of Medicine - Greater Midwest Region classes as potential programs for the upcoming “A Library State of Mind” conference. One of them, “Getting Started with Information Outreach in Your Community”, was accepted. Jacqueline Leskovec from the GMR will teach the class. There is usually a two-hour time limit on these courses.

 In March, Stacey removed former HSLI Treasurer Diane Olson from the organization’s bank account. Stacey has also added separate e-mail address for the HSLI President (president@hsli.org) and the payment account (payment@hsli.org). Other updates included a newsletter article from Rebecca Raszewski covering the retirement of UIC librarian Cleo Pappas, which Stacey posted to the newsletter blog. Additionally, Stacey noted that, in April, she had added Eric to the HSLI Facebook page as an administrator. She thanked Eric for posting to the page regularly.

 Stacey is still working on electronic options for membership renewal. One issue is whether or not the membership form can currently be submitted electronically. (Roy confirmed that it can be.) Another issue is that there is usually a fee associated with electronic renewals. The option that Stacey has checked, Network Solutions, is a free e-commerce program. It should be compatible with PayPal. Stacey has already installed Network Solutions but has not yet configured the program to work with PayPal. An alternative would be to set up an electronic form that sends the renewal information directly to the Chair of the Membership Committee. Once the member has paid the renewal, PayPal would then forward the payment receipt to the Treasurer and the Chair of the Membership Committee.

 For right now, the Board is divided over whether or not electronic renewals would be a good idea, especially if a fee is involved. While collecting a fee would increase the amount of money available to the organization, it is not clear where this additional funding would be needed, except for conferences, for which there is already sufficient funding. Stacey will look into additional options and get back to Daneen.

Treasurer’s Report (Stacey—Acting Treasurer)—Stacey has reviewed the accounting sheet that former Treasurer Sarah Isaacs put together and has confirmed that the balance is correct. She mentioned that Sarah faced some logistical challenges during her time in office, as she did not have access to all of the forms and reports necessary for fulfilling the position’s responsibilities.

 The organization is still in the black, with $5,342.28 available in the checking account and $24,190.00 in the Vanguard account for the Helen Knoll Jira Scholarship. The balance is not quite as high as it seems, however, depending on whether or not one factors in recent donations to the Helen Knoll Jira Scholarship. With the donations, the balance is about $5,000 above break-even. Also affecting the balance is that expenses for the conference were driven up by higher-than-usual honorarium fees, especially for keynote speaker Mary Ellen Bates.

**Committee Reports**

Archives Committee (Daneen on behalf of Miranda Shake)—Miranda is putting together an additional box of archival materials for storage at the University of Illinois at Urabana-Champaign’s archives. The box will include the 2014 HSLI membership directory, among other items. Once the box is full and has been labeled, it will be taken to the UIUC archives. The Archives Committee continues to seek donations, which can be given to Miranda in person or sent to her at Lakeview College of Nursing. Acceptable items include meeting minutes, bylaws, and newsletters.

Bylaws Committee (Daneen on behalf of Jeanne Sadlik)—The Committee has proposed an addendum to the bylaws that would either add a permanent Helen Knoll Jira Scholarship Committee (instead of an ad hoc one) or, as an alternative, add an Awards and Scholarship Committee to cover all awards. The main responsibilities for the Helen Knoll Jira Scholarship Committee would be choosing the investment firm for managing the funds, selecting the criteria for awarding the Scholarship, and keeping the Board apprised of the application process. If an Awards and Scholarship Committee, instead, were formed, that committee’s primary responsibilities would be to pick the investment firm that will manage funds for all HSLI scholarships and awards, to choose the criteria for selecting recipients of the awards and scholarships, and to keep the Board up-to-date on the selection process.

An issue in combining the Helen Knoll Jira Scholarship with the Syed Maghrabi Scholarship is that there are different timetables and workloads for the two. Specifically, the Jira Scholarship is still in the planning stages, with a growing endowment that needs to be managed closely, and it is not yet actually ready to be awarded. Also, traditionally, the Maghrabi Scholarship has been under the Conference Committee.

Daneen suggested that the best strategy, for right now, would be to go ahead and combine the committees for the two scholarships. If that approach doesn’t work, then the committee could be split back into two. Daneen called for a motion to put the question out to the membership. Linda made the motion, and Roy seconded it. The motion passed unanimously. The questionnaire will be sent out to the membership via Survey Monkey.

2014 Conference (Stacey)—Adding to her overview of the conference survey results, Stacey reported on the fiscal balance for the conference. The overall balance came to $342.60 in the red. If the two Syed Maghrabi Scholarships that were awarded are counted as an expense, then the balance stays in the red. If one doesn’t count the scholarships as an expense, then the balance is in the black.

2015 Conference (Daneen)--Based on the results from the survey distributed at the 2014 conference, it had been decided that the 2015 meeting will take place at the joint meeting of all Illinois libraries at the “A Library State of Mind” conference, to be held in Peoria from October 22 to October 24. The survey had found that attendance at future HSLI conferences would likely depend on personal budgets and the ability to travel. Since the majority of HSLI members are at libraries in the Chicago area, holding upcoming conferences in the northern part of the state might be better, although there will still be efforts to alternate between Chicagoland and downstate.

The exact meeting time and location at the joint conference haven’t been determined yet. Linda asked if holding Nancy’s Reception is required. As far as anyone knows, an HSLI annual meeting can be held without including the reception. Stacey did note that the bylaws require an annual meeting of some kind to be held. Daneen said that, at the very least, HSLI will try to hold a Board meeting and a business meeting. Another issue is that HSLI may not be an official “sponsoring organization” for the joint conference, since it is not technically a member of ILA, meaning that it would have to pay a fee. Daneen will look into the issue and hopes to have something more concrete by July 1.

Linda also inquired about the procedure for registering. At this point, there is no separate charge for attending the HSLI meeting, whenever it happens to be. Individuals planning to attend just the meeting can register for the particular day on which the meeting will be held. The early-bird registration deadline is September 21. Another question is whether Jacqueline Leskovec’s presentation for the general conference could also be considered part of an HSLI meeting. While Jacqueline has presented at HSLI conferences in the past, she will be at the joint conference as a representative of the Greater Midwest Region’s office. The GMR, while it has responsibilities that are similar to those of HSLI, is not an equivalent organization.

Daneen and Stacey will be giving a presentation at the joint conference, so the HSLI meeting should probably be scheduled for a time that would be convenient for both of them. Wednesday night would probably be best. If HSLI cannot hold the meeting at the conference center where the general convention is taking place, then the meeting will be held at the conference hotel or another location. Also, the organization will look into having a booth or table in the exhibit hall, although not being a member of ILA might again be an issue. It might be possible to have a combined table with Jacqueline Leskovec and the GMR, or at least to have HSLI members volunteering at the GMR table, as has been the case in the past.

2016 Conference (Daneen)—The 2016 conference is still in the planning stages. The conference location has not been set yet, although Christine Weber, of the Illinois College of Optometry, has offered to host it at her library. Laura raised a number of concerns, among them whether there would be enough parking to accommodate the attendees. Another issue is that, if at least some attendees needed to use public transportation, taking it to an early-morning session might not be safe, particularly given the College of Optometry’s location. Regarding the parking, Christine replied via e-mail that there is free parking in an indoor lot, although it is not known whether it would be large enough to accommodate all attendees who chose to drive.

 Roy asked where the conference hotel would be. Laura mentioned that there were not really any options right by the College of Optometry; McCormick Place would probably be the closest. A related matter is the number of people who would be expected to attend. Daneen explained that there are generally between 30 and 70 attendees at an HSLI annual conference, although the number for a convention held in the Chicago area would probably be closer to the high end. If the conference were held at the College of Optometry, it would take place at the library itself, and not elsewhere on campus. Access to a computer lab for the continuing-education session is another concern. Stacey said that, since many attendees have their own mobile devices and laptops, it is probably not as crucial to hold the session in a computer lab as it has been in the past.

 Alternative locations were suggested. Governors State University might be a possibility, if someone at the library there would be willing to sponsor it. A location in the suburbs would work, although it would have to be accessible via public transportation if some attendees chose not to drive. There is a large conference center in Lisle, and a past HSLI conference was held there. Daneen will follow up with Christine Weber regarding the concerns that have been raised about holding the conference at the College of Optometry, particularly parking and access via public transportation.

Consortia Purchases (Daneen)—No one has been on the Committee, or has really handled consortia purchases, since Virginia left. Daneen has volunteered, although she does not have much experience with purchasing resources or negotiating with vendors. She has recently been contacted by EBSCO and another vendor. One of the challenges of working with HSLI member institutions on this matter is that hospitals are not always willing, or able, to participate, particularly if they are part of a larger health system.

 Daneen will send out a request for volunteers, either to chair the Committee or to serve on it. Linda offered to step in and assist with consortia purchasing if no one else expresses interest.

GMR Meeting (Laura)—Laura reported on the latest meeting of the Greater Midwest Region, which took place on March 13. Several general updates had been provided at that meeting. The GMR membership continues to fluctuate, with full membership declining and affiliate membership increasing. Additionally, a review of grant funding indicated that a large portion of the grants go to Illinois (33 out of 70 funded projects). The organization also recently migrated from DreamWeaver to Drupal, which is an open-source program used for content management. There were no issues with the transition.

The GMR has been involved with a number of projects to understand better the needs of particular groups of library users. The organization recently created a committee focusing on community colleges. This group may collaborate with a Native American tribal-colleges group on issues of common interest. The GMR has also been reviewing the findings of a mapping project analyzing how medical students conduct research and use the library. The mapping project revealed that, in a fast-paced clinical setting, students prefer Google and Wikipedia for basic information, then go to PubMed and related databases if they need more in-depth information. The biggest challenge for medical students is being able to access the information on the go, as wireless service in a clinical environment isn’t always reliable.

 One of the major issues that had arisen during the meeting had been improving outreach services, especially through sharing health information as broadly in the Midwest as possible. In particular, there is a need to partner with non-health organizations, in addition to continuing building relationships with health professionals. More importantly, there needs to be a change in mindset, with librarians seeing issues and the information-finding process more from the consumer’s perspective, rather than from the librarian’s. Laura recommended a GMR symposium on the Affordable Care Act as an example of the kind of information outreach that health librarians can conduct.

Jira Scholarship Committee (Fran)—Fran did not have anything specific to report regarding the Helen Knoll Jira Scholarship. She mentioned that the returns on the fund have been relatively modest so far, but that will probably change as more money starts flowing into the account. Since the account is still being built up, the money is not actually available yet for giving out scholarships. Once the funding does become available, the process for students to apply for the Scholarship will need to be determined.

Legislative Committee (Eric)—Eric thanked the organization, and Michael Wold in particular, for the opportunity to serve on the Legislative Committee. He really enjoyed his work with it and regrets no longer being able to serve, due to his new job. Eric firmly believes that, if possible, the organization should continue to have a Legislative Committee, especially with the ongoing budget crisis in Illinois and other issues of relevance to libraries at the state and national levels. A call for volunteers within the organization will be sent out.

In the case that no one would express interest, Eric recommended that Nicole Helregel, a recent graduate of UIUC’s library school and one of the interns at last year’s conference, be considered for the opening. She had an article appear in the March 31 edition of *AL Direct*, on her advocacy efforts to keep federal funding for the Institute of Museum and Library Services, and it is clear that she would bring knowledge and enthusiasm to the Legislative Committee. This would also be a good opportunity for individuals who are new to HSLI, including conference interns, to become more involved with the organization. If no current members express a desire to serve, Molly will reach out to Nicole and see if she would be interested, taking into account that she will likely start a new job soon and may have to leave the area.

Listserv Committee (Linda)—The total number of people currently subscribing to the listserv is 117. Linda explained that keeping people on the listserv has been a challenge, especially with current members who have retired or changed jobs, since the old e-mail no longer remains active and the person doesn’t always pass along new contact information. Another challenge is removing the names of people who are no longer active in HSLI (individuals who have not renewed their membership in at least two years). Linda will work with the Membership Committee to make certain that the listserv is as accurate as possible, including adding new members.

 Linda reviewed the numbers for listserv use since last year’s conference. Between November of 2014 and May of 2015, there were 98 total posts, with the highest number (25) coming in November because of the conference. As for posts by topic, the greatest number (28) were related to the Legislative Committee, followed by job openings (18) and continuing education/webcasts (16).

 Linda added that she would like to have a listserv monitor as a separate position on the Committee. One of the individuals who had volunteered to serve on an HSLI committee had included the Listserv Committee as a possibility. Depending on the level of interest, that person could be in charge of monitoring the listserv or could at least serve as a back-up to Linda.

Another issue related to the listserv is how to keep track of lifetime members of HSLI. So far, just one person (Ruth Holst) has received that designation. This is an ongoing discussion.

Marketing Committee—no report

Membership Committee (Roy)—The current membership for HSLI, as of May 12, is 68. This is down from 97 last year, approximately a 30-percent decrease. Explanations vary as to why some people have failed to renew. Some individuals may have retired or moved to a different organization and have not updated their e-mail address. In other cases, the e-mail on file is the correct one, but the individual has not replied to multiple e-mail reminders, for whatever reason. Roy will continue to follow up with these people.

 In addition to efforts to retain current members, the organization has managed to attract four new members so far this year. Of the four new members, two of them are with academic libraries, one of them is at a public library, and one is unemployed. It is possible that additional people will join after the annual conference, as that has often happened in past years.

 As far as the makeup of the current membership, individuals still come from a wide variety of libraries. The largest number comes from hospital libraries (28) or academic ones (20). Other members are drawn from special, public, and government libraries. There are also a few members who are either retired (and have renewed their membership) or don’t work directly in a library setting (library systems, vendors, allied professions, etc.).

 Roy reviewed the membership directory for 2015, which had been sent to the webmaster on May 18 and is now on the website. The directory includes all renewals received through May 12. The 2014 directory will remain on the website until July, so that the contact information is still available for those members from last year who have not yet renewed their membership. The final version of each year’s directory is sent to the Chair of the Archives Committee.

 One positive from the 2015 application cycle is that nine members who are not currently involved with HSLI committees expressed interest in becoming so. Some of them are relatively new to the organization, while others, including Michelle Quinones, are long-time members. In most cases, an individual did not express interest in serving on a specific committee, but rather listed several possibilities.

 As for attracting new members, Roy urged reaching out to replacements for current or past members who have retired or moved on to another position. Fran mentioned that her old position at SIU School of Medicine had been filled, although she was not certain who the new person is. Another possibility would be to check the National Network of Libraries of Medicine – Greater Midwest Region list against the library-systems lists (particularly RAILS and Illinois Heartland) and see if anyone who is on both might be interested in joining HSLI. Daneen noted that this could be a project for the interns at next year’s conference. Letters could be sent to GMR members who are interested, and flyers could be posted at system libraries to attract potential members who might not be on the GMR list.

Midwest Chapter/MLA Liaison (Daneen)—Daneen said that there was not really anything to report. She has been invited to a Midwest Chapter meeting, even though she is not a member.

Newsletter Committee (Daneen on behalf of Joyce)—In her report, Joyce welcomed Eric to the Committee. He had expressed interest in joining it after his resignation from the Legislative Committee, especially since Beth Robb has retired and is no longer active with the Committee. Eric already has experience posting to the newsletter from his time on the Legislative Committee.

 Looking at the numbers for the past five years, it appears that the overall number of posts has remained fairly steady, with a sharp increase in 2014, from 37 posts to 59. So far this year (through May), there have been 22 posts, so the numbers are roughly on pace to match last year’s. The posts have included various topics, with the main subjects being legislative updates, conferences and other continuing-education events, and member and library news. All Board members do have posting privileges, although individual members will need to contact Stacey for a username and password to access the newsletter blog directly. As far as who uses the newsletter blog for information, there is currently not a way to distinguish between HSLI members and members of the general public.

 Eric brought up the idea that he and Joyce had proposed, in May, of forming a Communications Committee that would cover both the newsletter and the Facebook page. (The Newsletter Committee would then be dissolved, at least as a separate entity.) Daneen said that, since forming a new committee would involve changing the lineup of standing committees, a vote would be required. A motion would have to be put forward first, which would require that both Joyce and Eric be present, either in person or via conference call. At this point, an option would be for Joyce to draft a proposal to send to the Bylaws Committee. (Jeanne could help with this.) Once it were approved by the Bylaws Committee, the proposal to form the Communications Committee would then be sent to the full HSLI membership for a vote.

Nominating Committee (Molly)—Two offices are currently open, President-Elect and Secretary. Eric, who is the current Secretary, has expressed interest in running for a second term. So far, no one else has shown interest in running for that position. As for President-Elect, there have not been any volunteers yet. Molly reminded everyone that any current or former member of the Board may volunteer to run or nominate any HSLI member to be a candidate. If necessary, Molly will send an e-mail seeking nominations. The message will go at least to the Board, if not to the full membership.

 Molly also reviewed the timetable for the vote. The bylaws stipulate that ballots be sent out to HSLI members at least six weeks before the annual meeting and that they be submitted at least two weeks before the meeting. Since the joint conference will be from October 22 to October 24, the election will take place between September 7 and October 9. The ballots will be sent out via SurveyMonkey.

 As an action item, Molly put forward that Daneen would like to appoint Heather Klepitsch to replace Sarah Isaacs as HSLI Treasurer, since Sarah had resigned. Per the bylaws, Heather would serve out the remainder of Sarah’s term, which expires in 2016. At that point, an election for a new Treasurer would be held. Daneen’s appointment of Heather was approved unanimously by the Board.

Starfish Thrower Award Committee (Daneen)—There have not yet been any nominations for the Starfish Thrower Award. If necessary, the President would be the one making a call for nominations. The deadline would be probably at least a couple of weeks before the joint conference.

Syed Maghrabi Scholarship Committee (Daneen on behalf of Miranda)—The Scholarship Committee requested, as a Board action item, that the possibility of offering a Scholarship to the joint conference be discussed. Whether or not the Scholarship can be offered this year depends on how many people apply and how much funding is available. In past years, the Scholarship has been offered to everyone who applies. Two years ago, there were seven applicants; last year, there were two. There is also the issue of whether the Scholarship would cover the entire joint conference or just the days on which HSLI will be meeting. Since the deadline would not be until September, a decision on offering the Scholarship this year will be postponed until there is a better idea of the logistics for this year’s HSLI meeting.

Website (Stacey)—Per suggestions from last November’s Board meeting, Stacey has made several changes to the website. These include adding the terms of office to the list of current officers, and also creating a separate page listing all officers, and the years they served, throughout the history of HSLI. The latter information came from the archives of the newsletter and currently is as complete as possible, based on the information available.

Looking at website use over the past year, the largest number of sessions came in May, due to the number of people viewing newsletter posts. Sessions are approximately equal to the number of visitors to the site itself. Views of individual pages reached their highest point just after the conference. A page view occurs each time someone loads a page into the browser. The pages receiving the most use are the newsletter and conference pages, with the directory coming next.

The Facebook page has seen an increase in the number of “likes”, to 64. Stacey thanked Eric for inviting some new fans. The most popular posts from May covered using an iPhone to produce a professional movie, the results of the ILA and IACRL elections, the extent to which iPads with anatomy and physiology apps increased student learning at a small campus, and which libraries in Illinois can provide specialized health-information services to users. The most-shared post from 2014 was the photo album from the annual conference, with over 1,300 people reached and almost 100 shares, “likes”, and comments.

Old Business—As an additional agenda item, Stacey went over sales of the t-shirts that she had ordered for the conference. She had not been able to sell as many t-shirts as she would have liked because they had turned out to be too small. Ordering replacements is an option. (The original order included 20 long-sleeved shirts and 14 short-sleeved ones.) It is not known, however, how many people did receive a shirt that was the wrong size. Stacey will not order any more shirts, but she will try to sell those that are still left over. The shirts were made by Custom Ink.

New Business—Daneen passed around a “get well” card for Michael Wold for everyone to sign. There has not been any recent news on Michael’s condition, including whether he is still able to work. Daneen will update everyone if she does find out anything.

There being no additional business, Daneen called the meeting to a close at 3:48 PM, with a motion from Stacey and a second from Molly.

Respectfully submitted by Eric Edwards, HSLI Secretary, on October 8, 2015.