**Minutes for Fall, 2016, Meeting of the Health Science Librarians of Illinois Executive Board—November 9, 2016, in St. Charles, IL**

**Attendees**

In person

Eric Edwards (Illinois State Library)

Linda Feinberg (NorthShore University HealthSystem)

Molly Horio (OSF St. Francis Medical Center)

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

Heather Klepitsch (OSF Saint Anthony Medical Center and College of Nursing)

Stacey Knight-Davis (Eastern Illinois University)

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

Daneen Richardson (Western Illinois University)

Jeanne Sadlik (Loyola University Chicago)

Miranda Shake (Lakeview College of Nursing)

Laura Wimmer (Presence Resurrection Medical Center)

On phone

None

Daneen called the meeting to order at 7:50 PM. The Board reviewed the minutes from the Summer, 2016, meeting. No one suggested changes. Stacey made a motion to approve the minutes, with a second from Roy. The approval was unanimous.

**Officer Reports**

President’s Report (Daneen)—Daneen did not have a formal report. She thanked the Conference Planning Committee, including Miranda, for its work in organizing this year’s meeting.

Treasurer’s Report (Heather)—The checking account balance was $10,008.42 as of October 31. Heather filed the annual report with the IRS on September 19. She noted that the IRS standard for mileage reimbursement is now $0.54 per mile.

The amount in the account has changed since October 31, due to some conference-related transactions. The total cost of the conference has come to $5,879.81. To cover the conference-related expenses, the Board needs to move funds from the PayPal account to checking. There is a $10 charge per transaction. (The rules governing charges for PayPal transactions, including the specific amounts to which the charges apply, have changed in the past year.) Daneen made a motion, with a second from Miranda, to transfer the funds and accept the $10-per-transaction fee. Approval was unanimous.

President-Elect’s Report (Miranda)—Miranda thanked the Conference Planning Committee for the outstanding job it has done in putting together this year’s event. She also acknowledged Daneen’s leadership as President the past two years, along with the ongoing efforts of the other officers and the Board members. Miranda noted that her year as President-Elect has been devoted to conference planning, along with her work as Archives Committee Chair and as a member of the Syed Maghrabi Conference Scholarship Committee.

**Committee Reports**

Archives Committee (Miranda)—Several new items will eventually be shipped to the University of Illinois at Urbana-Champaign for storage. These include materials from the June, 2016, meeting of the HSLI Board, in addition to items from the planning process for this year’s conference. For right now, Miranda is keeping the items in a box; once the box is completely full and has been labeled, she will send it to UIUC.

           Also, Nina Pals, whose library (Sarah Bush Lincoln Health Center in Mattoon) recently underwent a renovation, came across some items that she believes would be appropriate for the HSLI archives. These consist of several binders of documents from the East Central Illinois Consortium (ECIC), which is now defunct. Miranda will sort through the materials and determine which ones should be added to the archives.

           Miranda reminded the Board that she is continuing to seek other donations for the archives, particularly any HSLI bylaws, minutes, or other reports from past years. She referred everyone to the rules for what types of materials are appropriate. Anyone with items to donate should mail them to her at Lakeview College of Nursing.

Bylaws Committee (Jeanne)—The bylaws have been reviewed, and no changes have been made. For reference during the meeting, Jeanne included a copy of the bylaws with her report. The Board would need to discuss any proposed changes first, before sending the proposal to the full membership for a vote. One issue that the Board did discuss at its June, 2016, meeting was whether the policy for commercial advertising on the website, including the *Newsletter* page, should be reviewed. (The policy would cover continuing-education classes or meetings that are offered by commercial entities not directly affiliated with a library organization.) The quandary with not allowing such advertising is that it might be a missed opportunity to build relationships with commercial organizations, since they are potential vendors for the conference. This matter may be a topic to discuss at tomorrow’s business meeting.

Conference Planning Committee (Roy)—Roy was pleased with the turnout for this year’s conference. There were concerns earlier about attracting enough attendees to break even, but the registration numbers increased closer to the deadline. (The organization is projected to finish at $198.17 in the black.) The total number of individuals who will be present at the conference is 54. This includes 38 attendees, 10 vendors, and six speakers. Ideally, the numbers would be slightly higher for a conference held north of I-80, but, given that the location was selected relatively late and there wasn’t as much time to promote the event, the Planning Committee did well in attracting people. Roy also noted that Pheasant Run had a very affordable package covering audio-visual equipment and other technology-related expenses.

Consortial Purchases Committee (Laura)—There was nothing to report, and Laura noted that working with vendors continues to be a challenge because of higher product costs. She added that it might be prudent to combine the Committee with another one, or even dissolve it, since other committees can cover its duties. Daneen will look into the future of the Committee.

Jira Scholarship Committee (Fran)—The Treasurer’s report included the balance of the Helen Knoll Jira Scholarship Fund, which was $27,803.99 as of September 30. This is an increase of almost $2,000 since June 1. At this time, there is no need to take any action on the Scholarship fund, including creating scholarships to offer, since the amount of money in the account still needs to increase substantially.

Legislative Committee (Stacey, on behalf of Carmen Howard and Kirstin Duffin)—Carmen and Kirstin submitted a report after the other ones had been posted to the Board page. An issue that they wished for the Board to discuss is whether the updates in the *Newsletter*, which they post every two weeks, are relevant enough. Specifically, some of the posts cover legislation that is not directly related to health sciences libraries, and finding sufficient information to include often requires “scrounging”. On a related note, Kirstin and Carmen would like to know whether they should continue posting regularly, or just when an issue of importance arises (such as legislation that is up for a vote and so requires immediate action, including contacting legislators).

           For gathering information to include in the updates, Carmen and Kirstin are currently using ALA’s *District Dispatch* webpage for most of the background on federal legislation, since that site provides regular alerts. Finding information on Illinois legislation has been more difficult, although the Illinois Health and Hospital Association does have a detailed legislative page. Eric mentioned that, when he was on the Committee, he often used the Illinois General Assembly’s website for finding Illinois legislation, although searching for library-related bills can be cumbersome. An upside to having the regular updates is that, often, waiting until a piece of legislation is about to face a vote may not allow enough time to alert the membership about the broader issues. It is helpful to keep legislation “on the radar” early, in case it does come up for a vote later.

           The Board did not make any formal recommendation on this issue. Stacey will follow up with Kirstin and Carmen. Daneen and Eric thanked the two of them for their ongoing efforts in keeping the membership informed of any relevant legislation, especially since the state budget situation remains highly uncertain and could change drastically starting January 1, when the temporary budget expires.

Listserv Committee (Linda)—There are currently 116 subscribers to the general HSLI listserv. Some of them are not HSLI members. (For the most part, the non-members are vendors who have exhibited at HSLI conferences.) Between May and October of 2016, there were 143 total posts to the listserv, with the highest number, by far, coming in October, due to the large number of conference-related announcements. Many listserv posts included links to entries from the *Newsletter* blog. Overall, there has been a steady increase in the annual number of posts, from 116 (November, 2012 – October, 2013) to 239 (November, 2015 – October, 2016).

           The HSLI Board listserv has 12 subscribers. There were 58 posts between May and October of 2016. The largest number came in October, again because of conference-related announcements. There was also a spike in May and June, due likely to discussion of the June Board meeting. Daneen noted that the Board listserv has seen increased use for discussing questions or issues that arise, which is a positive development.

           Linda noted that it has been easy to work with the new GMR Office at the University of Iowa, which is now hosting the listserv. Darlene Kaskie, Technology and Communication Librarian for the GMR, is the contact person. There are several ongoing issues, especially instances of posts from non-subscribers (such as vendors) coming through on the listserv without Linda receiving a notification, and approving them, first.  The other main issue is ensuring that the listserv reflects the present HSLI membership and contains e-mail addresses that are current. Linda will continue working with the Membership Committee to add new HSLI members and delete anyone who hasn’t renewed for at least two years.

Marketing Committee (vacant)—The Committee remains vacant. It may be dissolved or consolidated with another committee, such as the *Newsletter* Committee.

Membership Committee (Roy, on behalf of himself and Bobby Murphy)—There are currently 99 members of HSLI. This is an increase of 18 members, or 22%, since October of 2015. Roy cautioned that the membership situation is fluid, and the numbers could change quickly. Although the organization has added 15 new members, several individuals who likely changed jobs or retired have discontinued their involvement with HSLI and, so, have been difficult to locate. The 15 new members are a mix of people who have just started out in the profession or have recently relocated to Illinois. The largest number of new members come from academic and medical libraries. The library affiliations of the overall membership remain essentially the same, with the greatest number at medical and academic institutions. There are also 11 retired members. On September 18, Roy submitted the updated membership directory for posting to the website. The directory is current through September 5.

           Twelve individuals expressed an interest in committee assignments on the renewal form. The Conference Planning Committee remains the most popular choice. Since some of the requests came through after the planning process for this year’s conference was pretty much complete, those members will be assigned to the committee for next year’s event. Several other committees, including Archives and *Newsletter*, also saw interest. Roy added that a few people made donations via the renewal form, including one for the Helen Knoll Jira Scholarship, another for the Syed Maghrabi Scholarship, and a third in memory of Michael Wold. The other donations were not marked for a specific fund.

Midwest Chapter/MLA Liaison (Daneen)—There has not been any activity recently, so there was nothing to report.  Daneen will look into increasing HSLI’s involvement with the Midwest Chapter and MLA.

*Newsletter* Committee (Eric, on behalf of himself and Joyce)—The *Newsletter* blog has continued to see a significant increase in the number of posts, compared to past years. So far in 2016 (January through October), there have been 420 total posts. There were 167 in all of 2015, and 34 in 2011. The number of posts throughout 2016 has been consistent, with 211 from January to May, and 209 between June and October. Eric reminded the Board that anyone on it is welcome to post to the *Newsletter* blog. Stacey will look into whether all Board members automatically have access.

           Joyce and Eric put together a guidelines document, titled *Guidelines: Health Science Librarians of Illinois (HSLI)* Newsletter *Website*. The document is posted to the HSLI website and covers areas such as purpose, content scope and management, and promotion. Also, Joyce has undertaken a project to categorize the posts better, including assigning subject areas for those that are currently “uncategorized”. This will improve access to the archives of older posts, especially those related to past conferences and other HSLI events. The project should be completed by the end of 2016, with any necessary follow-up work concluded in early 2017.

Nominating Committee (Molly)—The only office that was open for election in the fall of 2016 was Treasurer. (Each term lasts for two years, and an individual may be reelected once.) The incumbent, Heather Klepitsch, who has served a partial term from 2015 to the present, had indicated that she was not interested in running for a full term. She said she would make an exception if no other candidate could be found. Molly sent a call for nominations to the general HSLI listserv on October 4. The only person who expressed interest was Laura Wimmer, Manager of Library Services at Presence Health and Presence Resurrection Medical Center.

           The election was held from October 25 to November 4, and voting was conducted via Survey Monkey. Fifty-six members cast votes, with 55 for Laura and one write-in for Cynthia Snyder. The turnout rate was 57%, based on the total HSLI membership at the time (98). Molly noted that, while the turnout was higher than it has been for some past elections, she still wishes more people had voted.

           Laura will assume office at the end of the business meeting on November 11. Her term will last until the end of the business meeting at the 2018 annual conference, and she will be eligible to run for reelection once. The next regular HSLI elections will be for President-Elect and Secretary. They will take place in the fall of 2017.

Regional Advisory Council (Laura)—With the GMR Office moving to the University of Iowa, the representative to the Regional Advisory Council has changed. Laura will check with Jacqueline Leskovec to learn who the new representative is. There may also be some information in Associate Director Elizabeth Kiscaden’s NN/LM – GMR update tomorrow.

Starfish Thrower Award Committee (Daneen)—No one submitted a nomination for this year’s Starfish Thrower Award. Daneen nominated Stacey Knight-Davis, noting that Stacey has been a major asset to the organization, especially in keeping the website updated, and also in helping Daneen with various tasks during her two years as President. Miranda and Eric agreed with the nomination. Since Stacey has received the Starfish Thrower Award before, Daneen will forego giving Stacey a trophy and will instead present her with a certificate, and perhaps a gift card, also.

Syed Maghrabi Conference Scholarship Committee (Miranda)—There were two applicants for this year’s award, Eric Edwards from the Illinois State Library and Stacey Knight-Davis from Eastern Illinois University. Both of them will receive the scholarship. (Stacey, who is a member of the Committee, recused herself from evaluating the applications; Jerry DeWitt took on that role.) Eric’s scholarship will cover the full conference registration, in addition to one night at the conference hotel. This will come to a total of $320. Stacey has requested that her scholarship cover only the registration costs, since she has a roommate. Therefore, her award will come to $200.

           Miranda reminded everyone that proceeds from the silent auction at Nancy’s Reception help fund the scholarships. This year’s auction will take place the evening of Thursday, November 10, with bidding starting at 6:30 and ending around 8:30. She thanked Sue Franzen for taking the initiative in organizing the auction, including collecting items (there will be around 20 lots and individual items, total) and putting together the bid sheets. Also, Jerry DeWitt has made a $100 donation toward the scholarships, in addition to donating jam for the auction.

Website Committee (Stacey)—Stacey and Roy collaborated to design a new memorial page on the website. The page was launched on August 2. Currently, it includes memorials for Gail Lahti, Michael Wold, Nancy Stump, and Syed Maghrabi. Stacey and Roy will update the page with additional memorials, including photos, if available.

           Between June 15 and November 7, the website had 7,123 page views, including 2,442 sessions. The traffic on the website saw a peak in October, probably due to information about the conference being posted. Stacey noted that the website has seen steadier use throughout the year than it has in the past. She credited that to the frequent updates on the *Newsletter* blog, and she thanked Eric and Joyce for their efforts. The *Newsletter* blog continues to be the most popular page, followed by the member directory and the list of committees.

           The Facebook page is also seeing steady use. The recent posts with the greatest number of “reaches” cover bats at Palos Community Hospital (657), a World Health Organization study (184), and diversity in higher education (179). Stacey thanked Eric for his consistent updates.

Old Business—Linda raised the issue of who should be able to post to the listserv. Board members are able to post without permission from her, which is fine. The problem has arisen with representatives of commercial vendors posting without permission, including Toya Moore from McGraw-Hill. Any commercial post needs to be reviewed first, to make certain it falls within the current HSLI guidelines for advertising on the website. Since some vendors, including Toya Moore, are not current HSLI members, they technically should not be able to post. (As there is no formal rule requiring that only members be allowed to post, however, the Executive Board would have to craft, and then sign off on, such a policy.) Corporate representatives who are already members could create their own mailing list under the HSLI listserv and use that list exclusively for any commercial promotions. Linda will need to work with Darlene Kaskie, since the use of the listserv for advertising now falls under the University of Iowa’s purview, even if the advertising is acceptable by HSLI standards.

New Business—Daneen suggested having a higher membership rate for corporations. This might be a way to increase HSLI’s revenue over the long run, as long as the rate doesn’t discourage corporations from joining. She asked for guidance, as far as what the rate should be and what types of organizations should be considered “corporate”. The consensus was that $50 would be a reasonable fee. Library organizations, such as the Illinois Library Association, and nonprofit organizations, including the NN/LM – GMR, would be considered “non-corporate” and, therefore, would be exempt from the fee. There is currently no formal procedure for determining a corporate membership rate. The bylaws would have to be amended, requiring a vote by the full membership.

           With Laura becoming Treasurer, the registered agent will need to change. (The new information has to be sent to the State Library and the Secretary of State’s office.) For contact purposes, using a permanent address, instead of the Treasurer’s home address, might be more practical. With the GMR Office having moved, using it as the address probably would not work. An individual library might be feasible, as would a library system’s office or that of another organization, such as ILA. Regardless, the location would have to contain physical office space, and not be just a P.O. box. It was not clear whether or not the decision to change the registered agent needed to be made at the Board meeting. Daneen went ahead and made a motion to change the registered agent to Laura. Miranda seconded. The other member of the Executive Board, Eric, also approved.

           Roy mentioned the possibility of establishing a regular lifetime membership, instead of awarding it on only an honorary basis. A committee would have to be formed to look into this. Roy will raise the issue at Friday’s business meeting. Also, a $50 donation recently came through from the membership. It will go toward the raffle at Friday’s business meeting.

           Daneen noted that the planning process for the 2017 conference is underway. She has a contact with the visitors’ bureau in Springfield, so holding it there might be a possibility. The issue, as with past conferences held south of I-80, is that fewer people attend. Part of the problem might be related to where the “core” group of attendees, or people who would attend the conference regardless of where it takes place, resides. The group is split pretty evenly between either side of I-80, so drawing more people to the events farther south would require encouraging additional members to attend. Daneen will put out a call for volunteers at the business meeting. Ideally, the volunteers would include people who are not currently on the Board or involved with the organization in some other capacity.

With there being no further business, Daneen ended the meeting at 9:10 PM, with a motion from Fran and a second from Miranda. The business meeting will take place on Friday, November 11. The next Board meeting will be sometime in the summer of 2017.

Respectfully submitted by Eric Edwards, Health Science Librarians of Illinois Secretary, on June 7, 2017.