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
Meeting called to order at Noon

Review of Agenda

Nothing added

Approval of Minutes from October 2021 meeting

Motion – Carmen Howard, 2nd – 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 & 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 & 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)
  o Board voted to put Treasurer’s job description on the web site
  o Declined to put the tax exempt letter on web site
  o 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
  o 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
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
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
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
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
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
1. Committee: Linda Feinberg

2. Current HSLI Listserv:
   a. HSLI list subscribers – 120 (75 are current 2022 members)
   c. See chart below for monthly postings

3. Current HSLIBoard Listserv:
   a. HSLIBoard subscribers – 16
   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.)

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**HSLI Listserv Postings**

Oct. 21, 2021 - Sept. 2, 2022

**HSLIBoard Listserv Postings**
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:**

<table>
<thead>
<tr>
<th>Type of Library</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>32</td>
</tr>
<tr>
<td>Special</td>
<td>4</td>
</tr>
<tr>
<td>Consultant</td>
<td>2</td>
</tr>
<tr>
<td>InfoBroker</td>
<td>1</td>
</tr>
<tr>
<td>Medical Hospital</td>
<td>18</td>
</tr>
<tr>
<td>Government</td>
<td>1</td>
</tr>
<tr>
<td>Unknown</td>
<td>8</td>
</tr>
<tr>
<td>Retired w/o Affiliation</td>
<td>8</td>
</tr>
</tbody>
</table>

   *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.

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

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
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)
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