

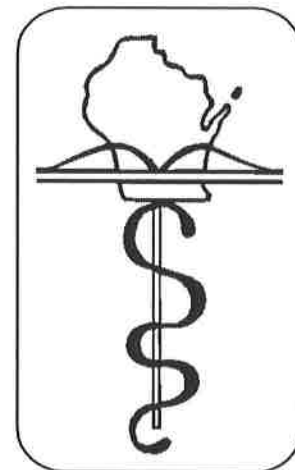
Wisconsin Health Science Library Association

Draft Fall Board Meeting Minutes.

Thursday, September 17, 2020

10:00 am - Noon

Online/phone



Present:

On the phone/online: Kathy Koch, Brenda Fay, Dora Davis, Liz Witkowski, Allan Barclay, Barb Ruggeri, Liz Suelzer, Michele Matucheski, Karen Hanus, Jennifer Schram, Robert Koehler, Diane Giebink-Skoglund, Annie Lipski. Ashley Zeidler, Deb Knippel, Gwen Shorter, Holly Egebo.

Notes prepared by Secretary Barb Ruggeri.

The meeting was called to order at 10:00 am by WHSLA President, Holly Egebo.

ANNOUNCEMENTS

OFFICERS REPORTS

1. President's Report--Holly Egebo

Brenda Fay and I have been working on Executive Board Nominations for next year. We have selected 5 members and emailed them information about the positions available. As of yesterday, no one has responded.

We have a Librarian of the Year nominee. I plan to order the award, present it and write a story for the WHSLA Blog.

I have asked Deb Knippel and Diane Giebink-Skoglund to survey the membership about improvements for the organization and to present their findings at the Nov 12 Business Meeting.

2. Secretary's Report and Approval of Board--Barb Ruggeri. Meeting minutes from Spring of 2020 were emailed. Deb Knippel moved that the minutes were to be approved. Brenda seconded. Motion carried and minutes were accepted.

3. Treasurer's Report--Robert Koehler

**WISCONSIN HEALTH SCIENCE LIBRARY ASSOCIATION
FALL BOARD MEETING – September 17, 2020**

TREASURER'S REPORT

BEGINNING BALANCE, October 6, 2019 **\$19,905.18**

Expenses, April 9, 2020-September 17, 2020

Google Domain, Renewal, Monthly Charge \$ 48.00

	\$ 48.00	\$19,857.18
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Income, April 9, 2020-September 17, 2020

Membership Dues	\$ 189.60	
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	<u>\$ 189.60</u>	<u>\$20,046.78</u>
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Balance as of September 17, 2020 --	\$20,046.78
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Submitted by Robert Koehler, WHSLA Treasurer

Robert reported there is a slight problem with members paying for their memberships with Paypal. There is supposed to be notification sent to Robert, but it is just sitting in the gmail account. Brenda Fay will work with Jennifer Schram to fix it.

4. *Members-At-Large-Deb Knippel, Diane Giebink-Skoglund*: No report, as no members have brought them concerns.

COMMITTEE REPORTS

Archives Committee--Karen Hanus. Nothing to report. Karen is sharing the role now with Ashley since she left MCW and Ashley is watching over the materials./

Communications-- Allen Barclay (List Serv), Brenda Fay, Annie Lipsky, Michele Matucheski (blog), Jennifer Schram (WHSLA website). Allen Barclay reported in the chat there is nothing to report. Annie, Brenda and Michele would love it if members wrote content for the WHSLA blog, they are happy to post. Karen, Holly and Barb thanked them for their efforts as the material has been worth the cost of our \$20 membership!

GMR Health Science Librarian Focus Group--Dora Davis. An April meeting was held, but Dora was unable to attend and the GMR was unable to record it. Dora contacted GMR and learned it was a getting to know you meeting and another meeting was planned for later this year.

Membership Coordinator-- Jennifer Schram. Jennifer reported we are at 40 members, the same as the spring, a quiet summer. Jennifer will be sending out renewals for memberships towards the end of November.

Midwest Chapter/MLA Representative--Kathy Koch

The list of state association conferences is now on the Midwest Chapter website, <http://midwestmla.org/annual-chapter-meetings/midwest-state-associations/>. The WHSLA meeting date is listed as TBD and can be updated if we plan a conference for 2021.

There is no other news to report.

Respectfully submitted by Kathy Koch

Professional Development Committee Report- Dora Davis – See next 5 pages.

WHSLA Professional Development Coordinator Report

Submitted by Dora Davis, WHSLA Professional Development Coordinator

MLA Webinars

The GMR has continued to fund one webinar per quarter per organization (2 per state). The funding will cover 25 individual codes for remote viewing which includes CE credits. Our goal is to maximize the number of codes used, therefore the GMR has asked us to share any extra codes with other organizations in our state. In order to do this, WHSLA will continue to coordinate efforts with others in the state. (Contacts to include the 2 state consortia presiding officers, Heidi M at UW, Liz S at MCW and Sam Watson at the GMR.)

There are two webinars left on the [MLA Professional Development calendar](#). See below for contact information.

Month	Quarter	Title	Who to contact for codes
24 Sept	3	Systematic Searching: Improving Effectiveness and Efficiency	Heidi M at UW
13-Oct	3	Librarians Are Teachers: Applying Theory to Help Adults Learn	Dora Davis

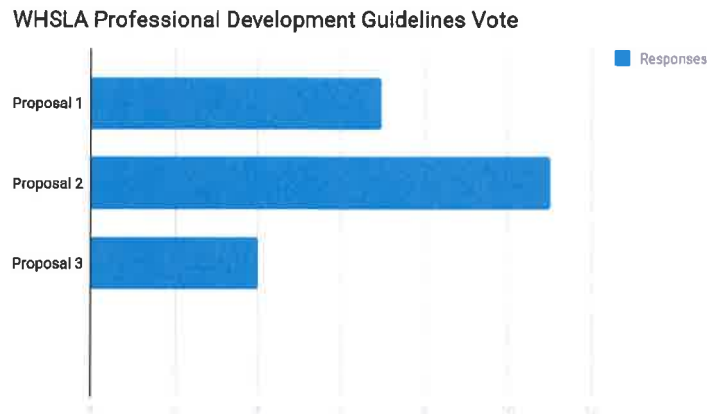
There should be no need for WHSLA to fund any webinars this year so we will not be utilizing the budgeted amount. I ask the board to consider transferring this budgeted amount as it stands to next year in case the GMR discontinues the funding grants.

WHSLA Professional Development Guidelines Vote

One or more WHSLA members recently inquired if the annual Professional Development Awards could also be used by the recipient toward the cost of an Academy of Health Information Professional (AHIP) membership. An ad hoc committee was formed to address the issue. The committee sent out a [survey](#) to WHSLA members asking them to choose between three options. You can read the full survey at that link or a copy is also attached at the end of this report.

22 people responded to the survey. ([Link to survey results on Survey Monkey.](#)) Half of those responses were in favor of our second proposal, which stated:

Proposal 2: Board approved expenditure for two professional development awards per year, \$500 each. These awards could be used by the member in good standing for either continuing education or conference costs or toward an AHIP membership. If the award recipient chooses to use some or all of the award toward continuing education or conference costs (registration, travel, lodging and meals), they would be required to share information learned with WHSLA's membership. If the recipient chose to use some of the award toward an AHIP membership, the recipient would be required to run for an elected WHSLA office in the next two years. It would be expected that if the recipient only uses their award toward AHIP membership, they will only accept the amount needed for AHIP membership and will not accept the remainder of the \$500 award. The awards would go to members in good standing and would be chosen at random from a drawing of interested, eligible candidates. Previous award winners could not enter the drawing again until three years had passed since they won the award.



We had a question in the survey that allowed participants to share any additional comments. We received only three (two people responded “none” to this question).

Please share any other comments you have below:

RESPONSES (5)

1. N/A
2. *I voted for option #3 because it requires current and past participation in WHSLA. AHIP requires documentation over a period of time that has passed, and I think it's appropriate to require committment to WHSLA if WHSLA is to pay for part of AHIP. In Option #2, you are banking on future participation, and it would be too easy for someone to disappear (as with the CEU awards) before they made that investment in WHSLA. AHIP documentation looks to the past, and you don't pay for it until you are submitting documentation for the last 5 years. For WHSLA to give an award for AHIP, it should require some kind of leadership participation in WHSLA during that past 5-year period that AHIP would be looking at -- beyond being a quiet member in the background. I hope that makes sense*

3. *I really like the idea of tying the AHIP award to running for office. Great way to reinforce the professional association participation component of AHIP and get more people to participate in WHSLA*
4. *I think the \$\$ toward AHIP should be for first time not renewal.*
5. *None*

Respectfully submitted,
Dora Davis

WHSLA Professional Development Guidelines Vote

One or more WHSLA members recently inquired if the annual Professional Development Awards could also be used by the recipient toward the cost of an Academy of Health Information Professional (AHIP) membership.

The Academy of Health Information Professionals is a professional development and career recognition program of the Medical Library Association. Admission to and level of Academy membership (Provisional, Member, Senior, Distinguished, and Emeritus) are based on three areas of achievement: academic preparation, professional experience, and professional accomplishment.

The cost for initial membership or renewal of membership in AHIP is as follows:

- Member, Senior or Distinguished level (MLA member fee is \$200.00; non-MLA member fee is \$450.00)
- Provisional and Emeritus level (free)

Here is the current language in the WHSLA guidelines (10-19-18) relating to the Professional Development awards:

PROFESSIONAL DEVELOPMENT AWARD ADMINISTRATION

Each year the board shall vote on a budget which may include professional development award scholarships. The amount and number of the awards will be determined by Association finances. WHSLA members in good standing will be eligible. Members must apply for the award, which may consist of an email signifying interest sent to the President. The awards are drawn at random from the pool of interested candidates. Previous WHSLA Professional Development award winners will not be eligible to win again until 3 years have passed. This allows other WHSLA Members a chance to win the stipend and develop professionally. Award winners will share their learnings in an article for the WHSLA Blog within 3 months after the chosen conference. Other modes may also be accepted such as sharing their learnings during a WHSLA Chat Session, or other means. Winners have three months to make arrangements to present by other means. If winners do not share their learnings within 3 months of the conference, they will be given a reminder, and after a grace period of 9 months they will not be eligible to win the award again. The Professional Development Coordinator will keep track of the award winners in a spreadsheet and will post the date and method of the winner's presentation/blog post. This requirement of sharing learning will go into the email that solicits members to apply for the award.

The Professional Development award language does not specify that the award must be used to pay for expenses related to attending a conference or taking a CE, but it is implied since recipients must share what they've learned. For us to allow these funds to be used to pay for AHIP membership, the language would have to be updated. Additionally, input from WHSLA's membership should be sought to guide the board so WHSLA's funds are used as the membership would want.

Please read through the following three proposals and vote on the one that you support.

Thank you,

Dora Davis
WHSLA Professional Development Coordinator

Which of the following proposals would you like to recommend to the WHSLA Board?

All proposals assume that WHSLA's finances can support an expense of up to \$1,000 per year for professional development awards.

❑ Proposal 1:

Board approved expenditure for two professional awards per year, \$500 each. These awards could only be used toward continuing education or conference costs which may include registration, travel, lodging and meals. The awards would go to members in good standing and would be chosen at random from a drawing of interested, eligible candidates. Previous award winners could not enter the drawing again until three years had passed since they won the award. Requirements for the recipient to share information learned with all WHSLA members would remain.

❑ Proposal 2:

Board approved expenditure for two professional development awards per year, \$500 each. These awards could be used by the member in good standing for either continuing education or conference costs or toward an AHIP membership. If the award recipient chooses to use some or all of the award toward continuing education or conference costs (registration, travel, lodging and meals), they would be required to share information learned with WHSLA's membership. If the recipient chose to use some of the award toward an AHIP membership, the recipient would be required to run for an elected WHSLA office in the next two years. It would be expected that if the recipient only uses their award toward AHIP membership, they will only accept the amount needed for AHIP membership and will not accept the remainder of the \$500 award. The awards would go to members in good standing and would be chosen at random from a drawing of interested, eligible candidates. Previous award winners could not enter the drawing again until three years had passed since they won the award.

❑ Proposal 3:

Board approved expenditure for two professional development awards per year, one award for \$900 toward continuing education or conference costs and one award for \$100 toward an AHIP membership. The continuing education or conference costs award (registration, travel, lodging, meals) would go to members in good standing and would be chosen at random from a drawing of interested, eligible candidates. Requirements to share information learned with WHSLA membership would remain. For the \$100 Professional Development Award toward an AHIP membership, an application would be required. The application should show significant recent service to WHSLA. A recipient would be chosen from the applications by the WHSLA board and potentially no recipient would be chosen if past significant service to WHSLA was not shown by applicants in the WHSLA board's opinion. Previous award winners of any type could not apply for either type of award until three years had passed since they won the award.

2. Please share any other comments you have below:

3. Please enter your contact information

Name *

Company

Email Address *

Questions about report: Where any professional development awards made in 2020? Yes, Carrie Papa-Schold and Jennifer Schram received awards.

NEW BUSINESS

Professional Development Funds for AHIP – A discussion if the board would change the guidelines to allow the professional development committee to pay for AHIP membership.

Dora Davis from the Professional Development committee motioned to consider a change to professional development awards in the WHSLA guidelines to proposal 2 which received the most votes from the WHSLA members.

Proposal 2: Board approved expenditure for two professional development awards per year, \$500 each. These awards could be used by the member in good standing for either reimbursable continuing education or conference costs or toward an AHIP membership. If the award recipient chooses to use some or all of the award toward reimbursable continuing education or conference costs (registration, travel, lodging and meals), they would be required to share information learned with WHSLA's membership. If the recipient chose to use some of the award toward an AHIP membership, the recipient would be required to run for an elected WHSLA office in the next two years. It would be expected that if the recipient only uses their award toward AHIP membership, they will only accept the amount needed for AHIP membership and will not accept the remainder of the \$500 award. The awards would go to members in good standing and would be chosen at random from a drawing of interested, eligible candidates. Previous award winners could not enter the drawing again until three years had passed since they won the award.

A vote was taken: Holly – yes, Ashley- yes, Robert- yes, Barb – yes, Diane- yes, Deb- yes.

The motion carried unanimously. Barb will update the guidelines and Holly will announce it at the business meeting.

Activity or Program for WHSLA Business Meeting Nov 12, 2020 Sam Watson, GMR update. Dora asked on Sam's behalf what would we like to hear about? Technology report if available? Other funding opportunities?

Librarian of the Year – Holly Egebo. There is a recipient which will be announced at the beginning of the business meeting on November 12th. Holly will write a letter to the recipient's supervisor so the recipient's institution is aware of the honor. Barb will send Holly a picture of her award so Holly has a suggestion on how to design award.

MLA Taskforce Library as a Hub Project – Deb Knippel.

Deb sent out a set of notes. MLA Values 2 Toolkit that has been around for awhile. In January, a call went out about updating it. Deb volunteered to assist, after COVID broke, it was put on the back burner. Deb attended a meeting 3 weeks ago. The purpose of the kit is for advocacy of hospital librarians, reflected in the rename of the toolkit is Hospital Librarians Advocacy Toolkit. The group is working on pulling together material which advocates for professional librarians in hospital libraries. 3 areas of focus: customer service, strategic planning and library as a hub. Deb signed up for library as a hub, both physical and virtual. Right now, they are collecting references of all kinds, from blog posts to toolkits. If you have suggestions or materials, please send to Deb. Brenda thought it was an interesting potential meeting topic for our annual meeting in 2021.

2021 WHSLA meeting – Brenda Fay.

In 2017 we had our first virtual meeting. In 2019 we had an in-person meeting in conjunction with Midwest Chapter of MLA. In line with our guidelines, we have a meeting every two years. Brenda volunteered to lead a group of interested people to plan the meeting. It will probably be virtual, since that is more affordable for our members, but if someone has an idea for holding a meeting in person in conjunction with another meeting, let her know. Deb Knippel, Michele Matucheski and Kathy Koch volunteered to assist. If they decide to go with the Hospital Librarian Advocacy as a theme, they may decide to move it up earlier instead of waiting until Fall which is a year away.

Nomination Suggestions for 2021.

Holly and Brenda have been working on this. They haven't heard back from those invited to be candidates. Michele suggested trying a phone call or trying an email to membership.

Note to Spring Board meeting minutes: Karen Hanus was not listed as attending but she was there. Secretary Barb Ruggeri checked her handwritten notes, and noted Karen was present. The error was

due to Barb's transcription. Barb Ruggeri has corrected the Spring 2020 Board Meeting minutes to reflect Karen Hanus' attendance.

Meeting adjourned by Holly Egebo at 11:26 am.