

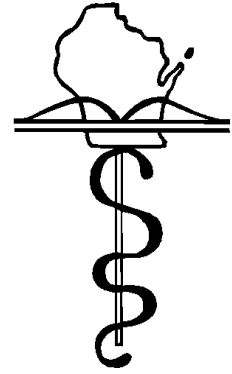
## **WHSLA Fall Board Meeting Minutes DRAFT**

**Monday October 11, 2021**

**8:00 am - 10:00 am Online/phone**

**Present:** Ashley Zeidler, Eileen Severson, Robert Koehler, Brenda Fay, Dora Davis, Karen Hanus, Kathy Koch, Deb Knippel

Meeting called to order at 8:03 am.



### **ANNOUNCEMENTS**

Karen Hanus announced that Barb Ruggeri will be starting as a library manager at Advocate Aurora libraries.

Ashley Zeidler mentioned they had three open positions at the Medical College of Wisconsin. Two offers have been given for the reference and e-resource and metadata librarian positions.

### **OFFICERS REPORTS**

#### **President's Report—Ashley Zeidler**

2022 Executive Board nominations. I have sent out emails to members regarding the President-elect position. Two people responded “no” and I have not heard back yet from another. If anyone has suggestions of people who might be interested, please share with me.

We had a very successful 2021 WHSLA Virtual Conference over the summer thanks to our Conference Planning Committee: Brenda Fay, Deb Knippel, Kathy Koch, Michele Matucheski and Jennifer Schram.

#### **Secretary's Report and Approval of Spring 2021 Board Meeting Minutes—Eileen Severson**

Reviewed Spring 2021 Board meeting minutes. No changes required. Minutes were approved.

#### **Treasurer's Report--Robert Koehler**

Beginning Balance April 13, 2021: \$20,573.68

Expenses, April 13, 2021-October 11, 2021

Google: \$42.00

Archive boxes: \$36.74

Virtual conference keynote speaker: \$300.00

Professional development award: \$900.00

Income, April 13, 2021-October 11, 2021

Membership: \$95.29

Virtual Conference: \$57.66

Balance as of October 11, 2021: \$19,447.89

Submitted by Robert Koehler, WHSLA Treasurer

Robert asked if there was any problem with the Google website? He mentioned that he received an email from Google stating that our credit card didn't go through and that they were going to suspend service. Robert checked our credit card and it appeared to be functional. Ashley mentioned that the site has been working for her and Robert checked it after October 1 and everything seemed to be working.

### **Members-At -Large-Brenda Fay and Dora Davis**

Nothing to report.

## **COMMITTEE REPORTS**

### **Archives Committee--Karen Hanus**

Big activities going on in archives committee. In May/June there were changes at Medical College of Wisconsin and the WHSLA archives could not be stored there anymore. The archives were stored in a filing cabinet, three file drawers high and four feet wide. The archives consisted of lots of paper and had been moved several times between and within institutions. It was time to get rid of the paper and digitize content of lasting importance to the association. Ashley packed up the paper files and Karen took them to St. Luke's (Advocate Aurora). digitized the files of lasting importance excluding photographs. Gwen Shorter and Karen went through the paper files, removed duplicates, digitized the files of lasting importance, and then discarded the paper files. The WHSLA archives content is now in a Drop Box folder. Karen demonstrated the Drop Box folder and some of its contents. Username for the drop box is [webmaster@whlsa.org](mailto:webmaster@whlsa.org) If you would like access, you can contact Karen or Jennifer for access. We could put some of this on the WHSLA website if we wanted to. Brenda mentioned it would be fun to "go down memory lane" on the WHSLA blog.

### **Communications-- Allen Barclay (List Serv), Brenda Fay, Annie Lipski, Michele Matucheski (blog), Jennifer Schram (WHSLA website)**

WHSLA Fall Board meeting 2021 The WHSLA blog continues as Annie Lipski, Brenda Fay, and Michele Matucheski post regularly. Most posts have an average of 25-35 readers. Blog posts are now open for comments. A fun recent blog post is a "spine poetry" contest through Region 6. The WHSLA list-serv continues to serve as a tool to send out messages to WHSLA members. Allan Barclay is the list-serv Administrator. Respectfully submitted by Brenda Fay.

## **GMR Health Science Librarian Focus Group--Dora Davis**

Nothing to report.

## **Membership Coordinator-- Jennifer Schram**

Currently have 37 members. The past few years the membership has remained steady with several memberships ending but a few new members being added.

## **Midwest Chapter/MLA Representative--Kathy Koch**

Committee is meeting quarterly and becoming a bit more formal. Much discussion about PubMed changes. Other topics of discussion include finding CE for members and planning meetings.

## **Professional Development Committee—Dora Davis**

We are still working with Medical College of Wisconsin, Ebling and SWHSL to apply for codes. This quarter had a heavy number of webinars compared to others so we didn't apply for the first three due to low interest. I will be sending out a reminder to the list serv in the coming weeks as we have some codes due to expire. The webinars will still be viewable, but the CE will expire. Brenda Fay and Xou Lee Va Vang were the winners of this year's professional development awards. Brenda mentioned that she used her award for AHIP certification.

## **OLD BUSINESS**

No old business to discuss.

## **NEW BUSINESS**

### **Proposed WHSLA 2022 Budget**

1. Google site hosting fee	\$84
2. Sponsor 2 MLA Webinars (2 @ \$450 each)	\$900
3. WHSLA Librarian of the Year Award	\$100
4. WHSLA Library of the Year Award	\$100
5. WHSLA Annual Business Meeting Expenses	\$60
6. State of WI Tax Exempt Fee	\$10
7. Provide 2 Professional Development Scholarships (2 @ \$500 each)	\$1000
<b>Total Proposed Budget</b>	<b>\$2234</b>

Karen mentioned that we may want to add estimated income (memberships) to the budget. Kathy said she could add estimated membership income to the proposed budget. Proposed budget was approved.

## **Nomination Suggestions for 2022.**

Ashley asked again if anyone had any suggestion for people to run for President-Elect.

## **Librarian of the Year**

### **Activity for WHSLA Business Meeting Nov.**

WHSLA Business Meeting will occur November 19, 2021, 10am to 12pm.

Brenda asked if the Region 6 would be giving an update at the business meeting. Ashley will ask if anyone from Region 6 could give an update.

Business meeting should include reports from committee chairs as well as Treasurer's report and approval of past business meeting minutes. Karen thought it was important to update the membership about activities in Archives and that the Archives are no longer in a physical format.

Robert mentioned at our last board meeting that we could network with other members; ask about what other people have been doing over the past year.

Bingo activity for the business meeting

Ask members to submit 2-3 fun facts about themselves. The fun facts would be put on the squares of a Bingo card. Each member would have a different bingo card with different fun facts. The fun facts would be drawn from a "bucket" to fill the Bingo cards and a member would eventually get Bingo.

We would need to send out a survey to members to submit the 2-3 fun facts. Dora thought this might be the most difficult part—she thought we should give the membership 48 hours to respond to the survey.

Dora suggested put WHSLA across the top of the card instead of BINGO.

When someone gets Bingo, they read the 5 facts they have and then you can discuss who the facts are about.

We will play until 3 winners or until a specified amount of time runs out.

Dora mentioned she could create the Bingo cards with Excel, randomize the facts and email the cards to members. Karen suggested that we find a way to play Bingo without having to print the card.

Ashley mentioned a site where you enter your ideas into a box, the Bingo card is automatically generated and you can send links to the Bingo card. When you open the link to the Bingo card you can click on the boxes to play Bingo.

Karen mentioned prizes and whether we need to worry about taxes. Brenda mentioned \$20 gift cards for prizes. Dora mentioned the WHSLA membership as a prize. Karen thought maybe we could put more money on the gift cards as an incentive to come to

the business meeting. Dora and Brenda agreed with Karen. We have the money in the budget; give \$50 if we can. Karen mentioned that if we have more than one person win at the same time, we will need to have a plan for that. If we have several people win, we can pick a name from the group as the winner.

Ashley will send out another reminder about the Business meeting and the Bingo game. Brenda mentioned she could put links in a blog post for the survey asking for the fun facts. Some discussion about using a Google form, but some people are unable to use Google forms at work. Dora will put together a survey via Survey Monkey and put a link in the WHSLA blog.

Karen mentioned that the increase in expenditure for the gift cards needed to be board approved. The board approved the increase in expenditure.

Ashley will send out a registration link for the Business meeting to current members of WHSLA and encourage them to play Bingo game. Brenda suggested that we still send a link to the meeting to members just prior to the meeting so if they don't register, they can still attend.

Who should Dora send the Bingo cards to? What do we do with people who haven't registered, but attend the meeting? Discussed that the Bingo game will likely be at the end of the meeting, so we can see who is attending and if they haven't received a Bingo card, we can send them one. Brenda thought we could possibly put a link to a Bingo card in the chat. The site Ashley has used for Bingo cards is Myfreebingocards. This site provides 30 free cards. We could have the 30 URLs ready before the meeting and assign names to the URLs in an Excel spreadsheet. We can then check to see if people have not shown up and reuse the URL for someone else if needed.

Brenda asked whether we wanted to do the election at the Business meeting given we have a candidate for the election at that time. Decided to announce candidate at Business meeting, then have election after. Ashley will work on getting a candidate.

Meeting adjourned 9:23 AM.