

WHSLA Spring Board Meeting

Tuesday May 2, 2022

10:30 am - 12:00 pm - Microsoft Teams

Attendees: Karen Hanus, Kathy Koch, Robert Koehler, Dora Davis, Brenda Fay, Eileen Severson, Ashley Zeigler, Annie Lipski, Jennifer Schram, Liz Witkowski

Meeting called to order by Kathy Koch at 10:32 am.

ANNOUNCEMENTS

Dora Davis started a new contractor job doing literature searches.

Robert Koehler is working toward retirement and working 3 days/week.

Brenda Fay mentioned that there have been a couple of retirements at Advocate Aurora.

OFFICERS REPORTS

President's Report—Kathy Koch

Election did not happen last year, despite Ashley's efforts. We are currently running the election. Liz Witkowski is on the ballot for president-elect.

Secretary's Report and Approval of Minutes—Eileen Severson

Board approved Fall 2021 Board Meeting Minutes.

Treasurer's Report--Robert Koehler

BEGINNING BALANCE, October 11, 2021	\$19,447.89
Expenses, October 11, 2021-May 3, 2022	
Google	\$41.00
Bingo Gift Cards	\$150.00
Wisconsin Corporation Fee	\$20.00
Total Expenses	\$211.00
Income, October 11, 2021-May 3, 2022	
Membership Dues	\$707.87
Total Income	\$707.87
Balance as of May 3, 2022	\$19,943.77

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

Nothing to report.

COMMITTEE REPORTS

Archives Committee--Karen Hanus

No activity since digitizing the collection.

Communications--Allen Barclay (Listserv), Brenda Fay, Annie Lipski, Michele Matucheski (blog), Jennifer Schram (website)

The WHSLA blog continues as Annie Lipski, Brenda Fay, and Michele Matucheski post regularly. Dora Davis is looking to create a blog post series called "WHSLA Wind-down". Share your tips, tricks, etcetera for practicing resilience and general well-being resources with annie.lipski@aah.org to add to the blog.

The WHSLA list-serv, currently at 93 subscribers, continues to serve as a tool to send out messages to WHSLA members. Allan Barclay is the WHSLA list-serv Administrator.

The WHSLA website went through an update last week. If you cannot access pages, or are not finding something, please email Jennifer Schram, WHSLA Webmaster: Schram.jennifer@mayo.edu.

Karen asked whether we will be making any changes to the WHSLA website since the update last week. The update created some issues with the left navigation, etc. Jennifer S. said she plans on reviewing the site and making sure all files are there and links are working. If you are unable to find something or have suggestions for the website, please contact Jennifer.

Karen observed that there are people on the listserv who are not members but thought that maybe it doesn't matter since WHSLA events are limited to WHSLA members only. Brenda mentioned that each WHSLA president has had a different view about non-members being on the list. Brenda suggested that we mention it to the membership at the Business meeting in the Fall. Kathy mentioned that it can make sending out the election information a little more complicated but agreed with Brenda that maybe we discuss with the membership at the Fall Business meeting.

GMR Health Science Librarian Focus Group--Dora Davis

Nothing to report.

Membership Coordinator-- Jennifer Schram

Currently 37 members--30 renewals, 7 new people. Membership has remained steady over the last couple of years. Brenda asked Jennifer to send her the list of new people so she can work with Allen to add them to the listserv.

Midwest Chapter/MLA Representative--Kathy Koch

Meeting quarterly, but didn't have a meeting last quarter, so nothing to report.

Professional Development—Dora Davis

Continue to work with UW-Madison and Medical College of Wisconsin so we are not all applying for the same continuing education webinars. We have permission from Region 6 to share webinar codes for the courses with anyone in our region. We've had one webinar this year. There have been several webinars that people weren't interested in.

We had six people enter their names for the Professional Development awards. They are in Wheel of Names and Dora will pick names at the end of the meeting.

Professional Development Survey results: Topics of interest were:

1. Instructional design. Dora has been working with instructional designers at ProHealth Care for ideas/resources.
2. Resiliency. Dora has been pulling together resources to share on the WHSLA blog.
3. Proving your value

Kathy asked if we could tie these topics in with next year's WHSLA meeting as well.

OLD BUSINESS

Election / President Elect

We have one person on the ballot for President Elect—Liz Witkowski. Election closes on Friday. 26 people have voted; Kathy considers that a success.

NEW BUSINESS

Bylaws Revision

Karen discovered errors in the bylaws regarding the elections and terms for secretary and members at large. Currently the secretary (Eileen) and the members at large (Brenda and Dora) are on the same term and that is incorrect. If elected in an even numbered year, the term begins in an odd numbered year and the person(s) serve for 2 years. That said, every other year we vote for members at large or secretary.

It appears that the guidelines are correct regarding the elections and terms. However, the bylaws need to be corrected and WHSLA membership needs to vote to accept or reject the changes. Karen found additional errors in the bylaws and has corrected them as well. Karen shared her screen and we discussed the changes she suggested.

Article III Membership/Section 3—Membership Privileges and Benefits

Suggestions: Remove information regarding a newsletter and membership directory as we no longer produce a newsletter and the membership directory is open to anyone. Change the benefits to members being eligible for the professional development awards and invited to participate in the WHSLA Wisdom Chats.

Discussion: Robert asked whether the WHSLA blog was available to everyone or just members? Brenda said it is available to anyone.

Article IV Executive Board/Section 2 Composition

Discussion: Members at large have not been included in the composition of the board.

Suggestion: Add members at large to composition of the board.

Article V Officers/Section 2 Duties

Suggestion: Under a) President, remove “except nominating and election.”

Discussion: In recent years, the president is doing most of the work for nominations and elections.

Article V Officers/Section 3 Selection/Election

Correction: Under b) The secretary shall be elected by the membership in ~~even~~ odd-numbered years.

Article VI At-Large Board Members/Section 5 Election(changed to Section 1)

Correction: Two at-large board members shall be elected in ~~odd~~ even numbered years by the WHSLA membership.

Article VI At-Large Board Members/Section 7 Vacancies (changed to Section 3)

Correction: Any unexpired term of an ~~area representative~~ at-large board member shall be filled by presidential appointment.

Article VI At-Large Board Members/Section 4 Duties

Addition: The at-large board members shall serve as liaisons between the membership and the board.

Article VII (changed to IX) Coordinators and Committees

Discussion: Prior to 2016 we had a large list of committees in this section. In 2016, we eliminated the list of committees and reduced it to a list of coordinators. The question, should we change the coordinators section since we don't have a single communication coordinator? Currently, we have several people working on communication. Robert asked if it made sense to have a “standing communications committee” when the president can simply appoint people to work in that area? Karen said that we could eliminate the Section 2-Coordinators and Committees but leave Section 1-Appointments so the president can create committees and/or assign people to those committees as the need arises. Decided to remove the Ad Hoc Committees section as well.

Other changes needed are re-numbering of some of the sections.

Guidelines Changes

Karen mentioned that we should review the guidelines as there are several things in them that we don't do anymore. We will review guidelines after the bylaws changes are voted on by the membership.

Kathy asked whether we should have the vote at the business meeting. Karen suggested we don't have the vote at the business meeting and do it prior to the business meeting. We should review the bylaws regarding how to set up the bylaws change vote.

Secretary will continue one additional year to correct the elections rotation. Eileen will be secretary until the Fall of 2023. Members at Large will be on the ballot in Fall of 2022.

Archivist role: This role was removed from the bylaws as the files have been digitized and we do not need a "gatekeeper" of the paper/physical files. We could all have access to the WHSLA Dropbox to save and share files of importance.

Board access to Dropbox files

All the WHSLA archives are housed in Dropbox. Files can be shared with another person's email, so the login for the Dropbox account is not needed. One caveat with sharing via email is that the files will take space from your personal Dropbox account associated with the email. In other words, you could run out of room in your personal account.

Currently, meeting minutes are given to Jennifer store on the WHSLA website and Google docs. We could instead add them to the Dropbox.

Do we need an archives position? Kathy thinks we should have someone to be responsible for archiving meeting minutes, etc. Robert suggested that the webmaster could put the files on the website as well as the Dropbox. Jennifer thought that would be a good idea to have a backup for the files in Dropbox as well as having them on the website. Robert and Karen discussed whether we needed the older files on the WHSLA website. Karen suggested that maybe there is a way to store the older files, but not have them appear on the WHSLA website and that could be a project to work on going forward. Jennifer is hoping that the update to the website will make things easier regarding organization, etc. Karen will continue to be the archives coordinator and work with Jennifer.

Karen thought it would be advantageous to be able to share files with each other and asked whether the Board wants to use Dropbox to share/view documents. The archives folder in Dropbox will only be accessible to Karen and Jennifer. Another folder will be available for board members to share files, etc. Karen will need to know what email you want the "share" to be sent to.

Professional development grant - tracking of ineligible recipients & AHIP recipients for nominations

AHIP recipients are required to run within two years of accepting the professional development grant. Dora has kept listing of those who have won the grants and who is ineligible. Dora will add the documents to the Dropbox.

Virtual Meeting 2023

Kathy asked the group to start thinking about the 2023 meeting and asked for volunteers to help plan the meeting. Liz volunteered.

Karen asked what we were planning for the Business meeting in Fall 2022. Robert would like member sharing. Karen also asked whether we wanted to do something fun to draw people into the business meeting. Dora mentioned “get to know you cards”—sort of a memory game. The group decided we needed to do something fun and do some research to see what others have done. A “must be present to win” raffle was an idea mentioned.

Librarian/Library of the Year Awards

Nomination forms are due July 1. The awards are given out at the business meeting in Fall.

Professional Development Award Drawing

Winners: Mini Prasad and Claudia Noonan

Meeting Adjourned 11:52 AM.