

# Wisconsin Health Science Library Association

Spring 2019 Board Meeting Minutes –Draft

Thursday, April 11

10:00 am - 11:30 am

Online/phone

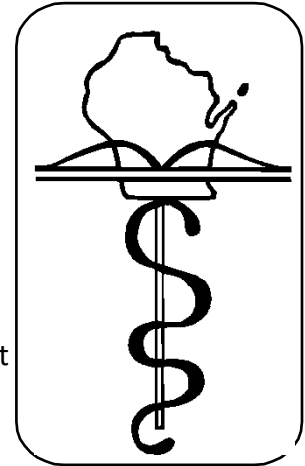
Present:

On the phone/online: Brenda Fay, Allan Barclay, Barb Ruggeri, Liz Suelzer, Michele Matucheski, Karen Hanus, Jennifer Schram, Robert Koehler, Diane Giebink-Skoglund, Annie Lipski and David Ruby.

Excused absence: Deb Knippel.

Notes prepared by Secretary Barb Ruggeri.

The meeting was called to order at 10:00 am pm by WHSLA President, Brenda Fay.



## ANNOUNCEMENTS & INTRODUCTIONS (all)

### OFFICERS REPORTS

#### 1. President's Report—Brenda Fay

##### **President's Report**

- Reached out to new WHSLA members [Nick Lim](#) and [Xou Le Va Vang](#). Both contributed to blog posts about themselves. Both were added to the WHSLA list-serv.
- Appointed David Ruby, new member of [GMR HSL group](#). Trisha Adamus left the group in early 2019. This ensures we have Wisconsin participation in the group.
- Requested Communications chair to purge duplicate emails on WHSLA list-serv.
- Trained and appointed Jennifer Schram new WHSLA webmaster.
- Communicated with [Hanna Schmillen](#), Ohio State, about Midwest Chapter/MLA state representatives. She is working to coordinate communication between those individuals and Midwest Chapter/MLA.

Respectfully submitted by Brenda Fay, 2019 WHSLA President

2. Secretary's Report and Approval of Fall 2018 Board Meeting - Presented by Barb Ruggeri.  
Brenda Fay motioned to accept the Fall 2018 Board Meeting minutes. Motion seconded by Karen Hanus. Approved unanimously.
  
3. Treasurer's Report—Presented by Robert Koehler, Karen Hanus.  
Per Robert, Pay Pal is working well, we collect slightly less in dues, approximately \$.80 per membership less per membership, but the payment option is popular with members.

**WISCONSIN HEALTH SCIENCE LIBRARY ASSOCIATION  
SPRING BOARD MEETING – APRIL 11, 2019**

**TREASURER'S REPORT**

BEGINNING BALANCE, October 19, 2018 **\$22,573.19**

Expenses, October 19, 2018-April 11, 2019

Google Domain & Renewal	\$	24.96
WHSLA Annual Meeting	\$	97.06
Nonstock Corp. Annual Report	\$	10.00
MLA Webinar	\$	375.00

	_____	_____
	\$	507.02
		<b>\$22,066.17</b>

Income, October 19, 2018-April 11. 2019

Membership	\$ 701.52	
	<hr/>	<hr/>
	\$ 701.52	\$22,767.69

**Balance as of April 11, 2019**

**\$22,767.69**

Submitted by

Robert Koehler

WHSLA Treasurer

4. Members-At-Large – Diane Giebink-Skoglund reported no comments from members have been made to her. Deb Knippel told Brenda Fay in advance that she had no report.

#### COMMITTEE REPORTS

5. 2019 Annual Meeting Planning Committee—Brenda Fay, Karen Hanus  
Midwest Chapter/MLA and WHSLA  
2019 Annual Meeting Report  
Karen L. Hanus & Brenda Fay

Karen Hanus (and several other committee members) attended the 2018 Midwest Chapter/MLA annual conference wrap up session in Cleveland. The meeting was a valuable experience and gave us some guidance about what the Chapter is expecting us to provide during the meeting and what areas the 2018 group thought worked and didn't work.

The 2019 conference will be held Friday, October 4 to Monday, October 7 at the Hyatt Regency Milwaukee.

The subcommittees and the executive conference committee chairs of the 2019 conference planning group are hard at work putting together the conference. The committees are listed on the web at <http://midwestmla.org/conference2019/whos-who/>.

This meeting will be the first in a transition of Midwest Chapter/MLA conference planning structure where more planning activities will be performed by chapter members from anywhere in the Midwest region and less performed by the local group. Conference planning is still challenging as always.

The Program subcommittee is chaired by Brenda Fay. The keynote speaker will be MK Czerwiec, AKA the Comic Nurse. A new program feature of our conference will be the first ever Research Retreat. Conference goers can attend Saturday morning or afternoon sessions and converse with other attendees about their planned or ongoing research projects.

The Facilities and Finance subcommittees are chaired by Karen Hanus. Hotel rooms will be \$149 for a single, \$159 for a double. The conference budget was submitted to the Midwest Chapter/MLA board. If we are to stay within the budget as submitted, we expect to make approximately \$1,400 in profit.

The Hospitality subcommittee is chaired by Barb Ruggeri. Our social event on Sunday night will be held at the Harley Davidson Museum. Barb has confirmed that Milwaukee's Oktoberfest celebration will be happening the same weekend as the conference at the Fiserv Forum. This will be an excellent opportunity for members to enjoy a very Milwaukee cultural event on Friday and Saturday evening.

The Publicity subcommittee is chaired by Liz Suelzer. The conference web site is up at <http://midwestmla.org/conference2019/> and the committee has a plan for putting up news items about the conference.

The Registration subcommittee is chaired by Mini Prasad. Early bird registration fees for members of WHSLA or the chapter will be \$350. Registration will open May 1.

The Exhibits subcommittee is chaired by Jessica DeCaro. Jessica is in Ohio and she worked on the exhibits for the last two Midwest Chapter/MLA conferences. The exhibitor registration pages are already open and we've gotten over \$8000 from vendors already.

The CE planning is now a function of the chapter's Professional Practice committee rather than of the conference committee. Angie Tucker is chair of the Professional Practice Committee. Kathy Koch is a member of the committee and was selected as a liaison to the 2019 Conference planning committee since she is in southeastern Wisconsin. CEs will be held on Saturday morning and afternoon. A free CE event will be held Monday afternoon and all conference registrants will be able to attend.

A discussion about WHSLA's financial contribution to the 2019 conference is under New Business later in the agenda.

The executive conference planning group meets monthly. The next meeting will be on May 14, 2019.

Respectfully submitted,

Karen L. Hanus and Brenda Fay  
2019 Midwest Chapter/MLA & WHSLA & SWHSL Conference Chairs

6. Archives Committee—Karen Hanus  
No formal report. The plan is to digitize all relevant paper documents in the archive. This will be a low priority until after the 2019 meeting.
7. Communications –Annie Lipski (blog), Jennifer Schram (website), Allan Barclay (list-serv)

The blog is run by Annie and Brenda. Annie Lipski reported that the blog email highlighting posts was changed to biweekly. Average 20-30 views. The highest post at 158 was Brenda's award. Michele would love to see more comments and posts from the membership. We need to encourage more submissions. Alan ran a list of emails from the listserv. Since we decided to keep the emails of former members with the hope of attracting them back, not much has been done with the list. There have been some changes recently so he will run a new list. Brenda asked Alan to remove the emails which no longer work and check duplicate emails. (Some members have two different emails because their employer email system blocks the listserv emails). Jennifer has assumed her duties as webmaster. She has not made any major changes, she has just been updating things adding new files.

8. GMR Health Science Librarian Focus Group—David Ruby-  
No emails yet from GMR about Focus Group, nothing to share at this time.
9. Membership—Jennifer Schram  
As of April 10, we have 36 members. We are up one or two from last year!
10. Midwest Chapter/MLA Wisconsin Rep – Dora Davis- No report.
11. Professional Development and MLA webinar coordinators – Dora Davis, Liz Suelzer. Liz presented their report.

## **Professional Development**

April 8, 2019

Liz and Dora are continuing to work together to coordinate the MLA webinars and secure funding or codes for our members. Earlier this year after this year's MLA webinar schedule was posted, Dora sent out a survey to all WHSLA members to ask which webinars our members are most interested in seeing. The results from the survey helped us determine which webinars we will seek funding for.

On behalf of WHSLA, we applied for funding from the GMR for the March 14 webinar "Take your Research Guides from Good to Great," and we handed out 23 of the 25 codes allotted to us. As of 4/8/2019 only 9 codes have been redeemed. We plan on applying for funding for three more of the webinars. If funding is not approved, Dora and I will request funds from WHSLA to purchase codes. Each webinar would cost us \$425. A next step could be to survey those interested in the

webinars to see if they intend on claiming the CE credit. If members are not interested in claiming credit, we could keep the costs down by buying a smaller site license and showing the webinar to a group.

We are working with other library groups around the state to coordinate our efforts in finding funding. Groups have said that will share extra codes with WHSLA members, and Dora and Liz will advertise the codes on through the WHSLA listserv.

### MLA Webinar Schedule

Month	Quarter	Title	GMR Funding
29-Jan	4	From Protocol to Publication: Maximizing the Return on your systematic Review Investment	MCW Libraries applied for funding from GMR. MCW handed out 8 codes and have more to share if anyone is interested
13-Feb	1	Helping Science Succeed: The Librarian's Role in Addressing the Reproducibility Crisis	
14-Mar	1	Take your Research Guides from Good to Great	WHSLA applied, 23 codes were handed out.
17-Apr	1	Serving Patrons with disabilities in your library or clinic	
11-Jun	2	Critical Appraisal for Librarians: Evaluating Randomized Controlled Trials	
26-Jun	2	Critical Contributions: Developing Research Appraisal Skills at Your Institution	WHSLA *priority will be placed in WHSLA members
11-Jul	2	Getting Started with Interprofessional Education at Your Institution	SWHSL
7-Aug	3	Troubleshooting systematic reviews: refining the research question	
5-Sep	3	Troubleshooting systematic reviews: refining the search	
2-Oct	3	Grey Matters: Selecting the Right Grey Literature to Search	WHSLA *priority will be placed in WHSLA members

<b>6-Nov</b>	4	Grey Matters: Structuring Your Google Search	WHSLA *priority will be placed in WHSLA members
<b>11-Dec</b>	4	Research by the Numbers: Measuring and Increasing Impact	MCW

We would also like to remind everyone that if you previously requested a code for a webinar, the codes are not considered “redeemed” until you fill out the attestation and complete the evaluation. So please complete to steps.

Finally, here is a list of the webinars that are available from Dora and Liz:

<b>Webinar titles</b>
From Idea to Reality: How to Successfully Plan and Promote Library Events
From Protocol to Publication: Maximizing the Return on Your Systematic Review Investment
Go Red! REDCap for Library Data Services and Data Collection (Recording)
Matching Review Type to Research Question: Which Review Is Right for You?
Selecting Systematic Review Software on a Shoestring
What Is Genomic Medicine?
Putting the Quality in Qualitative: Tips for Evaluating Qualitative Research Articles **only available to WHSLA members
Using Stories to Support Academic Instruction and Health Education
Why Do We Lead? An Introduction to Values-Based Leadership
Take Your Research Guides from Good to Great



Respectfully,

Liz Suelzer

Dora Davis

Discussion of Report: Per the President's budget that was approved by the board in the fall, WHSLA has approved the funding of two webinars of \$450 each for the year. Liz Suelzer reports that once they hear back on the new policies and procedures from the GMR, they will probably do another survey and they look at purchasing a smaller package of codes for selected webinars, based on interest. There may be stipulations that member who receives the codes must follow through with the attestation and receive the credit in order to receive future codes. This will demonstrate that the money WHSLA is spending on codes is being used properly. Brenda asked Liz to prepare a Blog post showing the list of titles which still have codes available so members can request remaining codes.

Brenda asked about upcoming Professional Development award for members. There is \$1000 for stipends to be awarded this May, which the recipient can choose to attend a meeting in either spring or fall. There was discussion about doing additional funding of stipends to attend the Midwest MLA in Milwaukee in October 2019 because it is in Wisconsin this year. It would be only this year. Members would be

A motion was made Secretary Barb Ruggeri for WHSLA to fund an additional \$1000 for two special scholarships to be to attend the Midwest Chapter of MLA in October 2019. The scholarships would be awarded in the traditional drawing process of paid WHSLA members.

Michele Matucheski seconded the motion.

There was discussion and it was agreed to amend the motion "for this particular special award, any WHSLA member can apply whether or not they have won the WHSLA Professional Development award in the last 3 years but it must be used for the Midwest Chapter of MLA meeting. The two people in May who win the May 2019 scholarships will not be eligible for the summer drawing for Midwest MLA Chapter Meeting.

Brenda called for a vote of the Board. Voting yes: Michele, Barb, Brenda, Diane, Robert. Motion Carried!

The new membership list was up to date as of April 10, 2019 per Jennifer Schram.

## OLD BUSINESS

12. 2017 WHSLA web conference paper – Carrie Papa-Schold told Brenda the paper is in editing mode and they will be getting together to figure out final steps to get it published.

## NEW BUSINESS

13. \$1,000 donation to 2019 Midwest Chapter/MLA conference discussion (all)  
According to the Memorandum of Understanding, if there is a loss, the Midwest chapter foots the bill for any loss. If there is a profit, any profits that will be made will be divided up with Midwest Chapter receiving half the profits and WHSLA and SWHSL will split the other half. The WHSLA board voted to donate \$1000 to support the Conference. The CE Chair of the Midwest MLA Meeting requested that the \$1000 be applied to the "Free CE" session during the Monday meeting. There was discussion about what we would like to fund and it was decided we would like to direct our donation to \$500 to the Stewart Brewer "Free CE" on Monday and \$500 to another part of the general conference such as the social event or a break Karen will speak with Jessica from Midwest MLA who is in charge vendor support about splitting our donation between the general conference and the "Free CE. "
  
14. Other (all)  
Robert reported the St. Mary's Hospital in Madison decided to close all their library services in March, so Leslie Christiansen no longer is employed there and the hospital has no plan to replace her or fill her services. She had a chance to say goodbye to her colleagues at a separate off site party. Her personal email is in the directory should any job opportunities arise please contact her.
  
15. Brenda Fay thanked everyone for attending and all the work everyone does. She appreciates our membership and all we do to make this organization successful. She adjourned the board meeting at 11:20 am.