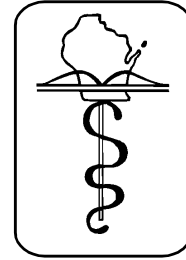


Wisconsin Health Science Library Association



2018 Fall Board Meeting – Draft

Friday, October 19, 2018 – 10 am – 1 pm

Room M3020 – The Lois Martin Memorial Conference Room in The Todd Weir Library
at The Medical College of Milwaukee & Online/phone

Present:

At MCW: Barb Ruggeri, Jennifer Deal, Michele Matucheski, Trisha Adamus, Brenda Fay, Karen Hanus, Liz Suelzer.

On the phone/online: Elissa Kinzelman-Vesely, Jennifer Schram, and Allan Barclay.

Notes prepared by Secretary Barb Ruggeri.

The meeting was called to order at 10:02 am pm by WHSLA President, Michele Matucheski.

1. ANNOUNCEMENTS & INTRODUCTIONS

2. WHSLA Librarian of the Year Award – Submitted by Michele Matucheski

At the WHSLA Board Meeting on Friday, October 19, 2018, at Todd Weir Library at The Medical College of Wisconsin in Milwaukee, I had the honor to present our own **Brenda Fay** with the prestigious *WHSLA Librarian of the Year Award*.

This award is bestowed upon a professional (MLS or equivalent) Librarian in recognition of outstanding leadership, achievement and commitment to the library profession. It is awarded to a Librarian who is currently employed in a Wisconsin health science library and must be an active member of WHSLA.

Brenda is one of the most active members we have!

Karen Hanus and Barb Ruggeri nominated Brenda and had these kind words to say about her (submitted June 2018):

Brenda Fay is truly a valuable member of the health sciences library profession. Brenda has taken on multiple roles within WHSLA.

- *She launched our WHSLA Blog in 2016, thereby transforming our WHSLA Newsletter and communications.*
- *She's been managing our WHSLA Website for several years.*
- *She was co-chair of our first annual WHSLA Web Conference in the fall of 2017.*
- *She is currently co-chair of the 2019 combined WHSLA/Midwest Chapter-Medical Library Association Meeting scheduled for Fall of 2019.*
- *She is currently President-Elect of WHSLA and soon-to-be President in 2019.*

When Brenda was interviewed for the WHSLA Spotlight, she said she was very “wishy-washy” over what major to choose. A vocational test suggested that she either become a Librarian, biologist, or chemist. She earned a degree in conservation biology, but after working in a public library and high school library, she realized that she wanted to become a Librarian. She came to Aurora after working in a public library. That started her path in health sciences librarianship.

Brenda can always be counted upon to offer great ideas and provide positive energy and vitality to any project. One example is her enthusiasm for Graphic Medicine. In 2011, she attended a graphic novel conference in Chicago. After that, she started following blogs and thought about how it could be applied to her work as a health science librarian. The result was that she developed and taught an honors course at Marquette University on Graphic Medicine-Illness, Disease and Health in Comics. She later presented a brief version for WHSLA – after which I purchased all the recommended graphic medicine titles for my own Library. 😊

Brenda is collegial, thoughtful, dedicated, and always finds ways to give back to our profession. She is very deserving of the WHSLA Librarian of the Year Award.

This award is one that our administrators and non-Librarian health care colleagues will recognize for quality and excellence. It's great PR for the recipient and our profession.

Congratulations, Brenda! We're so glad you are part of WHSLA!

OFFICER'S REPORTS

4. President's Report—Michele Matucheski

- 1) WHSLA Librarian of the Year awarded to Brenda Fay, by unanimous vote of the WHSLA Board. No nominations for Library of the Year for 2018.
- 2) Offered Kathy Strube honorary Lifetime Membership in WHSLA after her retirement in January 2018. She accepted in June. This is reserved for members who have made a significant contribution to our profession, and I was always very grateful for Kathy's cooperative leadership on the consortium agreements that many of us benefited from.
- 3) Worked with the Professional Development Coordinators, Dora Davis and Liz Suelzer, to clarify the lottery parameters and expectations for the annual WHSLA CE Stipends. Previous WHSLA CE Stipend Winners will not be eligible to win again until 5 years have passed. This allows other WHSLA Members a chance to win the stipend and develop professionally. We also clarified the expectation that the WHSLA CE Stipend 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. If winners do not share their learnings within 3 months of the conference, they will not be eligible to win the award again until amends are made. This was never added to the Guidelines / Bylaws – but we could ... It will be added to the website before next year's announcement.

4) Because it wasn't in the 2018 budget, I asked the WHSLA Board to vote on whether or not to sponsor an MLA Webcast for \$425 for 25 CE Codes. We voted unanimously YES to sponsor "Putting the Quality in Qualitative: Tips for Evaluating Qualitative Research Articles."

5) Working with the PR Committee lead by Liz Suelzer for planning the joint WHSLA / MWC-MLA Meeting for Fall of 2019.

6) Working with Barb Ruggeri and Brenda Fay to update the WHSLA Guidelines in light of recent changes to the organization. Those changes will be discussed and presented to the WHSLA Board today.

Respectfully submitted by Michele Matucheski, MLS, AHIP

5. Secretary's Report and Approval of Spring 2018 Board Meeting Minutes – Barbara Ruggeri
Motion to accept by Karen Hanus, Seconded by Brenda Fay. Approved unanimously.

6. Treasurer's Report—Robert Koehler and Karen Hanus

WISCONSIN HEALTH SCIENCE LIBRARY ASSOCIATION

FALL BOARD MEETING – OCTOBER 19, 2018

TREASURER'S REPORT

BEGINNING BALANCE, March 27, 2018 **\$23,861.67**

Expenses, March 27, 2018-October 19, 2018

Google Domain & Renewal	\$	36.89	
Barb Ruggeri (Travel Stipend)	\$	500.00	
Plaque	\$	96.14	
MLA Webinar	\$	425.00	
Elissa Kinzelman-Vesely (Travel Stipend)	\$	500.00	

		_____	_____
	\$	1,558.80	\$22,302.87

Income, March 27, 2018-October 19, 2018

Membership	\$ 270.32	
	\$ 270.32	\$22,573.19

Balance as of October 19, 2018 **\$22,573.19**

Submitted by
Robert Koehler
WHSLA Treasurer

7. President' Elect's Report and Proposed Budget for 2019 – Brenda Fay

Proposed WHSLA Budget 2019

1.	Google sites hosting fee	\$50
2.	Sponsor two MLA webinars (2@\$450 each)	\$900
3.	WHSLA Library of the Year award	\$100
4.	Refreshments for a board meeting	\$100
5.	Provide two Professional Development Scholarships (2@\$500 each)	\$1,000
6.	Provide support for 2019 WHSLA/SWHS/ Midwest Chapter MLA (to be used at the discretion of the planning committee)	\$1,000
	Total proposed budget expenses	\$3,250

Comments: Karen suggested we included estimated cost for board meeting lunch costs. This \$100 was added to the proposal. The google sites fee was raised to \$50. Barb asked if we will have a WHSLA business meeting at Midwest Chapter of MLA meeting in October 2019. Karen answered that we will probably have a short business meeting, without additional expenses.

Respectfully submitted by WHSLA President-Elect, Brenda Fay

Michele Matucheski motioned to approve the budget for expenses in 2019. Jennifer Deal seconded. Motion carried unanimously.

8. Members at Large Reports – Trisha Adamus and Elissa Kinzelman-Vesely

Nothing to report.

COMMITTEE REPORTS

8. Archives Committee—Karen Hanus

Archives Report-

In Spring 2018, I reported that MCW Libraries' staff space was being significantly reduced which might necessitate some quick action regarding WHSLA's physical archives. I'm pleased to report that room has been made to continue housing the WHSLA archives in the Medical College of Wisconsin's Todd Wehr Library.

I still plan to review the paper archives and select items of lasting importance for digitization with the goal of significantly reducing the hard copy materials being kept. This project has low priority and I do not expect to work on this at least until after the 2019 Midwest Chapter/MLA & WHSLA & SWHSL meeting has taken place.

This report is informational and requires no action by the board.

Submitted by Karen Hanus.

Comments: Michele Matucheski asked what kind of documents should we save and send to Archives? Karen replied big stuff- any meetings we have, annual meetings, business meetings, online board meeting votes we should reiterate and board meetings so they go into the record Michele noted that there was a board vote for Librarian of the Year and a board vote for sponsorship of MLA webcast "Putting the Quality in Qualitative: Tips for Evaluating Qualitative Research Articles." Michele thanked Karen for housing the archives for WHSLA.

9. 2019 MWC-MLA/WHSLA/SWHSL Annual Meeting Planning Committee—Brenda Fay and Karen Hanus

The program committee is being chaired by Brenda, the facilities committee by Karen, Hospitality committee by Barb, Registration by Mini Prasad and Publicity by Liz Suelzer. The CE is being produced by Midwest Chapter committee, Kathy Koch (local) and Angie Tucker. Two members of the finance committee are Kaitlynn Backer and Tina ? are acting as gatekeepers of the spreadsheet, but Karen Hanus is the chair of finance committee. Requests will go through her. Finances will run through chapter. Liz did the publicity video and she and Karen invited chapter members in Cleveland to come to Milwaukee. It was well received. We will be doing a tasting at the Hyatt in early December so we can determine are food offerings and craft the budget. Brenda mentioned in addition to poster sessions we will have some lightening sessions and a history of medicine in Milwaukee. We could use some more local volunteers. Michele

Matucheski asked for details on how the registration money is protected. Karen responded with that a few years ago, a company, Activa, was hired to run the Midwest Chapter's registration. Activa failed to forward the money from registration and went bankrupt. The chapter lost a lot of money. The Midwest Chapter now uses Wild Apricot and pays close attention to how the registration funds are handled. Brenda said the memo of understanding with the chapter allows WHSLA & SWHSL to get the Midwest Chapter rate for the conference without paying the Midwest conference dues.

10. Membership—Jennifer Schram

Jennifer S. reported we have 34 members as of October 2018. We had 38 members last year, but we had influx for the online annual meeting. So we are holding steady. Renewal notices coming out soon.

11. Professional Development – Dora Davis and Liz Suelzer

WHSLA

Professional Development

October 19, 2018

Liz and Dora have been working together to coordinate Professional Development for WHSLA this year.

Activities

1. MLA Webinars
 - a. The largest portion of our time has gone to securing funding or codes for our members to view/attend the MLA webinars.
 - b. Survey: In the spring, we sent a survey to WHSLA members to gauge interest in the different webinars that MLA would be offering. We based our application for GMR funding or WHSLA funding on these numbers.
 - c. There are two more scheduled for this calendar year.
 - d. WHSLA applied for funding through the GMR for 4 webinars and obtained funding for 3. We worked with other libraries and library groups in the state to obtain funding for additional webinars.
 - e. We have been able to offer codes to WHSLA members for nine of the ten webinars so far.
 - f. Site licenses
 - i. A license for up to 25 individuals to receive CE credit are \$425 (\$325 for a 5 code license with \$25 for each additional code). So for 9 or more people to receive CE, we would be better off buying the 25 code license. More information on that [here](#).
 - ii. In this calendar year, we have made the 25 license fee count only half of the times. WHSLA paid for a webinar on 9/13 but only five people have used the redemption code.
 - iii. Liz and Dora have agreed that going forward, we must send reminders to people who requested codes to view the webinar and complete the CE.
 - iv. Reports are available to the code administrators (Liz and Dora) that show how many licenses were redeemed and how many of those individuals actually completed viewing/received CE.
 - g. Cost
 - i. We have been able to offer webinar codes at no charge to WHSLA members by utilizing a network established with SWHSL, MCW and UW-Ebling. Each group takes a turn applying for GMR funding and then the codes are shared with the other organizations. The GMR supports this sharing.

- ii. In the third quarter (our current quarter) we purchased a site license with WHSLA funds. We planned to apply for GMR funding for another webinar in the same quarter, but we did not receive funding from the GMR for it.
 - iii. WHSLA Expense Breakdown:
 - 1. \$425 YTD spent by WHSLA
 - 2. \$850 YTD received as GMR sponsorship of webinars for WHSLA
 - 3. \$3825 YTD total received in GMR funding received by our small network total (SWHSL, MCW and UW-Ebling)
2. Professional Development Grant
- a. In the spring, Liz facilitated the process of awarding one professional development grant for two of our members to attend the MLA conference.
 - b. Barb Ruggeri and Elissa Kinzelman-Vesely received travel awards

Future Plans

1. MLA Webinars
- a. Possibly purchasing a site license for viewing the archived October 11, 2018 webinar. We had several WHSLA members interested in that webinar, should we purchase a license for the recording?
 - b. WHSLA will apply for GMR funding in the fourth quarter for the webinar on November 7, 2018.
 - c. Send out a survey again in 2019 when MLA releases the webinar schedule for that year.
 - d. When WHSLA pays for the webinars, send out a survey asking people to commit to redeeming the codes to ensure we are spending wisely.
2. Professional Development Grant
- a. When we advertise the professional development grant, we should indicate that librarians can only apply for the grant every 3-5 years. The board should make a recommendation on this.

Below is a chart listing the webinars and who sponsored them:

Date	Topic	Who Applied for Funding	Total # of codes redeemed	Codes still available
12/18/17	Go Red! REDCap for Library Data Services and Data Collection	WHSLA	6	No Expired June 16, 2018
1/25/18	Librarians, Get What You Want! Lessons in Influence from the Business World	SWHSL	unknown	
2/27/18	Matching Review Type to Research Question: Which Review Is Right for You?	WHSLA	13	No Expired August 26, 2018

3/27/18	Selecting Systematic Review Software on a Shoestring	MCW	10	
4/24/18	Developing and Managing a Systematic Review Service	Ebling Library	Unknown	
6/13/18	Plan to Succeed: The Basics of Library Project Management	SWHSL	Unknown	
7/12/18	Aligning the Three Pillars of Effective Instruction: Outcomes, Teaching, and Assessment for Health Sciences Librarians	WHSLA	11	Yes, Expires January 9, 2019
8/15/18	What Is Genomic Medicine?	MCW	Unknown	
9/5/18	Critical Appraisal of Quantitative Resources	Ebling Library	Unknown	
9/13/18	Putting the Quality in Qualitative: Tips for Evaluating Qualitative Research Articles	Paid for by WHSLA	5	Yes, for WHSLA members only Expires March 12, 2019
10/11/18	From Idea to Reality: Successfully Plan and Promote Library Events	WHSLA (funding not received)		
11/7/18	Using Stories to Support Academic Instruction and Health Education	WHSLA		
12/12/18	Why Do We Lead? An Introduction to Values-Based Leadership	?		

Comments: Liz will contact GMR to discuss if our current strategy for obtaining funding for MLA webcasts on behalf of Wisconsin librarians is appropriate. Should we purchase site license for October 11? Should we do a 3 person license? (\$325). Michele thanked Liz and Dora for all their work on this. Brenda will see if the Professional Development spreadsheet can be stored on the backend of the WHSLA website. Liz needs the ability for both of them to get to the website.

12. GMR Health Science Librarian Focus Group—Trisha Adamus

It's been very quiet, Trisha reports. She didn't attend Cleveland meeting so she wasn't aware of any reports. Liz reported that MCW received funding from the GMR for health literacy for juveniles in detention to become their own health advocates. Elizabeth Marcellus, a new member, the CHW librarian, will be develop the module.

13. Communications – Brenda Fay

Fall 2018 WHSLA Board Meeting

Communications Report

1. WHSLA listserv
 - a. Currently at 104 members
2. WHSLA Blog
 - a. Annie Lipski has been blogging for WHSLA. Thank you Annie!
 - b. Call for more bloggers has gone out
3. WHSLA website
 - a. Our new WHSLA webmaster in 2019 will be Jennifer Schram. Thank you!

Respectfully submitted by Brenda Fay

Comments: Some members have a double email membership on the WHSLA listserv, does that account for the 70 additional emails over our current membership? Allan will pull the list and take a look at the WHSLA listserv. Jennifer S. does send out renewals to the listserv. Barb is going to invite health sciences librarian from undergraduate institutions to attend Trisha's WHSLA Wisdom Chat for free and use that to recruit them to join.

OLD BUSINESS

- **Update on the WHSLA Web Conference Paper to be published** – Elissa Kinzelman-Vesely, Carrie Papa-Schold. With her new job, Elissa doesn't have time to complete the paper, but Carrie Papa-Schold agreed to finish it. Elissa sent the material she had to Carrie and Michele. Thank you Carrie! Michele thanked Elissa for her work to-date.

NEW BUSINESS

1. **Nominations for President Elect 2019** – Call for nominations
Contact Michele Matucheski.

2. **Nominations for 2 At Large Board Members** Call for nominations
Contact Michele Matucheski.
3. **Propose Updates for WHSLA Guidelines- Barb Ruggeri, Michele Matucheski, and Brenda Fay. See WHSLA Guidelines Document.**
Motion to approve revised guidelines by Michele. Motion seconded by Elissa. Revised guidelines approved unanimously.

Michele Matucheski adjourned the meeting at 12:16 pm.