**April 20, 2018**

**Indiana Health Sciences Library Association (IHSLA)**

**2018 Business Meeting Minutes**

Drury Inn & Suites Indianapolis Northeast

8180 North Shadeland Avenue

Indianapolis, IN 46250

**Attendees:** Chris Bishop (President), Lisa Habegger (Vice President), Kacy Allgood (Treasurer/Membership Committee), Erin Foster (Secretary, minute taker), Kellie Kaneshiro, Jason Lilly, Caitlin Pike, Rachel Hinrichs, Elaine Skopelja, Margaret Moutseous, Kevin Brooks, Tedra Richter, Caroline Gilson, Barb Gushrowski, Susan Miller, Monica Nowesnick, Joan Zivich, Cindy Macko, Amy Hughes, Laura Menard, Beth Whipple, Keli Seering, and Brian Hamilton

**Call to order:**

President C. Bishop calls meeting to order at 13:42

**2018 Business Meeting Agenda:**

1. Old business

a. NE Money - Transfer to IHSLA

b. Do we want to combine the secretary & treasurer positions?

c. Thanks to 2017-2018 officers: Chris Bishop, Lisa Habegger, Kacy Allgood, Erin Foster

d. Nominated 2018-2019 slate of officers

i. President - Lisa Habegger

ii. VP - Erin Foster

iii. Treasurer - Tedra Richter

iv. Secretary - Laura Menard

v. Past President and nominating committee - Chris Bishop

2. New business

a. Consider joining forces with the IU Health Sciences Librarian Summit

b. Midwest Chapter of the Medical Library Association (MLA) - Indiana will host annual meeting in 2020

**Call to approve agenda (see above):**

Susan Miller moved to approve agenda. Laura Menard seconded. 2018 agenda approved, none opposed.

**Notes:**

1. Old business

a. NE Money - transfer to IHSLA

* + K. Allgood has identified how to officially transferred money from NE HSL money to IHSLA (~15,000).
  + Suggestion for incoming officers (Treasurer in particular) to pick up task and finalize transfer of funds to IHSLA

b. Do we want to combine the secretary & treasurer positions?

* + General concerns about combining positions because of the labor intensiveness of Treasurer position; potential to have Treasurer as two year position for sake of continuity\_
  + Currently Treasurer generally functions (ad hoc?) as head of Membership Committee too
  + Of note, can’t change bylaws at this meeting so if interested in making any changes to positions, the next administration would have to do that formally
  + General discussion:
    - Suggestion to form a sub-committee and survey IHSLA members about this question; make a more informed decision
    - Beth Whipple stated that it makes sense for Treasurer to serve for multiple years for continuity; Treasurer also manages membership which adds to responsibility
    - Margaret Moutseous reinforced having a longer term for Treasurer, made suggestion of potential for Co-Treasurer/Treasurer in training. Also suggested potentially combining Membership Committee duties with Secretary position rather than Treasurer.
    - Tedra Richter ditto to what M. Moutseous said. Asked about opportunities for training for incoming people to be trained, understand roles/functions of positions.
    - In response to Treasurer duties, K. Allgood mentioned increasing ease of money pieces for position (due to electronic banking, PayPal, etc.). However, noted responsibility of Treasurer to act as a signatory (along with President - correct?).
    - C. Bishop noted that bylaws have not been updated since 2006
  + Barb Gushrowski moved that L. Habegger (incoming president) create, distribute a survey to IHSLA members re. secretary/treasurer position to solicit membership opinions more broadly. Seconded by Joan Zivich.
    - Discussion: S. Miller mentions taking advantage of opportunity to revise by-laws. C. Bishop supports and reinforcing point of revising by-laws as a results of these efforts
  + Approved, none opposed to B. Gushrowski’s motion.

c. Thanks to 2017-2018 for efforts. In particular, C. Bishop and K. Allgood for planning, hosting this year’s meeting.

d. C. Bishop presented nominations for Incoming (2018-2019) IHSLA Officers:

* + Correction to last night’s Board Meeting Minutes - Laura Menard is upcoming Secretary
  + C. Bishop opened to any additional nominations. None voiced.
  + Of note, Bylaws state that we cannot have multiple officers from same institution, need to change since that has not been observed for some time. J. Zivich provided some context as to why that was added to bylaws in past.

C. Bishop moved to approve slate of officers. B. Whipple moved, K. Kaneshiro seconded.

2. New business

a. Membership report (K. Allgood)

* + Current membership stands at 33. Six new members added since 2017 meeting.

b. Treasurer’s report (K. Allgood)

* + As of April 18, 2018 the IHSLA bank account has a balance of $9,216.36.
  + IHSLA bank account moved to Fifth/Third this year (2017-2018).
  + Made a profit off this year’s annual meeting!

c. Ovation Award status

* + Award established in 2006, intended to honor an IHSLA member who has “made outstanding professional contributions impacting IHSLA, their individual library, and/or the provision of health information…” [from IHSLA website]
  + No nominations this year

d. Midwest Chapter of the Medical Library Association (MLA) - Indiana will host annual meeting in 2020

* + Midwest Chapter of MLA (via Clare Leibfarth, Chair Annual Meetings Committee) reached out to IHSLA leadership about partnering to host annual meeting in 2020.
  + Midwest MLA moving towards a new model for partnering with local organizations for annual meeting
  + As part of this new model, Midwest MLA would have an MOU (memorandum of understanding) with IHSLA that would outline duties/responsibility for annual meeting
    - MidWest MLA will be in charge of CE, hotel, and vendors
    - IHSLA responsible for everything else: theme, marketing, website, social media, basically everything else. Would also have input on location within Indiana.
  + C. Leibfarth mentioned potential for meeting/registration discount for IHSLA members, but needs to be confirmed.
  + Whether or not IHSLA participates, Midwest MLA will be in Indiana. B. Whipple made point that IHSLA is the only viable local health sciences library organization that MidWest MLA can partner with (unlike other states in region)
  + General discussion around experience of co-hosting Midwest MLA in 2011. From B. Gushrowski - “more people involved the better”.
    - Suggestion made by Caroline Gilson that those interested in helping out, make themselves known to L. Habegger (as incoming IHSLA President)
  + No motion made though general support from attendees for signing MOU and partnering with Midwest MLA to host

e. Consider joining forces with the IU Health Sciences Librarian Summit

* + Some history - for the past 4-5 years, IU Health Sciences Librarian Summit has been held at IUSM Ruth Lilly Medical Library. Not being held this year (due to conflicts, busyness, etc.)
  + Discussion around incorporating the Summit into IHSLA annual meeting. Some benefits: being able to host at Ruth Lilly Medical Library (no location expenses), potentially recruit new members for IHSLA.
  + Monica Nowesnick made suggestion to rotate across regional campuses so not always in Indianapolis
  + In regards to meeting time, the Summit is usually held in June. IHSLA has traditionally been held in April, but nothing in Bylaws that restricts to that time of year. Ultimately, goal is to not have meeting compete/run up against MLA or other major library conferences.
  + No motion made though (seemingly) general support for trying out this collaboration for 2019 annual meeting.

f. J. Zivich is retiring beginning of June! Congratulations! Many thanks for her years of service and commitment to IHSLA and the profession.

Meeting officially adjourned at 15:06 by Lisa Habegger, IHSLA President 2018-2019

Minutes submitted by: Erin Foster, IHSLA Secretary 2017-2018