2021 HLABC Executive Meeting Agenda

Date: July 29, 2021
Time: 1:00 pm PST
Location: Online via Zoom
Attendees: Mya Ballin, Shannon Cheng, Pamela Harrison, Prubjot Gill, Monique Grenier, Chantal Lyons-Stevenson, Eleri Staiger-Williams
Regrets: -

Executive updates (if not covered under new business)			
	Agenda Item	Action Items	Speaker
	Contact information update - Discussed the best way to contact members of the exec team. - Automatic forwarding to Google Group would be best to keep everyone up to date.	**Eleri** to: - Locate login info for exec Google Group. - Look into automatic forwarding to Google Group.	
	President's update - Secretary position filled by Chantal Lyons-Stevenson - VP position remains vacant. Pam and Eleri reached out to some individuals and received 3-4 rejections. No plan at the moment if no one is available; group will decide later. - Exec bios: Group agreed to add short bios to the website.	**Everyone** to write short (100-words/a sentence of two) bios this month, send to Prubjot. Include a photo if comfortable. **Prubjot** to add bios and photos to website once these have been received.	Eleri
	Past President's update - Keywords: Will wait for more contributions before moving on to the next one. - Pam will be away for surgery starting September 20th. Speaking will be difficult but typing is ok.		Pam
	Secretary's update - Chantal is excited to join the team as Secretary!		Chantal
	Treasurer's update - Google Form for membership is closing at end of the month. - Issues with a new credit card mean someone will need to go to BMO in person to get a new one.	**Eleri** to send reminder about Google Form closing. **Shannon** and **Pam** to go to BMO and retrieve new	Shannon

		credit card.	
	CE update - [CE Preferences_2021-2022 HLABC Membership Renewal](#) - Monique has already tallied the CE responses, will add more if people join. - Preferences results: Expert Searching was ranked #1, followed by Grey Literature and Systematic & Scoping Reviews. - Event preference was 61% online; we can safely go forward with planning online events.Blended online and in-person events may be a challenge right now; we can stay with online only.		Monique
	Communication update - Prubjot is running behind on posting minutes to the website. - In reading past minutes, Prubjot found a note saying "contact the person that fills Colleen's position". She knows this person - if we still want to contact them, Prubjot can reach out as a potential VP role.	**Prubjot** to: - Add previous meeting minutes to website. - Reach out to individual in Colleen's position regarding potential VP role (Edlyn).	Prubjot
	Student rep update - Reached out to Langara and other contacts from Brian. For both, there was a small adjustment on submitting info for advertising to students, but no other updates. - It may be helpful to create a report for the next student rep. For example, a report describing different events that run during the year, with contact information about other academic libraries. - Second student rep is not a requirement. However, Mya can submit a description of the role to the iSchool.	**Eleri** to: - Write description of student rep role for the iSchool **Mya** to: - Send guidelines/forms about submitting that information.	Mya
	Budget - Hiring a student to do the website. Eleri emailed the CHLA group and received no response. - Est. project time: 20-30 hours. - Ideal candidate:library-related student who has experience with WordPress.	**Shannon** and **Eleri** to: - Research contract resources. **Eleri** to: - Research whether boilerplate contract	Eleri

	- One task will be to remove the HLABC 2.0 tab from top of the page, and surfacing the Awards section to a more obvious page.
	- Contract details:
	   - Mya noted that https://smallbusinessbc.ca/ may be a useful resource.
	   - We are a non-profit but not a charity.
	- Posting will be circulated to library programs in BC/iSchool/our Listserv once a job description has been created.
		language for BC is already available online.
		
		Pam to:
		- Look into CRA resources re: non-profit hiring practices.
		
		Prubjot to:
		- Write a list of what needs to be updated on the website.
		- Send list to exec for review.	

	Prize page updates - Abstracts to be published on website - Eleri and Prubjot have spoken to the prize winners. Eleri has received abstracts to add to the website.	**Eleri** to: - Send out names of the winners. - Send abstracts to Prubjot. **Prubjot** to: - To put winner names on the website's Awards page. - Add Abstracts to the Awards page. - Add Hyperlink to the winners' PDFs under their names on the Awards page. Hyperlink can include the title. - Create a section for "other health library awards" to distinguish non-HLABC awards.	Eleri
	Events Fall social (trivia): - This event will be online. In-person vs. online events can be revisited in January. - Suggested prize: $25 gift card from Massy Books: https://www.massybooks.com/ - There are no "core classes" for iSchool students on Fridays. A 12pm-1pm Friday event in September would be ideal.	**Monique to:** - Create Doodle poll for executive re: trivia - Pick day - Make flyer - **Eleri** to assist as needed **Shannon**: - To purchase $25 gift card to Massy Books once event is scheduled.	Pam, Monique

General Meeting (winter) - Originally fall, now moved to winter. - Putting forth some fee structures and proposed spends.	**Eleri** or **Pam**: - To send update on General Meeting timeline to the Listserv; "GM will be pushed to winter in order to give a more comprehensive plan"	
Next meeting: August		