

ICON Meeting Minutes, 06/12/20

Zoom Virtual Meeting hosted by Nebraska Methodist College

Attendance: Shawn Ammon, Judi Bergjord, Robin Bernstein, Heather Brown, Jeanne Burke, Nicole Caskey, Siobahn Champ Blackwell, Kiara Comfort, Deborah Divis, Emily Glenn, Sr. Judy Healy, Jess King, Amy Masek, Christian Minter, Euem Osmera, Cindy Perkins, Cindy Schmidt, Kristine Woods

1. Call to Order – 2:02 pm
2. Introduction of New Members/Guests
 - a. No new members or guests
3. Approval of March minutes
 - a. Minutes approved
4. Executive Secretary's Report- Cindy Perkins
 - a. Financial Report
 - i. Account has [REDACTED]
 - ii. Discussion of changing banks from First National Bank to Core Bank
 - iii. Discussion of adding online payment for membership dues
 1. Zelle software may be used
 - iv. The Executive Committee is considering changing banks from First National Bank of Omaha to Core Bank.
 1. Core Bank would give ICON the ability to collect dues via Zelle with 150 free transactions per month
 2. Business checking has no monthly fee and no minimum balance
 3. Core Bank would need our Tax ID and a copy of our minutes naming the 2020 officers. The following bullets 3a, 3b, and 3c are for Core Bank's records::
 - a. Executive Committee:
 - i. Deborah Divis, Senior Member
 - ii. Cindy Schmidt, Junior Member and Continuing Education Committee Chair
 - iii. Kiara Comfort, Freshmen Member
 - b. Appointed Officers:
 - i. Cindy Perkins, Executive Secretary
 - ii. Heather Brown, Communications Coordinator

- c. Policy & Procedures Manual: Banking:
 - i. The first line would need to change “First National Bank of Omaha” to Core Bank.
 - 1. ICON banks with First National Bank of Omaha. Online banking has been set up and is maintained by the ES. The Login and Password is kept secure by the ES in the ICON files. ICON maintains a single no-interest checking account. Checks are kept and reconciled by the ES on at least a monthly basis. Checks may be signed only by bank authorized signature - the ES and at least one Executive Committee (EC) member. At the beginning of the calendar year, the outgoing EC member is removed from the checking account and the freshman member is added. The ICON debit/credit card is used for expenses whenever possible. The card is kept with the EC.
 - b. Membership
 - i. Total dues received are [REDACTED]
 - c. ICON Archives
 - i. On hold as libraries have closed due to COVID
- 5. Communication Coordinator’s Report- Heather Brown
 - a. Discussion of how to use ICON website
 - i. Use as a reference page
 - ii. Add membership form
 - iii. Searchable website
 - iv. Database/ add plug in
 - v. Cindy Schmidt may help with education information
- 6. Committee Reports
 - a. Continuing Education- Cindy Schmidt
 - i. Sponsored MLA webinars
 - 1. July 8th, 1:00 - 2:30 Central Time, Find the Evidence-Based Practice (EBP) Search Strategy That Works for You, Helen-Ann Brown Epstein
 - 2. September, Date to be announced, Systematic Searching: Improving Effectiveness and Efficiency, Wichor Bramer
 - ii. Heather to discuss her WordPress class during today’s program
- 7. Old Business
 - a. Euem Osmera and Jeanne Burke served on Budget Ad Hoc Committee
 - i. Ideas for a line item
 - 1. Grants, fundraisers, MCMLA money in CD’s

2. New funding
 - b. Service Project Committee
 - i. Voted on Ad Hoc committee
 1. Kiara Comfort to chair
 2. Jeanne Burke volunteered
 3. Need third member
8. New Business
 - a. Cindy Schmidt will be ICON's Signing Official for eRA Commons
 - b. Raffle for Flemmings voucher provided by Euem Osmera
 - i. Shawn Ammon winner
9. RML News Update
 - a. Kiara Comfort appointed Education and Outreach Coordinator for Nebraska
 - b. NNLM name change
 - i. National Network of Libraries of Medicine name change to Network of the National Library of Medicine
 - c. Nebraska will move from MCR to SCR region for 2021-2026 FOA
10. Future Meetings
 - a. October 15th and 16th- MCMLA Virtual Meeting- Creighton
 - b. December 18th-UNMC

Adjourned at 2:48 pm

Program

- a. Heather Brown- Wordpress
- b. Cindy Schmidt- ICON Teaching Expertise
 - a. Groups and topics taught
 - i. Robin Bernstein- Lib Wizard
 - ii. Euem Osmera- Interprofessional Education Facilitating
 - iii. Judy Berjord- Medical terminology course/how to encourage students in a self-paced class
 - iv. Shawn Ammon- Mental Measurement Handbook/CINAHL/Health and Psychosocial Instruments database
 - v. Kristine Woods- Factile/ My Mouse has No Tail beginner's computer class/Simplify decluttering
 - vi. Cindy Schmidt- RefWorks/EndNote/Zotero/ Pressbooks/ H5P