

LLAM Board Meeting Minutes

January 10 2007

Location: University of Baltimore Law Library

The following board members were present: Pat Behles, Sara Billard, Janet Camillo, Kathie Sweeney, Trevor Rosen, Joanne Dugan.

The following committee chairs were present: Kristen Baginski, Tonya Baroudi, Joan Bellistri, Jim Gernert, Susan Herrick, Jean Hessenauer, Beverly Rubenstein, Kevin Vrieze.

Pat Behles called the meeting to order at 10:00 AM.

Minutes: Pat Behles proposed that minutes be distributed at Board meetings even though they are approved via email, and this suggestion was approved.

Treasurer's Report: Kathie Sweeney submitted the LLAM Accounting Update showing the activity in the treasury between November 15, 2006 and January 10, 2007. Income was from memberships, holiday party reservations, newsletter ads, silent auction proceeds and bank interest. Expenses were from the holiday party and directory supplies. LLAM donated \$250 to Baltimore Reads.

Kathie also reported that she changed our account from personal to business at Provident Bank. There are no fees for the account, as long as \$2500 is kept in it. Pat Behles suggested that this year or next year we investigate other banks. This suggestion was approved.

Committee Reports:

Archives: Janet Camillo stated that she will talk to Maxine Grosshans about keeping the LLAM boxes at University of Maryland Law Library. Janet reported that the State Law Library wants to put them in the basement, but there may be mildew there. She also reported that she has room at Montgomery County. Beverly Rubenstein reported that there are about 10-12 small boxes in the collection.

Government/Vendor Relations: Joan Bellistri reported that the Maryland Library Day is still set for February 7 and that LLAM will be donating breakfast for the event. She estimated that it would cost about \$200 for about 50 people. Joan stated that the event starts at 8:30 am and there will also be a 5 pm reception. Notify Joan if you wish to attend the reception.

Membership: Jean Hessenauer reported that LLAM has one new member, bringing the total to 101 members. Pat Behles suggested that Jean contact the new CCH representative about joining.

Mentoring: No report.

Newsletter: Kristen Baginski reported that the deadline for submissions to the February issue was January 15th or 16th. She asked Pat Behles if they can know the Spring Fling date before February and what the status was of the LLAM 25th anniversary logo. Pat said she is working on both of those issues. The next newsletter after February will be in April.

Placement: Tonya Baroudi reported that she contacted Catholic University and University of Maryland. Maryland is having their first annual career day in May, and they will keep her

posted about it. Tonya indicated that she selects job postings for the listserv and does not always send out internship or contractual positions. Kathie Sweeney and Pat Behles suggested that she include permanent part-time positions in her emails.

Programs: Janet Camillo reported that LLAM will have a table at Legislative Day in February. The March LLAM Reads event will be held at University of Maryland and will be a book by Marcia Talley. April is still open. The Spring Fling is tentatively set for May 17th at the Johns Hopkins Club. Bob Berring has not been in contact since November, but the hope is he will be the speaker. If Berring is not available, there is still a chance to get an AALL speaker.

Publicity: No report. Kathie Sweeney suggested that we could report to *Spectrum* that we donated money to Baltimore Reads.

Technology: Kevin Vrieze reported that that AALL is using a new system and that there may be some disconnect with the web site. He put up a web page for the 25th Anniversary, but it can be changed to include more content. Pat Behles stated that she will be in touch with Maxine Grosshans about the additional content. Kevin also reported that he has no news from AALL regarding podcasts.

25th Anniversary: Pat Behles reported that the LLAM Anniversary logo should be ready in the next couple of weeks. She asked for ideas for silver favors/giveaways for the 25th Anniversary. Jean Hessenhauer suggested silver letter openers.

Northeast Regional Conference: Jim Gernert reported that the LLAM “Education Without Borders” program will include a Drexel MLIS distance education instructor, an SLA Click University speaker, and Susan Herrick, who will talk about how University of Maryland supports distance education. The URL for the NE Conference is <http://www.LibrariesWithoutBorders.net>. It is scheduled for October 17 – 20, 2007. Pat Behles commented that we will have to look into LLAM’s responsibility for paying speakers.

Old Business:

Strategic Plan: Trevor Rosen handed out a draft Strategic Plan and the AALL Strategic Plan on which the draft was based. Trevor indicated that in making the draft he checked the web sites of SLA, LLSDC, and other libraries. Janet Camillo indicated that the MLA recently did their Strategic Plan, and that also might be a place to look. The draft plan was mostly accepted. Janet Camillo suggested toning down the advocacy part of the plan and emphasizing the networking goal of LLAM. Kevin Vrieze suggesting using the term “professional networking.” Pat Behles wondered if the Strategic Plan had to be submitted to AALL, but it was accepted that only the Bylaws had to be submitted.

New Business:

Copyright Program: Pat Behles handed out an email correspondence regarding a potential full-day program about copyright organized by PLL-SIS, and possibly hosted by LLAM in the Baltimore area. Pat Behles suggested as locations the UMBC Tech Center, the College Park Marriott (expensive), and the Loyola Columbia Grad Center. Jean Hessenhauer suggested the Pikesville Hilton or Holiday Inn in Timonium. Kathie Sweeney suggested the Maritime Center near BWI.

Bank Account: Kathie Sweeney asked who would be the second signature on the new business bank account at Provident. It was decided that the President and Treasurer would be the two signatures.

Future Meetings: Pat Behles asked the board to meet at 9:30am on the day of the March program at the University of Maryland Law Library

The meeting was adjourned at 11:45 AM.

LLAM Board Meeting Minutes

March 21, 2007

Location: University of Maryland Law Library

The following board members were present: Pat Behles, Sara Billard, Janet Camillo, Trevor Rosen.

The following committee chairs were present: Maxine Grosshans, Susan Herrick, Jean Hessenauer, Beverly Rubenstein.

Pat Behles called the meeting to order at 9:55 AM.

Minutes: The minutes from the January 2007 meeting were read and approved with one change; Susan Herrick did not attend the January 2007 meeting as reported.

Pat Behles proposed that emailed minutes sent to the board members and committee chairs include two deadlines – one for suggested changes and a later one for approval by the Board. This proposal was approved.

Treasurer's Report: No report.

Committee Reports:

Archives: Janet Camillo stated that Maxine Grosshans indicated that the LLAM boxes may be kept at the University of Maryland Law Library; the space there is not in the basement. Beverly Rubenstein suggested that she talk to someone with a background in archives about the necessary folders and boxes for the project. Pat Behles suggested Bill Sleeman as a contact. Janet Camillo said that she would discuss the project with the Montgomery County archives near her office.

Government/Vendor Relations: Pat Behles reported that Maryland Library Legislative Day on February 7 was interesting, fun, and good public relations for LLAM. Joan Bellistri opened up her library and offered coffee and donuts as well as pamphlets about LLAM. Many of the librarians who learned about LLAM were public librarians.

Membership: Jean Hessenauer reported that LLAM's one new member is Diane Chambers, the new Lexis representative who replaces Linda Hutchinson. Janet Camillo reported that there are two new potential members at the Office of Administrative Hearings.

Northeast Regional Conference: Pat Behles reported that the Northeast Regional Conference Blog linked from <http://www.LibrariesWithoutBorders.net> has been set up and that it includes pricing information for the Toronto October 17 – 20, 2007 program. Registration is \$275 before July 31 and \$325 after that date. Room fees are \$179 Canadian, although it appears that if one does not pay with Canadian dollars, it will be \$179 American. Closing banquet will cost \$50. The program will last 2 ½ to 3 days, with over 40 sessions. Pat Behles indicated that she is hoping to get a preliminary program of all sessions shortly.

Programs: Janet Camillo reported that the April program will be held at the Office of Administrative Hearings on April 25th from 10am – Noon. The Spring Fling is set for May 17th at the Johns Hopkins Club. Pat Behles reported that she has started to work on the invitations for the Spring Fling.

Publicity: No report.

Technology: No report.

25th Anniversary: Jean Hessianhauer presented information about adopting animals from the Baltimore Zoo and indicated that she could probably get the Daily Record to cover our adoption. Janet Camillo made a motion to adopt a lamb from the Baltimore Zoo for one year for \$100, Trevor Rosen seconded, and the motion was approved. Pat Behles showed the letter openers purchased for the Spring Fling event as favors.

Old Business:

Strategic Plan: The new Strategic Plan drafted by Trevor Rosen was approved.

Career Fair at UMCP/CLIS: Pat Behles reported for Tonya Baroudi that there will be a Career Fair at College Park for CLIS students on Thursday April 12. The cost to set up a table is \$75. This amount includes 2 lunches, a table, chair, and 1 parking permit. Janet Camillo indicated that she is discussing the option of sharing the table – and splitting the fee – with LLSDC and/or VALL. Pat Behles reported that there is also a student-driven Career Day at Catholic University for library students on March 27. Trevor Rosen motioned that LLAM attend the CLIS Career Fair with a cap on expenses of \$75, and strive to do the same for the Catholic University event. This motion was approved.

New Business:

Program Notices: Pat Behles reported that the program notices would now only be sent via email, and suggested that this change be mentioned in an upcoming newsletter. It was asked how the notices would be sent; Janet Camillo responded that they would be sent via the listserv. Susan Herrick noted that she sends out the newsletter to a list generated from a membership spreadsheet since not all members subscribe to the listserv. Janet Camillo suggested that she will send an email to the membership list; this email will indicate that she will send future program notices via the listserv and will ask that those not on the listserv who are interested in receiving programs respond to her.

Newsletter: Susan Herrick reported that a full newsletter issue will be out in April. She also reported that the newsletter is losing advertising; West and Lexis have dropped their advertisements and Susan suspects BNA will drop their page, too. Since mailing costs are no longer an issue, this is not a great concern. Currently, the publication of the newsletter is up in the air, since there is no one to put it together next year. Susan Herrick said that she thinks the future publication schedule should be left up to the discretion of the next Newsletter Committee Chair, and that we should focus on who will take over before we get into specifics of schedule changes. Pat Behles stated that the by-laws call for a quarterly publication, but that we could change the schedule.

Nominations: Pat Behles reported that Joan Bellistri and Jim Gernert agreed to start working on the nomination process. The nominations have to be out by April 15.

Future Meetings: Pat Behles indicated that the April Board meeting is currently in limbo; it is not decided whether or not the board members and committee chairs will meet after the April program at the OAH.

The meeting was adjourned at 11:35 AM.

LLAM Board Meeting Minutes

May 9, 2007

Location: University of Maryland Law Library

The following board members were present: Pat Behles, Sara Billard, Janet Camillo, Kathie Sweeney, Trevor Rosen, Joanne Dugan.

The following committee chairs were present: Tonya Baroudi (by phone), Joan Bellistri, Jim Gernert, Jean Hessenauer, Beverly Rubenstein.

Pat Behles called the meeting to order at 12:42 PM.

Minutes: Pat Behles asked if anyone had any changes for last meeting's minutes; there were none. Minutes were not handed out, as the minutes were approved via email and available on the LLAM website.

Treasurer's Report: Kathie Sweeney submitted the LLAM Accounting Update showing the activity in the treasury between January 10, 2007 and May 9, 2007. Revenue was from Spring Fling reservations, two newsletter ads, two memberships and West holiday party donation. Expenses were from the Annapolis Library Day breakfast, Spring Fling invitation materials, and incoming President AALL registration reimbursement. LLAM donated \$254 to Baltimore Reads and adopted a Maryland Zoo lamb for \$100. The report was accepted.

Committee Reports:

Archives: Janet Camillo stated that a nearby archivist in Montgomery County promised to look at the archive materials. She said she would bring one box down to him to see what he suggested. Jim Gernert asked how soon this project needs to be done. Pat Behles indicated that there was no deadline for the project.

Government/Vendor Relations: Joan Bellistri said that she would give her report with the New Business.

Membership: Jean Hessenauer reported that LLAM has two new members; one is at Howard County Circuit Court, the other at Community College of Baltimore Dundalk. Pat Behles said that this late in the year, the memberships count toward next year.

Newsletter: Pat Behles reported for Susan Herrick that the deadline for submissions for the June issue is May 15. A couple of articles that will appear are about the new officers, a column on the copyright program, a column on the MLA pre-conference, information about the Toronto conference, and possibly something about the lamb adoption. Sara Billard will take over as Editor next year. She stated that the first issue will be published in September.

Northeast Regional Conference: Jim Gernert reported that the Northeast Regional Conference has a much better website. He stated he would email Kevin Vrieze to change the web links. He added that that at least 2-5 people "from LLAM" would be attending. Pat Behles reported that conference t-shirts are available from Café Press. Jim Gernert stated that the registration form is completed, but they hope to provide a fill-able PDF form. Early bird registration is available through August 1st. Trevor Rosen asked how many people will possibly be attending. Jim

Gernert answered that it looks like between 2 – 5 people so far. Jim Gernert indicated that the Conference remedied the Canadian/US price difference by bumping up the Canadian price.

Programs: Janet Camillo suggested that for the June meeting we could visit the lamb that LLAM adopted at the Maryland Zoo. Jean Hessenauer stated that the keeper could come to talk to us about the lamb, who is named “Lambert.” Pat Behles reported that she and Janet Camillo were going to visit the Hopkins Club the afternoon of May 9th to work out the details of Spring Fling. The room holds up to 60 people. Janet Camillo stated that she told Bob Berring that he could speak for up to half an hour. Pat Behles asked if we should ask Judge Bell to speak since he will be attending. Joan Dugan and Kathie Sweeney both suggested that he be asked, at least as a courtesy. Kathie Sweeney reported that she would have dinner cards colored to indicate the different dinner selections.

Public Relations: Joan Bellistri reported that Catherine McGuire sent a notice about the Legislative day to the Spectrum chapter notes. Jean Hessenauer stated that she has been talking with the Daily Record about coverage of the lamb adoption. Beverly Rubenstein suggested that we submit the lamb adoption story to the Spectrum and Joan Bellistri said she would tell Catherine McGuire about it.

Technology: No report.

Old Business:

SEALL: Kathie Sweeney made a motion that we accept SEALL’s offer to open membership up to LLAM members and vice-versa, and this motion was accepted with no opposition.

Career Fair at UMCP/CLIS: Janet Camillo reported that many students she saw at the UMCP/CLIS career fair were confused about what was required to be a law librarian, and most were job-hunting. Janet Camillo was told that the Library school wanted to include a panel with different types of librarians next year, and that they would love to have us come to talk. Janet Camillo also reported that the Catholic University career fair never panned out.

New Business:

Centennial Variety Show CD: Pat Behles asked if LLAM should buy a copy of the Centennial Variety show from the AALL meeting. The price is \$10. Janet Camillo made a motion to purchase a copy, and it was accepted with no opposition.

Bob Berring Gift/Honoraria: Pat Behles reported that we are paying for Bob Berring’s expenses including airfare and his stay at a nearby Bed & Breakfast. She asked if LLAM should also give him some kind of honorarium since LLAM is not providing a speaker’s fee. Jim Gernert suggested we give him a gift, since \$50-\$100 may not mean much to him. Janet Camillo suggested we give Bob Berring a \$100 gift card to Barnes & Noble since he is a big reader.

Placement: Pat Behles called Tonya Baroudi at 1:35pm. She asked Tonya if she heard anything back from Catholic University about establishing relations with them; Tonya said she had not. Pat Behles indicated that commercial headhunters and others should have to go through Tonya rather than posting positions themselves on the listserv. She suggested that when Tonya sees a listserv email with a job posting to respond with an email that says “Hi. The organization prefers that all job postings come through me” or something similar. Tonya indicated that was fine with

her. Pat Behles also indicated that job postings should be local jobs or law-related jobs or both. She also asked for the word "Placement" to be put at the start of email subject lines. Tonya again indicated that this would not be a problem.

Institute: Pat Behles indicated that since the Legal Research Institute happens every other year, the next one is next March. She also stated that it would be a move back to more basic research, and that we need to put in for grants from AALL so that we would not have to charge a lot. Janet Camillo suggested that since the topic will be basic legal research, we could take the institute out to different counties for people who do not want to come to Baltimore. She indicated that public libraries have CE requirements that may be able to be filled by the institute.

"Working a Maryland Legal Case": Pat Behles reported that Steve Anderson suggested an additional workshop titled "Working on a Maryland legal case: from client interview to appeals and judgment collection" and handed out an email outlining a possible schedule for the workshop. Janet Camillo said that it sounded like a MICPEL. Beverly Rubenstein said that it may be a good idea to keep in the back of our minds for years in-between Institutes. Pat Behles indicated that we may be able to do it next summer, and that we know how expensive sites are after doing some legwork for the copyright program. Joan Bellistri said that Catherine McGuire indicated an interest and would help with this workshop. Sara Billard suggested that it might be helpful for summer associates and someone could talk to the people at firms who schedule summer associates. Kathie Sweeney suggested that it be condensed from a full-day to a half-day event. It was finally decided that a good time to have it might be early summer 2009 since that would be the year in between institute years.

MLA Meeting: Pat Behles reported that at the MLA meeting, media specialists asked LLAM to support the issue of allowing media specialists to be included with No Child Left Behind and that they have said that they will get information out to us this summer. Jean Hessenauer asked if all they wanted was for us to copy a letter and send it out, and Pat Behles said yes.

Nominating Committee: Pat Behles thanked Joan Bellistri, Jim Gernert and Carol Mundorf for their work on the Nominating Committee.

Donation for Kansas Relief: Pat Behles asked if LLAM should donate to the Kansas Library Association. Kathie Sweeney proposed that we wait until September and re-address the issue then, and this motion was accepted.

Letter in Support of GPO Funding: Pat Behles reported that Larry Meyer of the AALL GRC asked LLAM to submit a letter to Representative Ruppertsburger to support GPO funding; Larry Meyer included a form letter. Jim Gernert suggested that we include "a leader of providing legal information in Maryland" for a description of LLAM.

Procedures: Pat Behles asked that all Board members and Committee chairs update procedures and give them to Janet to give to the newly elected members.

The meeting was adjourned at 2:40 PM.

LLAM Board Meeting Minutes

August 26, 2007

Location: Janet Camillo's House

The following board members were present: Pat Behles, Janet Camillo, Joanne Dugan, Jean Hessenauer, Bijal Shah.

The following committee chairs were present: Joan Bellistri, Jim Gernert, Kevin Vrieze, Sara Witman.

Janet Camillo called the meeting to order at around 1 p.m.

Minutes: Janet Camillo reported that Susan Herrick wrote some minutes at the Spring Fling that will be approved at the next Board meeting.

Treasurer's Report: Bijal Shah submitted a LLAM Estimated Budget for 2007-2008. Balance as of August 24, 2007 was \$8,243.19.

Bijal also reported that she has not received any membership dues yet. Janet Camillo stated that the checks are sent to Trevor Rosen and asked Bijal to follow up with Trevor. Pat Behles stated that Bijal has to know the membership numbers before October 1st for insurance purposes.

Jean Hessenauer suggested that Bijal photocopy all of the checks, since the information could be helpful for the membership chair.

Janet Camillo asked Committee Chairs to let her and Bijal know if they need money from the budget.

Committee Reports:

Archives: Janet Camillo stated that she is going to transfer the archives from Beverly Rubenstein's office to University of Maryland soon. Janet also indicated that the procedures state what needs to go into archives from each Committee and asked that the Committee Chairs look into that.

Government/Vendor Relations: No report.

Newsletter: Sara Witman asked to discuss password protection for LLAM News. Janet Camillo motioned that there be no more password protection for the latest issue of the newsletter. Joanne Dugan, seconded and the motion was passed. Janet Camillo suggested that in lieu of the newsletter, the membership directory could be password protected.

Programs: Jean Hessenauer reported that the September meeting will be a recap of the AALL and SLA meetings. Jean reported that the October meeting will be a visit from Lynette Louis-Jacques of AALL. November will likely be about medical research. December will be the Holiday party; February will be legislative day; March will be another book program, this time with Nancy Robson, a Maryland author; April will likely be a trip to DC. Jean asked if members would be interested in a program on long-term benefits or other HR issues or a program on newsletter production. Attendees expressed interest.

Technology: Kevin Vrieze reported the front page of the LLAM web site is running out of space. Kevin suggested that the Placement page just refer users to the listserv and the placement chair. Pat Behles asked who people should contact if there is a problem with the listserv and neither Kevin Vrieze or Harvey Morrell are available. Kevin indicated when the server in Chicago is shut down, they often do not give out much warning and that a listserv outing of more than a day is very rare. Pat Behles suggested that there should be an email or a newsletter article indicating procedure for listserv issues.

Mentors: Janet Camillo reported that since Jim Gernert is leaving for a position in DC, LLAM will need volunteers from academic libraries for the Mentoring Committee. Janet also made a motion that the Mentoring Committee be a regular Committee and not a special Committee. Joanne Dugan seconded, and the motion was approved.

Legal Research Institute: Janet Camillo reported that the LRI will be held in March, during the Spring Break at the academic libraries. She indicated that the LRI Committee currently needs a Chair.

Northeast Regional Conference: Jim Gernert reported that there are currently 225 registrants for the Northeast Regional Conference. 11 of them are from LLAM, which makes up about 10% of our group.

New Business:

Possible Visit from AALL Board Member: Janet Camillo reported that Lynette Louis-Jacques, the international librarian at University of Chicago will be visiting in October. Her visit is partially to congratulate LLAM on its 25th Anniversary. AALL will pay for travel and lodging, LLAM will pay for dinner.

AALL will pay for a member to attend conference this year: Janet Camillo reported that this year AALL will give away a scholarship of full registration for the AALL meeting to a LLAM member.

Procedure Manual: Janet Camillo submitted copies of the Procedure Manual to all attendees for their comments at the next meeting.

Old Business:

SEALL: Janet Camillo reported that the new SEALL president has indicated a need to check the by-laws regarding LLAM joining SEALL.

Future Meetings: Janet Camillo asked the board to meet after the September program at Tydings & Rosenberg on September 12th.

The meeting was adjourned around 2 p.m.

LLAM Executive Board Meeting – Minutes

Date: Nov. 15, 2007

Location: Tydings and Rosenberg

The following board members were present: Janet Camillo, Jean Hessenauer, Susan Herrick, Bijal Shah, Pat Behles, Glen Spangler, and Joanne Dugan. The following committee chairs/members were present: Joan Bellistri, Maxine Grosshans, Kurt Meyer, Trevor Rosen, Sara Witman, and Anne Morrison.

President Janet Camillo called the meeting to order at 10:00 a.m.

The minutes of the last board meeting (September) were previously approved via e-mail.

Janet mentioned that the board has recently e-voted to approve the sending of two letters (see below under the report from the Government/Vendor Relations Committee) and to approve the cost to members of the Holiday Party. The e-voting has gone smoothly.

A Treasurer's Report was submitted by Bijal Shah and approved.

New Business:

Technology Committee: Kevin Vrieze, who has served as chair of the Technology Committee and as Webmaster, has left his position at Venable and will no longer be able serving LLAM in this capacity. The board expressed thanks to Kevin for his excellent service. The new chair of the Technology Committee will be Kurt Meyer, Research Librarian at U. of Md. School of Law.

Holiday Party: The holiday party has been set for December 6, 6:00 – 9:00 p.m., at Anne Arundel County Public Law Library. The board voted that the cost of the party to members will be \$25.00. West will be supporting the party in the amount of \$ 750.00; Lexis will be supporting the party in the amount of \$ 250.00. Half of the proceeds of the silent auction will be donated to the Maryland Food Bank.

Janet Camillo mentioned that Alison Asti, president of the MSBA, has appointed a committee on disaster planning. Joan Bellistri volunteered to approach MSBA about including a librarian on this committee.

Old Business:

AALL Chapter visit: Janet Camillo reported on the visit to LLAM by Lyonette Louis-Jacques of the AALL Executive Board. Both the visits to libraries in Annapolis and the reception at University of Maryland went well. At the reception, Lyonette gave a short talk highlighting the contributions of LLAM members to AALL and responded to questions from the attendees. Janet

extended the board's thanks to Joan Bellistri and to the staff at University of Maryland School of Law for their efforts in hosting Lyonette during her visit.

Procedure Manual: Janet Camillo is working on finalizing this and hopes to have it ready by the next meeting.

Legal Research Institute: Chaired by Joanne Dugan, this committee will be meeting after today's Board meeting to set a date (it will be during the week of March 17*) and to begin planning for this event. The LRI this time around will focus on general and basic legal resources and not on specialized topics. The Maryland Library Organizations Council has been notified and will be helping to publicize this event.

*The date has been set for March 19.

Northeast Regional Law Libraries Meeting: The final accounting for this event is still on hold and should be received by the end of the year and by early 2008. There were about 350 attendees (including 12 LLAM members.) Thus it's not yet known whether LLAM will receive a return of its seed money, or a profit. LLAM sponsored a well-attended program on distance learning strategies at which Susan Herrick was one of the panelists. LLAM also worked on registration (Jim Gernert coordinated the registration for all non-Canadian registrants.) Pat Behles suggested that the meeting committee write up a debriefing memo with observations and suggestions for the next NE meeting. It was also noted that many of the programs were available online.

Committee Reports:

Archives: No report.

Government/Vendor Relations: Joan Bellistri reported on a regulation recently proposed by the Maryland Archives on preservation of materials. LLAM, along with other library organizations, sent a letter asking for more time to respond. The comment period has been extended until May 1, 2008. There will be a public meeting after the comment period. LLAM will discuss our response with Steve Anderson.

Joan also reported that LLAM wrote letters to members of Congress representing Maryland, in support of the proposal that school librarians be included in the definition of "highly qualified" personnel in the reauthorization of the No Child Left Behind Act.

Joan attended the meeting of the Maryland Library Membership Organization Council (MLMOC), which she attended on behalf of LLAM. She had three matters to report on from that meeting: 1) A reciprocal agreement was adopted for sharing of educational programs; under this agreement members of any of the participating organizations can attend the educational

programs of any other participating organization at member prices. There is a both a general calendar and a training calendar on the organization Web site. Sara Witman will include some of this information in an upcoming newsletter. 2) Joan also reported that for its meeting next May, MLA has a test contract with "The Learning Tree" which will enable virtual attendance of some of the programs. Also, all programs will be videotaped. 3) At the meeting there was also a discussion of staff development and training needs. LLAM's LRI was offered as an example of helpful programming. Many areas of need for staff training were mentioned. The Council will compile and distribute a list of areas where programs would be useful.

Joan also stated that the date for the 2008 Maryland Legislative Day has not yet been set. This event usually occurs during the first week in February. The 2008 date should be set soon.

Membership: Trevor Rosen reported that the current paid membership list shows 91 members. The board has previously voted that the membership directory will now be entirely online, and password protected. The Technology Committee will implement this. Sara Witman suggested creating a pdf of the list so that people who wish to can easily print it out.

Mentor: No report.

Newsletter: Sara Witman stated that today (Nov. 15) is the closing date for submission for the next issue of the newsletter, although submissions will still be accepted for the next few days.

Placement: No report.

Programs: Jean Hessenauer reported that the February program will be a book talk by a Maryland author. In lieu of a March program, LLAM will sponsor the Legal Research Institute; also, some LLAM members are participating in the LLSDC/SEALL Joint Meeting on March 27-29. The tentative plan for the April meeting is a program on newsletters and other marketing strategies.

Public Relations: It was noted that the feature "Chapter Notes" has been dropped from the print edition of the AALL *Spectrum*. This decision has engendered mixed reactions. Janet Camillo suggested that if we have comments on this we can ask Steve Anderson to take them to the AALL Board meeting in the spring.

Publications: No report. The County Publications Checklist was not discussed at the recent meeting of county law libraries, but Janet Camillo will solicit comments via e-mail. Also, the committee will handle printing for the LRI materials, and the board may be asked to approve those expenses.

Technology: Kurt Meyer is the new chair of this committee and will work with Trevor Rosen on the Web site and other matters.

25th Anniversary: Pat Behles reported on the Pratt display window to commemorate the anniversary. She will be in touch with the designer with questions about a time frame for this. Pat will also look into getting a proclamation from the governor.

The meeting adjourned at 11:20 a.m.