Law Library Association of Maryland (LLAM)
Executive Board - Meeting Agenda
Saturday, September 10, 2016, 1:30 – 2:30 p.m.
Spirits of Mount Vernon
Attendees:
Board Members: C.J. Pipins (President), Julia Viets (V.P.), Thea Warner (Treasurer), Sophie Le (Secretary), Elizabeth Lukes and Joe Neumann (Board Members)
Committee Chairs: Pat Behles & Sara Witman (Membership), Julia Viets (Programs), Joe Neumann (Archives) James Gernert (Grants), Joannie Bellistri (Government/Vendor), James Durham (Past President)

1. **Treasurer's Report** (Thea) – see attached.
2. **Committee Reports:**
   - **Archives** (Joe)
     - Joe is in the process of gathering and organizing electronic files including digital and analog photos.
   - **Programs** (Julia)
     - Nov. 19th @12PM - University of Baltimore Professor Colin Starger will give a presentation on SCOTUS Mapping (no board meeting after)
     - November - tour of the National Agricultural Library in College Park
     - Holiday Party idea – Game Night
     - Spring – legal cataloging program
   - **Membership** - Sara Witman – we have 66 paid members
   - **Technology/Communications** (CJ since chairs can’t make it)
     - Jenny is currently writing a memo for board consideration regarding passwords, password maintenance, and password sharing. She will send it out to the group.
   - **Placement** - YOU’RE DOING A GREAT JOB!
   - **Grants** (Jim) –
     - Possibility of proving one big grant instead of two
     - Possibility of providing a grant for something other than AALL in 2018
     - The board needs to provide guidance for the committee about the number of grants and their amount this year.
   - **Bylaws/Guidelines** (CJ) – no report
   - **Government/Vendor Relations** (Joanie)
     - We need volunteers for this committee, especially librarians from academic and firm libraries
     - See Maryland Access to justice Commission and UELMA & MLA Library Day below.
3. **New Business**
   - Maryland Access to Justice Commission
a. We have gotten librarians invited to the meetings and proceeding of the commission now we are trying to get a librarian as a member of the commission or at least a librarian representative.

- UELMA & MLA Library Day
  a. UELMA – possibility of starting a committee or another campaign. Past attempts have failed, but this could be our year.
  b. MLA Library Day – usually held in the beginning of February – the LLAM breakfast will be between $385-$400

- Committees
  a. Roster
  b. More participation
    i. Julia suggested we do individual profile highlights on the website.
    ii. Individual members may have indicated on the membership forms whether they would like to be more involved.

- Incorporating LLAM
  a. AALL is encouraging LLAM to incorporate for liability purposes. Sara Witman will look into whether LLAM is organized as an association in SDAT.
  b. CJ will check with the Community Law Center to see if they can help us for free or a very low cost.

4. Sophie moved to adjourn and Elizabeth seconded.
# LLAM Accounting Update #5 (Final) - FY 2015-2016

## Checking Account

**Balance as of May 18, 2016:** $4,561.28

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<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>5/27/2016</td>
<td>funds transfer from Paypal - Spring Fling payments</td>
<td>$36.00</td>
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**Total Deposits & Credits for May 19, 2016 - May 31, 2016:** $36.00

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<td>5/23/2016</td>
<td>Check #694 - CJ Pips - Reimbursement for Spring fling food &amp; drink</td>
<td>$220.82</td>
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<td>5/23/2016</td>
<td>Check #695 - Camilla Tubbs - Reimbursement for Spring fling food &amp; drink</td>
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**Total Checks & Debits for May 19, 2016 - May 31, 2016:** $233.82

**Available Balance in LLAM Checking Account as of May 31, 2016:** $4,363.46

## Savings Account

**Balance as of May 31, 2016:** $3,192.83

(Earns .1% interest)
LLAM Accounting Update #1 - FY 2016-2017

Checking Account

Balance as of June 1, 2016: $ 4,363.46

Deposits & Credits

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<th>Description</th>
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<td>Membership checks</td>
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<td>7/13/2016</td>
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<td>8/15/2016</td>
<td>Funds transfer from PayPal - Membership dues</td>
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<td>8/31/2016</td>
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Total Deposits & Credits for June 1, 2016 - September 9, 2016: $ 1,467.08

Checks & Debits

Total Checks & Debits for June 1, 2016 - September 9, 2016: $ -

Available Balance in LLAM Checking Account as of September 9, 2016: $ 5,830.54

Savings Account

Balance as of August 31, 2016: $ 3,193.63
(Earns .1% interest)