

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 cos.
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

Deposits & Credits

5/27/2016 funds transfer from Paypal - Spring Fling payments \$ 36.00

Total Deposits & Credits for May 19, 2016 - May 31, 2016: \$ 36.00

Checks & Debits

5/23/2016 Check #694 - CJ Pipins - Reimbursement for Spring fling food & drink \$ 220.82

5/23/2016 Check #695 - Camilla Tubbs - Reimbursement for Spring fling food & drink \$ 13.00

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

| | | |
|-----------|--|-----------|
| 7/1/2016 | Funds transfer from PayPal - Membership dues+1 spr fling | \$ 318.73 |
| 7/6/2016 | Membership checks | \$ 135.00 |
| 7/13/2016 | Funds transfer from PayPal - Membership dues | \$ 144.74 |
| 7/13/2016 | Membership checks | \$ 85.00 |
| 8/10/2016 | Funds transfer from PayPal - Membership dues | \$ 144.13 |
| 8/15/2016 | Funds transfer from PayPal - Membership dues | \$ 143.82 |
| 8/31/2016 | Membership checks | \$ 110.00 |
| 9/7/2016 | Funds transfer from PayPal - Membership dues | \$ 385.66 |

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)