

Minutes

LLAM Board/ Committee Chair Meeting

Thursday, Feb. 17, 2011, 11:15 a.m.

Saul Ewing

In attendance: Susan Herrick, Sara Witman, Bijal Shah, Pat Behles, David Matchen, Stacey Digan, Joan Bellistri, Katherine Baer, Mary Jo Lazun

President Susan Herrick convened the meeting at 11:15 a.m.

Previous minutes:

The minutes from the Board meeting of Nov. 30, 2010, were approved via e-mail vote. There was a slight correction to the balance of our CD, from \$3181.00 to \$3151.83, due to an inaccuracy in the minutes.

Treasurer's Report: Bijal Shah submitted an accounting update that was approved by the Board. She will send a check for around \$250 (half the proceeds of the Holiday Party Silent Auction) to our selected charitable organization for this year, the Maryland Food Bank.

New Business:

The Grants & Awards Committee (Jim Gernert (chair); Jean Hessenauer; Mark Desierto) has been appointed and they have the grant application form used last year. This year LLAM qualifies for an AALL chapter registration grant, and LLAM will also fund a grant for \$500 from the silent auction proceeds and our treasury. There was discussion about whether to award two grants or to pool the two and award them to one person, thereby covering a larger portion of attending the meeting. The AALL grant must be awarded to an AALL member, preferably a "newer" member. Susan will discuss this with Jim Gernert and the committee will make a decision about how to award the grants, possibly dependent upon how many people apply.

Nominations committee: Joanne Colvin has agreed to chair the nominations committee for the spring election, which will be conducted electronically using Survey Monkey in early April.

Committee reports:

Archives – Katherine Baer reported that she and Janet Camillo visited University of Maryland Thurgood Marshall Law Library to inspect the current archives. They will be returning soon to sort through the materials. Katherine asked for LLAM to authorize the purchase of some archival quality storage materials (boxes, folders) to house the materials in a more permanent and secure fashion. The board authorized an expense of around \$150 for this. We also clarified that we would not preserve AALL archive materials, but only those directly related to LLAM, and that we would retain two copies of items for which multiple copies are currently in the archive boxes. Katherine has also set up a Flickr account and Susan, Sara, and Kristin, will begin transferring the photos of LLAM members and events which they have into that account.

Government/Vendor Relations – Joan Bellistri reminded us that the MLA Legislative Day will take place on Feb. 23. She has organized the breakfast and submitted an invoice to LLAM for that authorized expense, as in previous years. She also reported on plans for the Maryland Working Group to complete the legal materials inventory for municipal materials. Susan will ask Catherine Dunn to include Joanie, as our GRC chair, on the alerts she sends out to LLAM from the AALL GRC to the chapters.

Membership – Pat Behles reported two new members.

Mentor – no report. Janet Camillo is still chair and Susan will see whether she wants to continue next year.

Placement – Tonya Baroudi was unable to attend but provided some cumulated statistics.

Programs – Sara Witman reported that she has lined up a speaker for our LLAM Reads program: Charlie Mitchell, author of *Maryland Voices of the Civil War*. This program will take place in March - date TBA. The planned program on land records at the Maryland Archives will take place in mid-April. The Board settled on either Friday, May 6 or Friday, May 13 for the Spring Fling. Sara is investigating Tea Volve Café and Lounge in Harbor East for the Fling. We could have tea for around \$19 per person or a cocktail hour from \$20-25 per person with a cash bar.

Public Relations – Catherine McGuire was not in attendance but reported that she revised and updated the LLAM brochure and prepared 250 copies to be inserted into the handouts for the Feb. 23 Maryland Legislative Day.

Publications – no report

Technology & Communications Special Committee – eNews- Kirstin Nelson was unable to attend the meeting. The March issue of the LLAM e-News is in process – deadline is March 1. Submissions are invited/welcomed! Web site – no report. The board will need to re-assess the status of this special committee and decide whether to make it permanent or to reactivate the separate Newsletter and Web committees.

The meeting was adjourned at 12:17 p.m.

LLAM Board Meeting Minutes
April 20, 2011

Location: Maryland State Archives

Attendees:

Board Members - Susan Herrick, Sara Witman, Joanne Colvin, David Matchen, Stacy Digan, Thea Warner

Committee Chair – Patricia Behles, Joan Bellistri

Meeting called to order at 12:15 p.m.

The minutes from the Board meeting of February 17, 2011 were approved via e-mail vote.

Treasurer Reports:

Bijal Shah was unable to attend the meeting so she sent copies of her accounting update with Joanne Colvin. The accounting update was approved by the Board.

New Business:

Susan Herrick announced that the Grants & Awards Committee (Jim Gernert (chair); Jean Hessenauer; Mark Desierto) awarded the combined AALL chapter registration grant /LLAM \$500.00 grant to Thea Warner (law librarian at Niles, Barton & Wilmer).

Susan Herrick reminded Thea Warner (LLAM secretary) that the LLAM 2011-2012 election polls needed to be closed on April 27, 2011. Susan also asked Thea to send LLAM members a reminder to vote by this date.

Committee Reports:

Archives: No report.

Government/Vendor Relations: Joan Bellistri reported that there were approximately 100 items left to be inventoried for the Inventory of Primary Legal Materials. The suggestion by Joan of a “working party” to complete the inventory was met with approval so she will set a time for the working group to meet.

Membership: Pat Behles led a discussion regarding the LLAM Membership/Renewal form. The first issue raised was whether the section of the form entitled “Permission to use photographic images” should be kept. It was decided that this section should remain on the form. It was decided that the section regarding Interlibrary Loan should be removed.

Mentor: Janet Camillo was unable to attend. There is still a need for a new chair for this committee.

Programming: Book donations at the Spring Fling for the Maryland Correctional Education Libraries were discussed. It was decided that the number of books donated at the Spring Fling should be limited so that they could be transported without difficulty.

Patricia Behles suggested supporting a Project PLASE fundraiser, such as the Purses for PLASE at the Mt. Vernon Flowermart, at a future date.

Placement: Tonya Baroudi was unable to attend but provided some cumulated statistics. Mary Rice has agreed to chair this committee next year.

Public Relations: No report.

Publications: No report.

Technology & Communications Special Committee: Susan Herrick led a discussion of whether this combination should be permanent. A motion to keep the Technology & Communications Special Committee in its current form was passed.

Susan Herrick reported that AALL has talked about bringing all chapter websites under their new design umbrella.

Meeting adjourned at 1:00 p.m.

LLAM Board Meeting Minutes September 11, 2011

Location: Howard's of Mt. Vernon

Attendees:

Board Members - Susan Herrick, Bijal Shah, Sara Witman, David Matchen, Mary Jo Lazun, and Thea Warner

Committee Chair – Joan Bellistri

Meeting called to order at 11:15 a.m.

The minutes from the Board meeting of April 20, 2011 were approved via e-mail vote and copies were distributed.

Treasurer Reports:

Bijal Shah provided several items to the board: an accounting update since April 2011; a financial report for June 1, 2010 - May 31, 2011; and an estimated budget for 2011-2012.

Old Business:

Sara distributed copies of the new Listserv rules and conditions, and Web site copyright statement and release. These changes were proposed by AALL this summer and LLAM's versions have been approved by the board in an email vote.

New Business:

On behalf of the Special Committee for Technology and Communications, Kirstin Nelson sought authorization from the board to upgrade our WordPress subscription, to facilitate improvements to the newsletter as well as the Web page. The board voted to authorize up to \$150 this year for a WordPress upgrade.

Sara provided a comparison of three online payment methods (Amazon, Google Checkout, and PayPal.) Many LLAM members have expressed the desire to be able to pay event registration and membership fees online. After some discussion, the board voted to institute a one-year trial of an online payment system for the upcoming LLAM events this year, with LLAM absorbing the transaction costs this year. Since most members have paid their annual dues by now, we will not institute online payment of dues this year. Bijal and Mary Jo will work out the details.

LLAM's Strategic Plan expires at the end of 2012. Susan volunteered to talk to the people who drafted the current plan and to report back to the board at our next meeting so that we can institute a procedure to draft the new plan.

Committee Reports:

Archives: Katherine Baer was unable to attend the meeting. Mary Jo Lazun reported that Katherine would like to focus on the photographs in the archives.

Government/Vendor Relations: Joan Bellistri reported that the Uniform Electronic Legal Materials Act (UELMA) was passed by the Uniform Law Commission. The Act requires that once legal materials are designated “official”, they must be authenticated, preserved and accessible. Joan also mentioned that the date for the next Maryland Library Legislative day has not yet been determined.

Membership: Pat Behles was unable to attend the meeting. She did send word that the renewal rate for LLAM members is nearly 100%.

Mentor: No report.

Programming: Mary Jo Lazun reported that the first program of the fall, **LLAM Lattes**, will take place on Tuesday, September 27th, 7:45 a.m. at 49 West in Annapolis. This program will be modeled after the AALL Coffee Talks, which were a new feature at the Annual Meeting in Philadelphia. The second program of the season will be **Appellate Law: What's so special about the Court of Special Appeals**. This will take place on Wednesday October 12, 10:00 a.m. at the Maryland State Law Library's Conference Room. On Wednesday, November 9th, 12 p.m. at the University of Baltimore Student Center (room 301), **Arnold Rochvarg**, from the University of Baltimore's School of Law, will share his expertise on administrative law. The holiday party will take place on December 1st, with the location to be determined.

Placement: Tonya Baroudi provided placement statistics. Mary Rice is now the chair of this committee.

Public Relations: No report.

Publications: No report.

Technology & Communications Special Committee: No report.

The next LLAM Board Meeting will be on Wednesday, October 12, 9:00 a.m. at the Maryland State Law Library.

Meeting adjourned at 12:30 p.m.

LLAM Board Meeting Minutes
October 12, 2011

Location: Maryland State Law Library

Attendees:

Board Members - Susan Herrick (phone-in), Bijal Shah, Sara Witman, David Matchen, Mary Jo Lazun, Tonya Baroudi and Thea Warner

Committee Chair – Joan Bellistri, Jenny Rensler, Patricia Behles, Katherine Baer and Catherine McGuire

Meeting called to order at 9:00 a.m.

The minutes from the Board meeting of September 11, 2011 were approved via e-mail vote and copies were distributed.

Treasurer Reports:

The Treasurer's Report was affirmed.

Old Business:

Google Checkout has been selected for LLAM's online payment program.

A mentor committee chairperson is still needed.

A payment was made by LLAM in May 2011 for sponsorship of Lambert at the Maryland Zoo.

Committee Reports:

Archives: Katherine Baer discussed the location of LLAM photographs. There are approximately seven photos in a Flickr account and all other photos are in WordPress. Susan Herrick commented that she has many LLAM photos. Katherine would like to work on getting photos from members and also identifying individuals in LLAM photos. She is also going to look into the cost of having old photographs digitized.

Government/Vendor Relations: Joan Bellistri reported that she is awaiting a response from the Maryland Division of State Documents regarding the pdf copies of the Maryland Register. She also noted that the AALL Government Relations Office in Washington, D.C. has an Interim Director, Emily Feltren.

Membership: Pat Behles reported that there are currently 82 members of LLAM and 12 of these members are new. There are also 6 more possible members.

Mentor: No report.

Programming: On Wednesday, November 9th, 12 p.m. at the University of Baltimore Student Center (room 301), **Arnold Rochvarg**, from the University of Baltimore's School of Law, will share his expertise on administrative law. The holiday party and silent auction will take place on December 1st at b.b. Bistro in West Annapolis. The Legal Research Institute Committee is scheduled to meet on October 25th. Mary Jo Lazun also reported that she is looking into March 20th, 2012 as a possible date for the LRI. She also suggested uniform law as a possible topic for the spring program.

Placement: Mary Rice sent news that 10 ads were run.

Public Relations: No report.

Publications: No report.

Technology & Communications Special Committee: Jenny Rensler reported that cosmetic changes have been made to the LLAM website. One goal of the committee is to move the LLAM site from AALL to WordPress. The plan is to keep a splash page on AALL that would take users to the LLAM site. The committee will be coming up with a timeline for this change.

Meeting adjourned at 9:55 a.m.

LLAM Board Meeting Minutes
November 9, 2011

Location: University of Baltimore Student Center

Attendees:

Board Members - Susan Herrick, Bijal Shah, Sara Witman, David Matchen, Mary Jo Lazun and Thea Warner (phone-in)

Committee Chair – Joan Bellistri, Jenny Rensler, and Patricia Behles

Meeting called to order at 10:30 a.m.

The minutes from the Board meeting of October 12, 2011 were approved via e-mail vote and copies were distributed.

Treasurer Reports:

The Treasurer's Report was affirmed.

A payment was made for chapter liability insurance. The payment was also made for the holiday party.

The LLAM CD has reached maturity and a decision needs to be made regarding what to do with the CD. Bijal Shah will research available options.

Old Business/New Business:

Google Checkout was suspended briefly, but it should be working now.

The LLAM web site is being moved to Word Press. A new URL is needed. LLAMonline.org was suggested.

It was decided that half of the proceeds from this year's silent auction will go to the Maryland Food Bank.

Committee Reports:

Archives: No report.

Government/Vendor Relations: Joan Bellistri reported that Maryland Library Legislative Day will be on January 25, 2012. LLAM will provide breakfast for attendees. She also noted that the Maryland Register online should be back to normal.

Membership: Pat Behles reported that there are currently 83 members of LLAM. She is working on a directory.

Mentor: No report.

Programming: Mary Jo Lazun reminded the committee that the holiday party and silent auction will take place on December 1st at b.b. Bistro in West Annapolis.

The first meeting of the Legal Research Institute Committee was held. The LRI will be held on March 20, 2012. BNA will be providing lunch and committee members will be contacting additional vendors regarding possible sponsorship. Maureen Sullivan, incoming president of ALA, will be speaking at the LRI. Susan Herrick suggested sending out a save-the-date e-mail soon.

Mary Jo is looking into getting Jane McWilliams to speak about her book, *The History of Annapolis*, for a "LLAM Reads" program. This program will most likely be held in Annapolis.

Mary Jo also mentioned that LLSDC had a program by LexisNexis about eBooks and she would like to look into something similar for LLAM. She also suggested that a program on the new uniform law on electronic legal materials would be helpful. Pat Behles suggested that the program might be more useful after some states have enacted the law.

Placement: Mary Rice sent news that 4 ads were run.

Public Relations: No report.

Publications: No report.

Technology & Communications Special Committee: Jenny Rensler reported that the technology committee is working on the new website. A copy of an e-mail from Christopher Siwa, AALL Director of Information Technology, regarding moving our website to Word Press has been included with the meeting notes.

Meeting adjourned at 11:30 a.m.

Minutes of the LLAM Board Meeting, Wed. Feb. 8, 2012, 10:00 a.m., at University of Maryland School of Law

In attendance: Sara Witman, Mary Jo Lazun, Bijal Shah, Pat Behles, Susan Herrick, Jenny Rensler, David Matchen (via speaker phone)

President Sara Witman called the meeting to order at 10:05 a.m.

Minutes from the Nov. 2011 board meeting, already approved via email, were distributed to the group.

Treasurer Bijal Shah submitted an accounting update, reflecting proceeds and expenses from the Holiday Party; the proceeds of the Holiday Party Silent Auction (just over \$500) and LLAM's donation of half the proceeds to the Maryland Food Bank; and expenses from the LLAM sponsorship of the MLA Library Legislative Day breakfast, among other items. Bijal reported that Google CheckOut was very popular among members rsvping for the Holiday Party and that it worked smoothly. She also reported that, pursuant to the Board's previous decision, she has cashed out our matured CD and has deposited the proceeds into a savings account. LLAM also now has a debit card that can be used for some chapter expenses. Our overall assets are basically the same as they were last year at this time.

Under Old/New Business:

Mary Jo provided an update on planning for the Legal Research Institute: Full Disclosure Conference, to be held on March 20 at UB. Presentation proposals have been received and accepted, speakers have been contacted, and registration is open and has been announced to the library community.

Technology/Communications Special Committee – The Board discussed whether to propose to the membership the establishment of a standing Committee for Communications to replace the Special Committee for Technology and Communications, which has been in existence for the past two years as a special committee and whose members have taken responsibility for the Web Page and Newsletter (Mary Jo Lazun and Jenny Rensler for the Web site and Kristin Nelson for the LLAM eNews, assisted by committee members Mark Desierto, Katherine Baer, Harvey Morrell, and Susan Herrick.) Creation of a new standing committee requires a two-thirds vote of those present and voting at a regular meeting of the membership (in this case, the annual business meeting at the Spring Fling.) The board agreed that we should submit the new standing committee to a vote by the membership. Susan volunteered to draft a brief statement and description of the proposed new standing committee, and will circulate it to the board for input before we communicate with the membership as a whole regarding the upcoming vote.

Nominating Committee – Sara will appoint a Nominating Committee to prepare a slate of officers for the election to be held in spring 2012, according to the timetable set forth in the bylaws. Offices to be filled are Vice President/President Elect, Secretary, and Board Member.

UELMA – Sara, as authorized by the LLAM Board via email vote, emailed our ABA delegate expressing support for the UELMA (Uniform Electronic Legal Materials Act), which was approved by the ABA last week.

Committee Reports:

Program Committee: Mary Jo reported the following upcoming programs (in addition to the LRI): FdSys training on Feb. 15, 2012 at the Maryland State Law Library; a session by Lexis on e-books at University of Maryland School of Law Library on April 11, 2012; and LLAM Reads with **Jane McWilliams** on May 10, 2012 at the State Law Library. The Spring Fling will be held at Nick's Fish House on May 4.

Archives: Katherine Baer reports that the Archives are in good shape. Collecting and digitizing the photos is an ongoing process.

Govt./Vendor Relations: The annual MLA Legislative Day was held in Annapolis on Jan. 25 and was well attended by librarians from throughout the state. LLAM sponsored the breakfast.

Membership: Pat Behles reported 4 new members since November.

Placement: Mary Rice submitted statistics. At Mary's request, the board voted to authorize the Placement Committee chair to expand the placement listings sent out via the listserv to DC metro area job openings at the discretion of the chair.

Public Relations: Catherine McGuire has sent out announcements/registration info for the LRI Full Disclosure Conference to most local library organization and library school listservs. Pat Behles offered to look into some pens/pencils and other LLAM branded items for distribution at the LRI and at future events.

Publications: No report.

Technology/Communications Special Committee: see discussion under New/Old Business above. The next eNews will be published right after the LRI in order to provide coverage of the event.

Sara adjourned the meeting at 11:13 a.m.