

LLAM Board Meeting Minutes

January 31, 2014

Location: Telephone Conference

Attendees:

Board Members: Tonya Baroudi, Kate Martin, Mary Jo Lazun, James Durham, Mark Desierto, Sara Thomas

Committee Chairs: Joanie Bellistri (left early due to family emergency)

Meeting was called to order at 11:06 am. Agenda attached.

Minutes for the previous meeting were approved by email.

1. Treasurer's Report (T. Baroudi for B. Shah who was not in attendance)

Tonya gave an account of the available balance and went over the various reports and budget (see attached)

- As of March 5, 2014 WePay will no longer be available because we were using a temporary account. We need to find an alternative service to use.
 - Mary Jo suggested using PayPal through the end of March so we have something reliable to use for collecting LRI registration payments. Tonya will send an email to all Board Members later today for a vote. Tonya will also talk to Jenny about this.
 - Other long term options for this type of service are Net Teller or Payoneer
 - Mary Jo suggested that we could look into online services that other groups use for conference management (allows for collecting registration, distributing information, making files available after the conference, printing labels and name tags, etc.) These services can be pricey, however.
 - Some possibilities are Everbright, Sign Me Up, Constant contact

2. Committee Reports:

- **Programs** (K. Martin)
 - The LRI planning is going well and moving along. Kate has received good feedback and inquiries from all over the country.
 - Financial support for the program has been healthy, although we will not be able to secure a couple of the donors we had been hoping for. Mary Jo said Hein is looking like a real possibility but they have not yet confirmed.
 - If we turn a profit from the revenue of the program we will not need to return the money to AALL, as long as the money we received from AALL has gone to pay for the designated sections, like paying the presenters.
 - Kate suggested the possibility of offering grants to cover the cost of registration; we would extend the possibility of grants to members who are part of our co-sponsors organizations – LLSDC and GPLLA (Greater Philadelphia Law Library Association)
 - Kate has secured the speaker line up and is happy with the presenters we've confirmed.
 - Kate is working with Pat to organize the Breakfast, Lunch and Wine Receptions
 - Kate suggested hiring a photographer. Sara knows someone who could be available and will ask him to submit a proposal for his fee and expenses.

- **Communications** (S. Thomas)
 - Sara is planning for distribution of the Formal Newsletter in the Spring, probably late March or early April.
 - Would like to see discussion about the LRI in this issue. Kate suggested that the grant recipients be responsible for writing either blogs or articles for the Newsletter.
 - Sara has been working to keep blog posts going out; Mary Jo and Joanie have been active in writing blog posts about UELMA.
 - After some discussion, it was decided that Sara will set up a Twitter account for LLAM which we will use to tweet our news and blog posts. We will also use a #hashtag for the LRI and tweet throughout that program.
 - There was also discussion about creating a Linked In account for LLAM. Sara will send an email to Tonya and Mark to begin that discussion.
 - We will not have a Facebook account for LLAM at this time. It was decided to keep it to the professional social media platforms.
- **Archives** (T. Baroudi for K. Baer who was not in attendance)
 - Katherine will be going to the archives next week.
- **Membership** (T. Baroudi for P. Behles who was not in attendance)
 - Pat is updating the membership directory and expects it to be published soon.
- **Technology** (T. Baroudi for J. Rensler who was not in attendance) – Nothing to report.

3. Old Business

- **UELMA Update** (MJ Lazun for J. Bellistri who left early due to family emergency)
 - On February 13, 2014 there will be a hearing where UELMA will be presented to the Maryland Senate. Attendance by anyone who can make it is requested.
 - February 19, 2014 is Maryland Library Day. PLEASE PLEASE PLEASE make it a priority to attend and spread the word!

4. New Business (T. Baroudi)

- The **Grant Committee** has been established. Members are: Jim Gernert, Rachel Englander and Jason Hawkins.
- The **Nominating Committee** has also been established. Members are: Mary Jo Lazun, Sara Witman and Susan Herrick.
- LLAM intends to incorporate **Operation Paperback** into this year's Spring Fling. Mark explained that this organization is a Nonprofit that matches deployed military personnel, military families, and VA Hospitals with donors that collect and provide lightly used paperback books. The only cost incurred is for shipping the materials to the designated locations, but we would be afforded Media Mail rates which keeps the cost very low.
- Sara is working with **Rebuilding Together Baltimore** to get LLAM recognition for our donation of approximately \$250. Our name will be highlighted as a sponsor on their website and it is possible that it will be printed on the Rebuilding Day t-shirts. Sara is also focused on getting a group together to volunteer time for the 2015 Rebuilding Day. She will work with Kate and the incoming VP to organize this event.

- Tonya said that we receive a \$500 **Scholarship grant from AALL** for someone to attend the annual meeting. She inquired to the group to see if LLAM wants to match that amount. Tonya will send out an email to all Board Members for a vote.

Next Board meeting – TBD

End time 11:52 am

AGENDA

LLAM Board and Committee Chair Meeting
January 31, 2014 @ 11:00 a.m.
Conference Call

Approved minutes from last Board Meeting

Treasurer's Report

Committee Reports

Old Business

UELMA update: HB46, SB275

New Business

Scholarship/Grant Committee

Nominating Committee

Operation Paperback Organization

Next Board Meeting TBD

LLAM Accounting Update #3 - FY 2013-2014

Checking Account

November 6, 2013: \$ 5,100.60

Deposits & Credits

12/23/2013	WePay payments (from testing WePay set-up)	\$	38.24
1/18/2014	Membership check	\$	20.00
1/18/2014	Holiday party attendance fees*	\$	713.00
1/18/2014	Silent auction payments*	\$	467.00
1/18/2014	LRI sponsorship check from Thomson Reuters	\$	500.00
1/18/2014			

Total Deposits & Credits for November 6, 2013 - January 31, 2014: \$ 1,738.24

Checks & Debits

1/15/2014	Check #649 - Sodexo - Catering for holiday party	\$	572.40
1/30/2014	Check #650 - Rebuilding Together Baltimore - Donation - half of silent auction proceeds	\$	245.00

Total Checks & Debits for November 6, 2013 - January 31, 2014: \$ 817.40

Available Balance in LLAM Checking Account as of January 31, 2014: \$ 6,021.44

Savings Account

Balance as of December 31, 2013: \$ 3,185.12
(Earns .1% interest)

*We actually took in \$490 from the silent auction and \$750 from attendance fees, but \$60 cash from the combined total (\$23 from the silent auction and \$37 from the attendance fees) was used to pay the tip for the wait staff.