

## LLAM Board Meeting Minutes September 20, 2014

**Location:** Kate's House 12812 Saddlebrook Drive Silver Spring, MD

**Attendees:**

*Board Members:* Tonya Baroudi, Kate Martin, Bijal Shah, C.J. Pipins, Camilla Tubbs, James Durham

*Committee Chairs:* Julia Viets(archives), Rachel Englander(communications), Joanie Bellistri (Government/Vendor), Mary Jo Lazun(Government/Vendor)

Meeting was called to order at 3 pm. Agenda attached.

1. **Treasurer's Report:** (B. Shah)

Bijal discussed the current accounting update

- We have a balance of approximately \$8,000.
- We have two accounts, a checking and a savings account.
- We have to pay \$1 per LLAM member to AALL for insurance and we usually pay \$75, however so far this year we are only up to about 45.

2. **Committee Reports:**

- **Archives** (J. Viets)
  - Julia is learning her responsibilities.
  - A question was raised regarding the age of LLAM, and whether any of its inaugural members were still active.
- **Placement** (T. Baroudi)
  - Julia is revising the placement brochure.
  - After three months job postings on the website will be archived. Tonya is checking with Jenny to see how to do this.
- **Government/Vendor Relations** (M. Lazun and J. Bellistri)
  - Mary Jo is attending the Maryland Library Association's Legislative Panel Meetings. An item of interest – legislation limiting the cost of eBooks to libraries. They tried to introduce it last year, but MLA didn't support it. If MLA is going to support it the attorney general needs to promise to prosecute violators. CT has passed a similar law already.
  - Another up and coming piece of legislation is UELMA. Maryland Rules are no longer being published in a print source so we need UELMA to go forward.
  - If UELMA goes forward there will be an opportunity to participate in Legislative Day at the Anne Arundel County Public Law Library.
- **Programs** (J. Durham)
  - Julia's program on book repair is scheduled for 9/23.
  - October program will be 10/28/14 at the University of Maryland Thurgood Marshall Law Library. LLAM's AALL representative Gail Warren will provide news and update on UELMA progress. Other topics include cooperative digital programs such as the Chesapeake Project. Mary Jo will speak as well.
  - There will be no program in November, and the December program will be the holiday party. January's program will be at UB Law with their Professor Fred Brown discussing

corporations and tax. The February program will be on Government Documents, possibly at Joanie's library. Steve Anderson will present the March program about copyright. The public service program will take place in April, and Sara Thomas is organizing that. The following weekend on May 2 will be the Spring Fling at the Homewood Museum with a private tour and tea.

- A survey of the membership indicates that the most popular times for meetings is Tuesdays in the afternoon or evenings. Volunteering is the most popular type of event. Government documents (space saving options) and copyright are the most popular subjects for programming.
- **Membership** (on behalf of the committee)
  - We have to give AALL a number by October 1<sup>st</sup>.
  - The directory is up on the LLAM website.
- **Technology** (on behalf of the committee)
  - Working on updating website and working with Communications committee.
- **Communications** (R. Englander)
  - Communications about LLAM going out to the membership or list-serve.
  - The communications committee believes that all official LLAM communications intended for the greater community should be sent out through the communications committee first (including: blogs, newsletters, event announcements).
    - Excluded communications:
      - Placement Announcements done by Tonya.
      - Question: Does membership want us to send out announcements on their behalf? Replies will probably come to LLAM News inbox, but can be forwarded to Pat/Sara if they want us do this.
      - Unofficial member-to-member communications and ILLs.
  - Revisiting the issue of sending out correspondence via website/blog.
    - We voted and decided last year that we like the idea of sending out correspondence using the website instead of the listserv. We would still like to put this in place but have not yet.
      - Listserv would revert to an ILL or inter-member communication system instead of a method of LLAM to reach the community.
      - We will need to transfer Listserv members to the website.
        - Communications committee will send email to listserv asking for people to opt-out if they do not want to be added to the list.
        - Should we automatically add all LLAM members to the website distribution list?
  - Please send submissions for formal newsletter to [LLAMNewsMD@gmail.com](mailto:LLAMNewsMD@gmail.com).
  - Rachel is working on a blog series about copyright law that we hope to start publishing next week.
  - AALL reached out to us to discuss ways they can better communicate with and disseminate information to Communication Committee Chairs. We are excited about better communicating with them and having a good support system that can help guide us so we can improve our service to the organization.
  - Kate asked about the possibility of a facebook presence for LLAM. After discussion, it was agreed not to pursue this.
  - LLAM has a twitter count: LLAMNEWSMD.
  - The group also continued the discussion on a LinkedIn presence. Rachel is looking into making that happen.

3. **New Business:** (K. Martin)

- Money Issues
  - President's authorization – What kinds of payments do the presidents have the authority to authorize without board approval? Should we create a president's discretionary budget line? Create a policy with a dollar limit per transaction, and a limited number of transactions per president? Kate will draft a policy and send it around for comments. It was expressed that such a policy would be helpful and eliminates extra unnecessary work for small transactions.
  - Kate and Tonya will draft a policy for association budgets. Having each committee submit a proposed budget at the beginning of the year so the president may draft a proposed yearly budget would be helpful for estimating what activities will cost the association.
  - Ideas for increasing member ship participation are requested. One idea was to have a program similar to what SLA has done in which members are awarded points for participation in various activities and members who amass a certain number of points are permitted to attend the Spring Fling for free.
  - Paypal has been working well. The idea of raising dues to \$25 was considered. Mary Jo proposed making the yearly dues \$25. C.J. seconded. Kate brought it up for a vote and it passed by a unanimous vote.
  - We want to buy a table cloth for the LLAM table in the exhibit hall at the AALL annual meetings. Rachel is looking into them.
- Elections – We will hold elections a little earlier this year. The committee will be gathered in January and the election will take place in March. The passing of the LLAM Lamb takes place at the Spring Fling in May.
- Bylaws – Voting can now be done online so changes to the bylaws do not have to be voted on at the annual meeting. Mary Jo will work on language to change the bylaws and allow LLAM membership to be open to vendors. These membership changes can be approved by the board at its next meeting for a general membership vote.
- Camilla moved to adjourn and Tonya seconded the motion.

End time 4:25pm

## Pipins, II Charles A.

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**From:** Tubbs, Camilla  
**Sent:** Monday, October 13, 2014 10:44 AM  
**To:** Pipins, II Charles A.  
**Subject:** RE: LLAM Organization Meeting Minutes

Looks good to me! 😊

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**From:** Pipins, II Charles A.  
**Sent:** Wednesday, October 08, 2014 2:25 PM  
**To:** Martin, Kathleen; Baroudi, Tonya E.; James Durham; Bijal A. Shah ([bshah@ubalt.edu](mailto:bshah@ubalt.edu)); 'Desierto, Mark R.'; Tubbs, Camilla  
**Subject:** RE: LLAM Organization Meeting Minutes

Greetings Board,

I've gotten a few edits, and have made the corrections. Please let me know if you see anything else that needs to be changed. If it all looks good please confirm that you approve of these as the minutes.

Thank you!

C.J.

Charles A. Pipins II  
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[capipinsII@law.umaryland.edu](mailto:capipinsII@law.umaryland.edu)

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**From:** Pipins, II Charles A.  
**Sent:** Monday, September 29, 2014 4:18 PM  
**To:** 'Martin, Kathleen'; Baroudi, Tonya E.; James Durham; Bijal A. Shah ([bshah@ubalt.edu](mailto:bshah@ubalt.edu)); 'Desierto, Mark R.'; Tubbs, Camilla; Viets, Julia; Rensler, Jenny; [Dave.Pantzer@mdcourts.gov](mailto:Dave.Pantzer@mdcourts.gov); Thomas, Sara; 'Baer, Katherine M.'; Mary Jo Lazun; Rachel Englander (Google Drive) ([self.fulfilling.prophecy@gmail.com](mailto:self.fulfilling.prophecy@gmail.com)); Joan Bellistri ([ctbell00@aacounty.org](mailto:ctbell00@aacounty.org)); Sara Witman; Bijal A. Shah ([bshah@ubalt.edu](mailto:bshah@ubalt.edu))  
**Subject:** LLAM Organization Meeting Minutes

First Pass.

Please let me know of any edits, mistakes, oversights, etc.

Thanks so much!

C.J.

Charles A. Pipins II  
Research Librarian  
Thurgood Marshall Law Library  
University of Maryland Francis King Carey School of Law  
Room 4402C  
501 West Fayette St.

## Pipins, II Charles A.

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**From:** Baroudi, Tonya E. <TEBaroudi@co.pg.md.us>  
**Sent:** Thursday, October 16, 2014 1:55 PM  
**To:** Pipins, II Charles A.  
**Subject:** RE: LLAM Organization Meeting Minutes

I approve.

Thanks, C.J.

Tonya

**Tonya Baroudi**  
Director of Library Services  
Circuit Court for Prince George's County  
14735 Main Street, Room M1400  
Upper Marlboro, Maryland 20772  
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[tebaroudi@co.pg.md.us](mailto:tebaroudi@co.pg.md.us)



*"Circuit Court For Prince George's County Welcomes All – A Fair Forum For Justice"*

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**From:** Pipins, II Charles A. [<mailto:capipinsII@law.umaryland.edu>]  
**Sent:** Thursday, October 16, 2014 1:49 PM  
**To:** Bijal A. Shah ([bshah@ubalt.edu](mailto:bshah@ubalt.edu)); Baroudi, Tonya E.; James Durham ([James.Durham@mdcourts.gov](mailto:James.Durham@mdcourts.gov)); 'Desierto, Mark R.' ([MRDesierto@Venable.com](mailto:MRDesierto@Venable.com))  
**Subject:** FW: LLAM Organization Meeting Minutes

Good Afternoon,

It is my understanding that I need a quorum of yeses before the minutes can be considered final and approved. I only need one more to reach that goal. Could one of you kindly confirm that you approve of the minutes? They are attached. Of course if you see any errors or have anything else to add please let me know.

Thank you so much and I'll see you soon!

C.J.

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**Subject:** RE: LLAM Organization Meeting Minutes

**Pipins, II Charles A.**

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**From:** Martin, Kathleen <KMartin@mcccourt.com>  
**Sent:** Tuesday, September 30, 2014 6:29 PM  
**To:** Pipins, II Charles A.  
**Subject:** 09 20 2014 Board Minutes  
**Attachments:** 09 20 2014 Board Minutes.docx

CJ: See my corrections attached. Thanks, Kate.

## Pipins, II Charles A.

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**From:** James Durham <james.durham@mdcourts.gov>  
**Sent:** Friday, October 17, 2014 11:38 AM  
**To:** Pipins, II Charles A.  
**Subject:** RE: LLAM Organization Meeting Minutes

Hello CJ,

The minutes look fine to me. I apologize for being slow to respond. I was out of the office (and out of the county) for more than two weeks. I just returned a couple of days ago. Have a good weekend!

James

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**James G. Durham**, *Deputy Director*  
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410-260-1436  
Fax: 410-260-1572  
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