

Law Library Association of Maryland (LLAM)

Executive Board - Meeting Agenda

Friday, October 30, 2015, 11:00 – 11:30 a.m.

University of Baltimore Law Library

Attendees:

Board Members: C.J. Pipins, Camilla Tubbs, James Durham, Pat Behles, Thea Warner

Committee Chairs: Joanne Colvin (Grants), Mary Jo Lazun (Government/Vendor), Vickie Yiannoulou (Placement)

- I. Approval of agenda, with invitation for additions / amendments – Joanne moved to approve the agenda and C.J. seconded.

- II. President's report – James Durham
 - a. The LLAM annual report was submitted and is now available on the AALL website and attached.
 - b. Since AALL will not have an activities area at the annual meeting in Chicago we will instead have the opportunity to create posters to highlight LLAM. Julia Viets will spearhead the efforts to create a wonderful LLAM poster.
 - c. Our liability insurance has been paid, and a copy of the certificate is attached.
 - d. The procedures and bylaws committee is working hard to get the procedures manual completed. There should be a draft sent around soon for comment before it is approved and finalized.
 - e. Also, LLAM needs to amend its bylaws to come into compliance with the AALL bylaws. James is starting the ball rolling on that. Members must have notice before a vote to change anything in the bylaws, and the voting can be done electronically. The amended language is coming soon.

- III. Treasurer's report – Thea Warner - is attached.

- IV. Secretary's report – C.J. Pipins – minutes from the last board meeting were approved and are posted on LLAM's website.

- V. Programming Committee report – Camilla Tubbs & C.J. Pipins
 - a. Monday, November 9th from noon – 1:00 p.m.: LLAM Brownbag Lunch Lecture – International Arbitration Research by Jason Hawkins. Thurgood Marshall Law Library, Room 4403, University of Maryland School of Law. Directions and Parking Information here: <http://www.law.umaryland.edu/about/directions.html>. To RSVP, please contact Camilla Tubbs, at ctubbs@law.umaryland.edu.

- b. Friday, December 11th from 6 p.m. – 9:00 p.m.: LLAM's Holiday Party & Silent Auction will be held at the Crush Kitchen and Winehouse, 114 West St, Annapolis, MD 21401. Registration and auction information will be announced soon.
 - c. Wednesday, January 27th, 2016 from 12:00 p.m. – 1:00 p.m.: LLAM Brownbag Lunch Lecture at the Maryland State Law Library. Judge Lynne Battaglia will discuss her book, "Finding Justice: A History of Women Lawyers In Maryland since 1642."
 - d. February 3rd, 2016 (Time TBD): MLA Legislative Day
 - e. Friday, March 11th, 2016 from 1:00 p.m. – 4:00 pm: LLAM Service Project with the Maryland Food Bank, 2200 Halethorpe Farms Rd, Baltimore, MD 21227. Registration information will be announced closer to the date.
 - f. Friday, April 8th 2016, All Day: LLAM LRI Cybersecurity Conference, University of Maryland – Baltimore. An all-day conference at the UMB Campus Center, followed by a reception for LLAM members at Westminster. Registration information will be announced closer to the date in the Spring.
- VI. Membership Committee report – Pat Behles - We have 69 members.
- VII. Placement Committee report– Vickie Yiannoulou – We had 53 posting go up in October. That is a huge increase from 41 total posting the whole year of 2014. Placement statistics are attached.
- VIII. Government/Vendor Committee report– Mary Jo Lazun –
- a. We are trying to set up a meeting with the house speaker Michael Busch to find out how we can get UELMA to survive. We need to decide if we are going to try to get it introduced this year. If yes, it needs to be done soon. We might consider taking a year off and explore other options for getting UELMA to be law in Maryland.
 - b. Legislative Panel of the Maryland Library Association is meeting soon. Looks like libraries are in good shape this year.
 - c. Maryland Legislative Day is February 3. It is a lot of fun, and participants get to meet delegates and other librarians. There will be breakfast.
- IX. Pat moved to adjourn and Camilla seconded.

Annual Report 2014 - 2015

Law Library Association of Maryland (LLAM)

The LLAM officers for 2014 – 2015 were Kate Martin, President; James Durham, Vice-President / President Elect; C.J. Pipins, Secretary; Bijal Shah, Treasurer; Mark Desierto and Camilla Tubbs, Members-at-Large; Tonya Baroudi, Past President.

The LLAM year began with a dine-around event at La Paloma on the San Antonio River Walk during the 2014 AALL Annual Meeting & Conference. LLAM offered two educational events and one social event in the fall of 2014. Julia Viets of the Montgomery County Law Library presented a “DIY Book Repair and Preservation Workshop.” Gail Warren served as an AALL Board visitor and presented “The Future of Law Libraries, LIPA, and Chesapeake, Oh My!” at the Thurgood Marshall Law Library of the University of Maryland. The Annual Holiday Party was held on an upper floor of the University of Baltimore School of Law, with members enjoying a lovely night-time view of downtown Baltimore from the rooftop terrace. A portion of the proceedings from the annual holiday party silent auction were donated to the Women’s Law Center of Maryland.

The first educational program of three in early 2015 was a primer on business organizations and taxation from Professor Fred B. Brown of the University of Baltimore. Mary Alice Baish, the U.S. Superintendent of Documents, presented “The National Plan for Access to U.S. Government Information” at the Maryland State Archives. Steve Anderson presented “Copyright: What Librarians Need to Know in 2015.” Courtesy of Venable, LLP, the program was made available through audio conference for members who were unable to attend in person, which was a first for LLAM.

LLAM ended the year with a service project and a social event. Several LLAM members volunteered on a Saturday morning for “Rebuilding Baltimore,” working on small service projects for a neighborhood in eastern Baltimore. The annual spring fling event was held at the Homewood House Museum on the Johns Hopkins University campus. Members enjoyed private tours of the circa 1802 home, followed by a cream tea in the madeira cellar. During the tea, LLAM board members were recognized for their service, including a special thank you to Bijal Shah for serving several years as Treasurer.

LLAM was supportive of an effort to pass UELMA in Maryland. In the fall of 2014, the LLAM board passed a resolution supporting the passage of UELMA by the Maryland Assembly. In the spring of 2015, LLAM provided members with a “Contact Legislators” form to assist with contacting local policymakers. LLAM members also attended a “Legislative Day” event in February of 2015, supporting House Bill 162 and Senate Bill 611. The day began with breakfast at the Anne Arundel County Public Law Library, followed by visits to legislators, attendance at a UELMA hearing, and a legislative reception.

A special committee was formed by Kate Martin, shortly before leaving office, to review LLAM procedures, bylaws, and committee descriptions. This committee plans to present proposals for changes to the LLAM board during the fall of 2015.

Similarly, a project to obtain a new LLAM logo was begun shortly before the end of the LLAM year, with work continuing into 2015 – 2016. A new logo was chosen, with orders for new display tablecloths being placed in late spring.

Submitted by James G. Durham, LLAM President 2015 - 2016



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/2/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

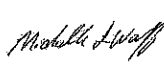
PRODUCER Cook and Kocher Insurance Group 300 S. Northwest Highway Suite 208 Park Ridge IL 60068	CONTACT NAME: Michelle Wolff PHONE (A/C, No. Ext): (847) 692-9200 FAX (A/C, No): (847) 692-9299 E-MAIL ADDRESS: michellew@cookandkocher.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED AMERICAN ASSOCIATES OF LAW LIBRARIES, 105 W ADAMS ST STE 3300 CHICAGO IL 60603	INSURER A: Hartford Casualty Insurance Co. NAIC # 29424	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL14102402419 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			83SBAPN3919	11/1/2014	11/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			83SBAPN3919	11/1/2014	11/1/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 SAMPLE COI

CERTIFICATE HOLDER SAMPLE COI	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Michelle Wolff/MLW 

LLAM Accounting Update #2 - FY 2015-2016

Checking Account

Balance as of August 19, 2015: \$ 6,473.86

Deposits & Credits

9/9/2015	Funds transfer from PayPal - Membership dues	\$ 143.82
9/16/2015	Membership checks	\$ 150.00
10/23/2015	Funds transfer from PayPal - Membership dues	\$ 23.97
10/28/2015	Membership checks	\$ 150.00

Total Deposits & Credits for August 19, 2015-October 28, 2015: \$ 467.79

Checks & Debits

9/2/2015	Check #681 - Crush Kitchen (Holiday Party)	\$ 392.00
9/14/2015	Debit - Word Press renewal	\$ 99.00
10/2/2015	Check #682 - AALL Chapter Insurance	\$ 69.00
10/23/2015	Check #683 - Westminster Preservation Trust (event deposit)	\$ 225.00

Total Checks & Debits for August 19, 2015-October 28, 2015: \$ 785.00

Available Balance in LLAM Checking Account as of October 28, 2015: \$ 6,156.65

Savings Account

Balance as of September 30, 2015: \$ 3,190.69
(Earns .1% interest)

	<i>Placement Statistics 2014</i>
January	2
February	5
March	2
April	3
May	8
June	7
July	3
August	2
September	1
October	6
November	1
December	1
TOTAL	41
	<i>Placement Statistics 2015</i>
January	6
February	5
March	5
April	3
May	4
June	15
July	27
August	29
September	39
October	53
November	
December	
TOTAL	