

LLAM Board Meeting Minutes

November 6, 2013

Location: Ann Arundel County Circuit Court Law Library

Attendees:

Board Members: Tonya Baroudi, Kate Martin, Mary Jo Lazun, Bijal Shah, James Durham, Mark Desierto, Sara Thomas (by phone)

Committee Chairs: Pat Behles, Joanie Bellistri, Jenny Rensler

Meeting was called to order at 1:15 pm. Agenda attached.

Minutes for the previous meeting were approved by email.

1. Treasurer's Report (B. Shah)

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

- Noted that the error the bank made in cashing a check has been fixed.
- We have \$5100 in our checking account (\$1700 lower than last year at this time), \$3100 in savings
- Liability Insurance was paid (Cost \$74)
- Reported that she was contacted by Google noting that we were still using Google Checkout and access to it will end on November 20th. Mary Jo and Jenny were surprised because they thought LLAM has switched to Google Wallet. Bijal was told by Google that Google Wallet is only for sales of "digital" goods and could not be used for membership or event tickets.
 - Google did share with her three options. The least expensive was BrainTree. The cost is 2.7% for each purchase and 30 cents per transaction. To add a shopping cart, which we would need, is extra. During the meeting Jenny contacted AALL to see if we could use their system and was told that we could not. Jenny and Bijal will be reviewing options including PayPal and the system used by LLSDC.

2. Committee Reports:

a. **Membership** (P. Behles)

- i. Looks like everyone renewed. We have 72 members.
- ii. Asked everyone to think of anyone who may be new in the community so we can work on recruiting.
- iii. The Directory is updated. Sara Witman is making the change on our website.

b. **Technology** (J. Rensler) – With regards to committee function/responsibility documents; asks everyone to please update the document if changes are being made (do not just email changes).

c. **Government Relations** (J. Bellistri)

- i. Discuss upcoming introduction of UELMA in the legislature.
- ii. Friday 11/8 the MLA Legislative Counsel is meeting to determine this year's Library Day
- iii. Working on an action plan draft for UELMA push. AALL website has lots of materials available, so everyone should take a look and spread the word!
- iv. Joanie emailed the Commissioner and the person introducing the legislation to find out what LLAM can do to help spread the word and get it passed.
- v. Steve (Anderson) is also working on judiciary endorsement.

d. **Programming** (K. Martin)

- i. Holiday Party is December 6th at 100 Light Street Bistro from 4-7pm
 - Suggested offering discount for guest (full price for 1 person and second person/guest would be half price.) All agreed.
 - Cost of admission would be \$24/person and guest would be \$12. (NOTE: Actual cost of party ended up being \$25/member and \$12.50/guest.non-member)
- ii. January Program: Mark Desierto will be hosting a brown-bag lunch program on research sites – to be held in Baltimore; discussion of new technology, encourage people to bring information 2-4 resources they would like to discuss (websites, aggregators, etc). Date and more details TBD.
- iii. February Program: Maryland Legislative Day – date TBD
- iv. March Program: LRI will be held at UB.
 - Topic will be Access2Justice
 - We are applying for a AALL grant; considering LLSDC and GBLA as co-sponsors
 - Concurrent programs on the A2J topic, lunch provided
 - Cost \$60 for members, \$80 for nonmembers
- v. April Program: Tour of the MD Archives; more details TBD
- vi. May Program: Spring Fling; more details TBD
- e. **Communications** (S. Thomas)
 - i. The new blog has been launched. Input welcome!
 - ii. New newsletter format
- f. **Archives** (K. Baer) – nothing to report
- g. **Placement** (T. Baroudi) – there were 13 job postings in September and 14 job postings in October.

3. **Old Business** (T. Baroudi)

- Purpose plan to post in December
- Revisions of the Procedures Manual is ongoing.
- We are going to put off the implementation of the Rewards/Incentive Program until next year.

4. **New Business** (T. Baroudi)

- UELMA (Joanie)
 - Received an email from Emily expanding legal materials
 - It's important for all members to come to MD Legislative Day to advocate UELMA to our district representatives. We need to push for strong representation from all counties.
 - Will provide report on Friday (11/8) panel meeting later

Next Board meeting – January, details TBD

End time 2:30 pm

AGENDA

LLAM Board and Committee Chair Meeting
November 6, 2013 @ 1:00 p.m.
Anne Arundel County Public Law Library
7 Church Circle
Annapolis, Maryland 21401

Approved minutes from last Board Meeting

Treasurer's Report

Committee Reports

Old Business

- A. Purpose Plan will be posted in December
- B. Revision of Procedure Manuals for New Committee Structure
LLAM committee functions. See link at <http://llamonline.org/procedures-manuals/>
- C. Incentive program

New Business

UELMA: Joan Bellistri

Next Board Meeting TBD

LLAM Accounting Update #2- FY 2013-2014

Checking Account

Balance as of September 7, 2013: \$ 4,868.94

Deposits & Credits

9/5/2013	Reverse monthly service charge (Aug.)	\$	12.00
9/9/2013	Adjustment for check #646 (Check was cashed for incorrect amount)	\$	36.00
9/19/2013	Google deposit - Memberships	\$	57.66
11/4/2013*	Reverse monthly service charge (Sept.)	\$	12.00
11/5/2013	Check & cash deposit - Memberships	\$	200.00

Total Deposits & Credits for September 7, 2013 - November 6, 2013: \$ 317.66

Checks & Debits

9/10/2013*	Bank service charge - Avg. daily balance fell below \$5,000 during Aug.	\$	12.00
10/12/2013	Check #648 - AALL - Chapter Liability Insurance for period 11/1/13-11/1/14	\$	74.00

Total Checks & Debits for September 7, 2013 - November 6, 2013: \$ 86.00

Available Balance in LLAM Checking Account as of November 6, 2013: \$ 5,100.60

Savings Account

Balance as of September 30, 2013: \$ 3,184.02
(Earns .2% interest)

*The Treasurer contacted the bank about this issue in September and was told our account threshold would be lowered to \$1,500, meaning we would not be charged a service charge unless our fell below \$1,500. This change was made in the middle of a billing cycle so another charge for \$12 appeared on the September statement. The bank credited us the \$12 on November 4 after the Treasurer contacted them again.