

LLAM Board Meeting Minutes  
February 2006

The following board members were present: Scott Stevens, Pat Behles, Kathy Sweeney, Janet Camillo, Joan Bellistri, and Trevor Rosen. The following committee chairs were also present: Beverly Rubenstein, Jean Hessenauer, and Kevin Vrieze.

**Minutes:**

The minutes were accepted.

**Treasurer's Report:**

The LLAM Accounting Update was submitted along with the 2005 Holiday Party Facts and Figures. The Board discusses the notation that the holiday party resulted in a "loss". The sense of the board was that this should be considered a LLAM expense. There was a discussion of budgeting for social events and reducing expenses.

**Committee Reports:**

*Technology*

Kevin reported that jobs are now being posted on the web page and we also have our first pod cast there. The current Newsletter is available to members only on the site. The Bylaws are out of date on the web and will need to be updated. The minutes will be posted in a separate section on our web page each month, after the board approves them.

*Archives*

The old minutes will be stored in our archives held by Beverly. Possible storage in other locations was discussed. Janet will contact Steve Anderson to see if the state law library can be the depository.

*Membership*

Jean reported that there were two new members. She will cross check the AALL membership to see if there are AALL members in the area who might join LLAM too.

*Mentoring Special Committee*

Janet reported that she and Carol are drafting procedures. Jean will pass the names of the new members to the mentoring committee.

*Government and Vendor Relations*

CRIV has started a list serve monthly newsletter. It is unclear whether CRIV pages will be included in the AALL newsletter in the future.

*Publications*

The County Publications Checklist is up on the University of Maryland website and Maxine has requested that changes be made where necessary. There is a link to the checklist on the LLAM website.

*Placement*

There was a discussion about putting this committee under the membership committee because of the difficulty in finding a chairman. It was pointed out that Jean would have to supervise the work and that it might be more attractive to someone to chair a committee than to work on one. The Board decided that it should remain a separate committee for the time being and Janet will call Tonya Baroudi to see if she is interested in chairing it.

*Public Relations*

No report.

*Newsletter*

Scott reported for Susan. The next deadline is March 15<sup>th</sup>. Lexis has stopped purchasing ads in chapter newsletters. Since we no longer have significant postage costs this is not a serious loss. We need to send print versions of the newsletter to the AALL newsletter committee and officers. Susan wanted to know if the minutes and treasurer's report should be included. It was decided that since we are posting the minutes on the web a notice to that effect in the newsletter with a link to the web site would be sufficient. Dawn Adair Johnson plans to do a regular column on library marketing.

#### *Program Committee*

February's program "Indexes, Taxonomies & the Google Generation" by Chuck Kapp has 37 registrants. The topic is relevant and BNA is providing lunch.

March will not have a program because of the Legal Research Institute.

April's program will be a trip to the Law Library of Congress and the Folger on the 26<sup>th</sup> of the month. Transportation will not be provided. Lunch will be at the cafeteria at LC.

In May a Legislative update program could be scheduled early in the month in addition to the Spring Fling.

#### **New Business:**

##### *E Voting for the LLAM Board*

The proposal (attached) was presented by Scott. There were two amendments:

1. E voting should only be done for time sensitive issues not regular board business.
2. Before a proposal can be put to a vote there must be a second from a board member.

The Board passed the proposed e voting policy as amended.

#### **Old Business:**

##### *MLA Day*

Joan, Catherine and Steve Anderson attended MLA Day at the legislature. Joan's library was a staging place for library representatives to pick up their information packets. Delegates were visited and given information about libraries in their district and state wide in an effort to promote and gain sponsorship for the Library Capital Project Grant (H.B. 1380 & S.B. 709) and a second bill to fund resources for the blind and visually impaired. It is hoped that next year LLAM can be a sponsor of MLA day. Joan will write an article for the newsletter on this program.

##### *Legal Research Institute*

It is coming up in March. Registration so far is low but notices will be sent out soon. It was suggested that the CLIS listserv would be another place to advertise the institute.

*Spring Fling:* Pat is investigating several venues as reported last month. A silent auction is planned during this party.

**Next Board Meeting:** 10 a.m., March 15 at Shapiro, Sher, Guinot & Sandler

## LLAM Board Meeting Minutes

April 12, 2006

Location: University of Baltimore Law Library

DRAFT NOT READ BY ATTENDEES

The following board members were present: Pat Behles, Joan Bellistri, Carol Mundorf, Kathy Sweeney, and Scott Stevens. The following committee chairs were present: Jim Gernert, Catherine McGuire, and Jean Hessenauer.

Scott Stevens called the meeting to order at 10:10 AM.

**Minutes:** The minutes from the March 2006 meeting were read and approved by the board members who were present.

**Treasurer's Report:** Kathy Sweeney submitted the LLAM Accounting Update showing activity in the Treasury between March 15, 2006 and April 12, 2006

### **Committee Reports:**

*Archives:* No report.

*Government/Vendor Relations:* No report.

*Membership:* Jean Hessenauer reported that no new members have joined LLAM since our last meeting. She also checked the AALL member directory for Maryland AALL members who are not members of LLAM. She will mail LLAM brochures to these potential members, and we will contact the most likely potential members via telephone. Any new members joining between now and September will have the 2006/2007 membership year covered in their membership dues.

*Newsletter:* Scott reported that Susan Herrick will continue her work as Newsletter chair next year, and will have the assistance of Kristen Baginski.

*Placement:* Scott reported that Tonya Baroudi has begun work as Placement chair, and he has given her the go ahead to redefine the Placement Committee function. She has begun by forming contacts with Placement Agencies and forwarding job notices to the LLAM listserv.

*Programs:* Pat Behles said that she is currently working on a legislative wrap up program to be held some date after the Spring Fling. Jim and Jean suggested that we might ask a legislator from each party to give his/her summary of the last legislative session as part of the program. Pat asked any of us who might have some contact with a legislator that we might want to consider as a speaker to let her know.

*Public Relations:* Catherine McGuire reported that she had made a submission to the Chapter Notes column of *Spectrum* concerning LLAM's Legal Research Institute. Catherine did a mass mailing to promote the Institute to potential attendees. She searched Martindale for firms in the Towson, Baltimore and Greenbelt areas with specialties that matched the topics being covered at the Institute. She sent an email announcement to two Maryland paralegal associations, and one of them forwarded the announcement to a statewide listserv for paralegals. There were 45 attendees at the Institute, and 13 of these were LLAM members. The Institute generated \$2,950 in total fees. We are still waiting to receive fees from four attendees. The Basic Session was the most popular with 18 people attending. Each topical session had at least seven or eight attending.

Publications: No Report.

Technology: No Report..

**Old Business:**

Spring Fling: Pat Behles reported that ten to eleven people have said that they were coming to the Spring Fling. She will send out a notice to the listserv asking for RSVPs . If we sell a total of fifty tickets, LLAM will have to subsidize the event by \$150. LEXIS has contributed \$250, and West has contributed \$200.

Alternative Savings Options: Scott Stevens said that he has determined that LLAM is a 501(c)(6) organization (business leagues), and that such organizations generally only have to pay tax on “unrelated income”. Trevor Rosen will consult with a lawyer at his firm to make sure that we do not have to pay income taxes.

**New Business:**

Nominating Committee: Scott offered his thanks to the members of this year’s Nominating Committee for a job well done. He noted that they had a difficult job because it is generally hard to persuade our members to step forward and run for office.

Legal Research Institute Schedule: In the past, the Legal Research Institute has been offered every other year. Pat Behles proposed that we consider offering the Institute annually. The Institute could feature a Basics of Legal Research program every other year, and topical programs every other year. She suggested conducting the Institute at a law firm rather than at one of the law schools.

25<sup>th</sup> Anniversary: Pat Behles noted that next year will be the 25<sup>th</sup> Anniversary of LLAM. She plans to recruit members to serve on a committee to plan the observance of this landmark. She suggested bringing in a notable speaker, and delving into our archives to find pictures and other mementoes of LLAM’s history to share with members.

Northeast Regional Conference: Jim Gernert reported that the Northeast Regional Conference now has a webpage at <http://www.library.dal.ca/law/libswoborders>. The Conference is scheduled for October 17 through October 21, 2007 in Toronto. There will be a reception at AALL’s Annual Meeting in anticipation of this conference and LLAM members, along with the members of all of the other regional chapters involved, will receive invitations. LLAM will be in charge of Registration, so volunteers from our membership will be needed. 600 attendees are expected at the Conference.

Scott asked the board to meet at the Spring Fling on May 7th.

The meeting was adjourned at 11:35 AM.

## LLAM Board Meeting Minutes

September 21, 2006

Location: University of Baltimore Law Library

DRAFT NOT READ BY ATTENDEES

*The following board members were present:* Pat Behles, Sara Billard, Janet Camillo, Kathie Sweeney, Trevor Rosen, Joanne Dugan.

*The following committee chairs were present:* Joan Bellistri, Tonya Baroudi, Jim Gernert, Susan Herrick, Jean Hessenauer, Catherine McGuire, Beverly Rubenstein, Kevin Vrieze.

Pat Behles called the meeting to order at 10:15 AM.

**Minutes:** The minutes from the April 2006 meeting were read and approved by the board members who were present.

**Treasurer's Report:** Kathie Sweeney submitted the LLAM Accounting Update showing the activity in the treasury between June 1, 2006 and September 21, 2006.

**Appointment of special committees:** Pat Behles motioned for the special committee appointments from last year to continue to this year. Janet Camillo seconded and it was approved. *Northeast Regional Committee:* Jim Gernert, Janet Camillo. *Mentoring Committee:* Jim Gernert, Janet Camillo, Carol Mundorf. *25th Anniversary Committee:* Beverly Rubenstein, Jean Hessenauer, Anna Cole, Maxine Grosshans, Susan Herrick, Natalie Ellis.

### **Committee Reports:**

**Archives:** No report.

**Government/Vendor Relations:** Joan Bellestri reported that the MLA Legislative Advisory Panel will be holding a Legislative Day on Wednesday, February 7. Current plan: a morning rally and afternoon meetings with individual legislators. The topics this year will be a "thank you" for the building funding and reiteration of why libraries are important. Joan also mentioned that a free pre-conference session to the May MLA meeting in Ocean City is in the works, sponsored by CAPCON. The topic is "Law for Librarians"; exact time is not known. Pat Behles asked if this would conflict with our basic legal research institute. Joan indicated that the Ocean City session covers how to understand legal issues, not necessarily how to do legal research.

**Membership:** Jean Hessenauer reported that LLAM currently has 101 or 102 members.

**Mentoring:** Janet Camillo asked that an article be written in the newsletter about mentoring. Jim Gernert agreed to write an article. Beverly Rubenstein suggested that the two new librarians from the Office of Administrative Hearings should be contacted.

**Newsletter:** Susan reported that the newsletter will continue its original publication schedule of 4 issues per year. There will not be a special issue for the 25th anniversary; instead, there will be a commemorative pamphlet, and there will be a feature in each issue about the 25th anniversary and its events. Kristen Baginski will co-edit the newsletter again this year. Susan also indicated that they are reconsidering the number of issues printed each year.

**Placement:** Tonya Baroudi submitted a placement information brochure for approval.

Publicity: Catherine McGuire reported that chapter notes will be submitted to every other *Spectrum* issue. Catherine also mentioned that LLSDC is looking for people to represent them at a library school event. She hopes someone who is a member of both LLSDC and LLAM will attend in order to promote LLAM, as well.

Programs: Janet Camillo reported that the next program will be at the State Law Library to see the new Special Collections room on October 11 from 10am – 12:30am. November's program will either be about placement/career resources or a presentation and lunch from Dick Spinelli about HeinOnline and its impact on collection development on the 14th or 15th. In January, LLAM members will read one book and discuss it. Legislative Day occurs in February. Other possibilities include services available from MSBA, an AALL chapter visit, and a session on the depository program (suggested by Steve Anderson). Trevor Rosen suggested a session on the State Archives' recent MDLandRec.net web site. The library at the Office of Administrative Hearings was also suggested. A tea party was recommended for the Spring Fling. Holiday party location suggestions included the Poe room at Enoch Pratt, a restaurant in Little Italy, Government House, and Brewer's Art.

Technology: Kevin Vrieze reported that the podcast files are very large and take up a lot of server space. The web site has a 2 MB limit. Pat Behles suggested asking AALL for help with this since they may be expanding.

Northeast Regional Conference: Jim Gernert reported that the Northeast Regional Conference will be held on October 17 – 20, 2007 in Toronto. LLAM is responsible for one program. The committee met last week and is considering a program on distance education. One possibility is to have Susan Herrick talk as part of a panel about how to support distance education in law schools. Susan asked if there were any guidelines and what the length of the sessions will be. Jim will send Susan guidelines for the formal proposal. The default program slots are 90 minutes.

25<sup>th</sup> Anniversary: Pat Behles reported that the 25th Anniversary committee held their 2nd meeting. Instead of a separate newsletter, there will be a pamphlet co-edited by Anna Cole and Maxine Grosshans. The pamphlet may contain a list of early members with a "where are they now?" feature. The person who created the LLAM open book logo may be working on a 25th Anniversary logo. There will be a speaker at Spring Fling and possibly one in Fall 2007.

### **Old Business:**

LLAM table at AALL: Pat Behles reported that the dinner at AALL was very enjoyable and that LLAM had the most decorated table.

Spring Fling: Pat Behles reported that the silent auction raised \$181 for LLAM with the rest going to charity. Janet Camillo reported that the ball park made \$11,000 for the breast cancer charity.

### **New Business:**

Strategic Plan: Pat Behles reported that the Strategic Plan 2000-2005 is no longer current and is still listed as a draft. Trevor Rosen agreed to look over the Plan and make suggestions for updates. Janet Camillo suggested that we all re-read the Plan.

Pat asked the board to meet in the last week of October, either Tuesday, Wednesday or Thursday. Exact date and time TBA.

The meeting was adjourned at 12:10 PM.