

## **LLAM Executive Board Meeting Minutes**

**January 16, 2008**

**Anne Arundel Circuit Court Library**

**Present: Board members Jean Hessenauer, Joanne Dugan, Janet Camillo, Bijal Shah, Susan Herrick, and Glen Spangler. Committee chairs Pat Behles, Kurt Meyer, Joanie Bellistri, and Anne Morrison**

President Jean Hessenauer convened the meeting at 11:04 a.m.

Jean noted that the minutes of the most recent previous Board meeting were approved via e-mail.

Treasurer Bijal Shah presented a Treasurer's Report which reflected the revenue and expenses of the Holiday Party. The proceeds of the silent auction were \$ 393.25. The Board voted that one half of the proceeds of the silent auction would be donated to the Maryland Food Bank.

### **New Business**

#### **Programs:**

March program – Joanne Dugan suggested Donald G. Shomette, author of “Pirates on the Chesapeake,” for the proposed March author talk program. She will contact him to try to arrange a date.

Spring Fling- The Spring Fling will take place on Friday, May 8, 2009. Jean suggested that the Fling take place at a “free” location, such as one of the law firms or the Anne Arundel Circuit Court library. Jean will investigate the availability of rooms at Tydings and Rosenberg or at Whiteford Taylor. Jean also reported that Lexis has already agreed to cover the cost of beverages for the Fling.

Possible June program: It was suggested that a trip to a library in D.C. would be a good program for June. Joanne will check into the Congressional Research Service (CRS) or the Senate Library.

#### **Election:**

A nominations committee will be constituted in anticipation of the 2009 LLAM election. The board must nominate a slate of candidates at least 30 days prior to the annual business meeting, and the election ballots must be mailed at least 21 days before the meeting (which will take place at the Spring Fling on May 8.)

#### **Grants and Awards Committee:**

A committee will also be constituted to award a grant to subsidize attendance at AALL 2009.

### **Charitable activity:**

Following up on previous Board discussion about LLAM engaging in a public service or charitable project, Jean suggested that LLAM participate in the serving of dinner at the Ronald McDonald House. It was moved and seconded that LLAM serve dinner at the Ronald McDonald House twice this year, once in spring and once in the fall, and that LLAM reimburse members who participate up to \$100 per each time. The motion passed.

### **Old Business:**

#### **VIP:**

Janet Camillo and Steve Anderson have been trying to line up Judge Bell as a VIP for the AALL meeting in Washington DC, July 25-28, 2009. If Judge Bell agrees, LLAM would pay for his transportation and accommodation (AALL covers the registration for VIPs.) **Joanne Dugan will send an official letter from LLAM inviting Judge Bell to be our VIP.**

#### **Committee Reports:**

Archives: Janet Camillo has some archive items that will be delivered to Maxine Grosshans to be placed in their storage space at UM Law.

Membership: Pat Behles has one new member to add to the directory.

Mentor Committee: Janet Camillo has some new LLAM members to contact.

Newsletter: No report. The board agreed that recent issues of the newsletter have been excellent.

Placement: No report. Tonya Baroudi has provided statistics for 2008 and Jan. 2009 for the number of open positions distributed via the LLAM list serv.

Programs: See under "New Business" above.

Public Relations: The Board thanked Anne Morrison for ordering the LLAM t-shirts. The money has been collected from the sale of the shirts, which were popular. Janet Camillo noted that SLA has requested speakers from law libraries and that she will respond to them. Anne Morrison agreed to send around to the membership the link to the AALL Spectrum Chapter News the next time LLAM has news reported therein, since the Chapter News no longer appears in the print version of Spectrum.

Technology: Kurt Meyer reported that he is continuing to work on redesigning the LLAM Web site.

Government/Vendor Relations: Joanie Bellistri asked for a Board vote on LLAM's endorsement of the "21st Century Right to Know" project. The motion was made and seconded, and the Board voted in the affirmative. Joanie also announced that the 2009 Legislative Day will take

place on Wed., Feb. 4. As always, the Day will begin with a LLAM-sponsored breakfast the Anne Arundel Circuit Court Library. Delegate Mary-Dulany James (district 34A) will speak at 8:30 about the current session, followed by a full day of visits with legislators and the like, ending with an evening reception.

Janet Camillo reported that the MSBA is having a meeting of the disaster planning committee and that she will be attending.

Jean adjourned the meeting at 11:58 a.m.

## **LLAM Executive Board Meeting Minutes**

**March 20, 2009**

**University of Maryland – Thurgood Marshall Law Library**

**Present: Board members Jean Hessenauer, Joanne Colvin, Janet Camillo, Bijal Shah, Susan Herrick, Glen Spangler, and Thea Warner. Committee chairs Pat Behles, Maxine Grosshans, Kurt Meyer, Anne Morrison, and Sara Witman.**

President Jean Hessenauer convened the meeting at 11:00 a.m.

Jean noted that the minutes of the January Board meeting were previously approved via e-mail.

Treasurer Bijal Shah presented a Treasurer's Report, reflecting revenue from, among other items, the sale of the LLAM t-shirts, as well as expenses including the Maryland Legislative Day breakfast and our donation to the Maryland Food Bank (\$200 - reflecting approximately half the proceeds of the Silent Auction.) Bijal noted that Provident Bank is merging with M & T Bank, which will not affect our funds deposited there. Bijal also asked for authorization to purchase some needed office supplies, which was granted.

### **New Business**

**Judge Bell Award & VIP:** Janet Camillo and Steve Anderson have been trying to confirm that Judge Robert Bell will attend the AALL meeting in Washington DC, July 25-28, 2009, as a VIP. Also, the Board voted to nominate Judge Bell for the "Law Library Advocate" award from the State Court Law Libraries group.

**AALL Conference:** Jean has submitted our request for a table in the Exhibit Hall. We will share the table with the Stitching SIS as we did last year.

**Ronald McDonald House:** Jean Hessenauer is organizing this public service event in which volunteers from LLAM will provide and serve dinner to families staying at the House. She does not have definite dates yet. The Board previously voted to reimburse members for the cost of food, up to \$100 per event, \$200 for the year (if we participate twice.) Anyone who is interested in participating should contact Jean.

**Capwiz:** Joan Bellistri will be receiving Capwiz training and will be able to demonstrate it to the LLAM membership at a future date.

**Old Old Business:** The seed money donated by LLAM to the NE Regional Law Libraries Meeting is going to be returned to us, possibly with a share of the profits of the event. Apparently administrative hang-ups, some related to the event being incorporated in Canada, caused the long delay in closing the books for this event.

## **Committee Reports:**

**Archives:** Janet Camillo has some archive items that will be delivered to Maxine Grosshans to be placed in the storage space at UM Law. Janet is hoping to spend some time this summer organizing the archives.

**Government/Vendor Relations:** No report.

**Membership:** Pat Behles has made some corrections to the LLAM Directory.

**Mentoring:** No report.

**Newsletter:** The March 2009 issue of LLAM News was recently published. Sara Witman announced that the deadline for submissions for the next issue is May 15.

**Placement:** No report.

**Programs:** The Spring Fling was discussed. Joanne Colvin proposed an activity event such as miniature golf and/or a barbecue. The group discussed various options as well as location and weather considerations, and discussed surveying the membership via the listserv to get some feedback on what type of activity the membership would prefer or be most likely to attend. Also, a possible June program was mentioned. It was previously suggested that a trip to a library in D.C. would be a good program for June. Joanne will look into the feasibility of this.

**Public Relations:** Anne Morrison provided some new items including refrigerator magnets, postcards, and calendars, **as well as a large magnet and sign**, bearing the LLAM logo, all of which were obtained for the cost of shipping. **Anne obtained the LLAM items so that we can promote ourselves during the AALL meeting. The items can be used for give-aways on the LLAM table, and the larger items like the LLAM sign and the large magnet can be used on a regular basis to promote LLAM at meetings, etc.**

**Technology:** Kurt Meyer reported that he is continuing to work on redesigning the LLAM Web site. He will be making copies of the old LLAM web site for the archives. The idea of creating a LLAM Facebook page was mentioned.

**Awards & Grants:** Janet Camillo noted that the deadline for applying for the LLAM grant of \$500 to help with AALL Conference expenses was March 20, and that several applications had been received by the Committee.

**Nominations:** Lastly, it was noted that the Nominations committee has recommended a slate of candidates and the ballots will be mailed out in April.

Jean adjourned the meeting at 11:55 a.m.

LLAM Board Meeting Minutes  
August 16, 2009

Location: Joanne Dugan Colvin's Home

Attendees:

Board Members - Joanne Dugan Colvin, Susan Herrick, Jean Hessenauer,  
Katherine Baer, Stacey Digan, Thea Warner  
Committee Chairs – Sara Witman, Kurt Meyer, Pat Behles

Meeting called to order 4:30.

There were no previous minutes

Treasurer Reports:

The Financial Report for 2008-2009 was presented as well as an accounting update and estimated budget for 2009-2010. There were some questions including the revenue from LRI 2008, so further discussion of LLAM finances will be tabled until Treasurer Bijal Shah is in attendance.

New Business:

Electronic balloting & resulting bylaw change– There was discussion about changing the LLAM elections to electronic. Katherine will explore price and providers for the next meeting. This will involve a change to the bylaws so if the decision were made to move ahead on this the Board would like to present possible bylaw amendment to membership at Holiday Party.

West Sponsorship – see Membership Committee report

Programming –

Survey Results – Susan presented the survey results. 54 people responded providing a wide range of ideas and opinions about programming. Some issues raised included whether we should gear more programs toward members; vary location and time of programs. A summary is attached and Susan will make the full results available to the membership. Survey Monkey was used and costs \$20 per month; do we want to keep up subscription?

LRI, MLA or both – The pros and cons of a few scenarios were discussed; Holding the LRI on it's own, as a preconference at MLA or holding both an LRI and a program at MLA as two separate events. The issues raised included fundraising, audience and subject matter. Susan pointed out that the deadline for MLA proposals is October 9th. Also, possible grant from AALL was suggested to defray costs.

Fastcase Vendor demo – Joanne will move forward on setting this up as a program for early Fall.

Senate Tour – Follow-up with Janet on what has already been done on this and try to schedule for October.

Book talks – possible authors were discussed including AU Professor.

Other programming suggestions – Tour of Baltimore City Legislative Services; Cap Whiz demo; Blogger Andy Rosen

Committee Reports:

Archives – Janet is hoping to find a new chair.

Government/Vendor Relations – West sponsorship is under review. We will investigate what other chapters are doing and put this on the agenda for the next meeting.

Membership- *Executive Board held vote to waive membership fees for librarians who are unemployed. It was approved.* Pat will send out a notice to inform membership of dues waiver. It is renewal time and Pat said membership dues are slowly coming in and reminded all to renew. AALL's request for LLAM's membership list was discussed including pros & cons for giving them the list. *A Motion was passed by Board stating that LLAM would provide the list with the express limitation that AALL would not provide names to vendors.* Joanne is going to follow-up to see what they had in mind and see if there could be a possible exchange of lists.

Newsletter – Sara will be asking for content from membership. Next issue expected for September. Survey results to be included.

Placement – stats were distributed

Public Relations – no report

Publications – It was suggested that the Publications Committee investigate which county codes are available online and make a recommendation as to whether we should keep updating the County checklist.

Technology – More changes to the web page are on hold for now, due to changes expected from AALL. It was suggested that Kurt contact Kathie Sullivan who discussed web pages at the AALL Chapter task force meeting at AALL.

Other Business:

Ronald McDonald House – two evenings for volunteering to fix dinner are arranged for late Sept & late Nov. Jean will provide details.

LLAM adoptions- Jean Hessenauer reported that we renewed our Baltimore Zoo lamb adoption for a sustaining rate of \$25.

LLAM Board Meeting Minutes  
Sept 16, 2009

Location: Teleconference

Attendees:

Board Members - Joanne Dugan Colvin, Susan Herrick, Jean Hessenauer, Katherine Baer, Stacey Digan, Thea Warner, Bijal Shah

Meeting called to order at 10:00am

The Minutes from the August 16<sup>th</sup> meeting were approved.

Treasurer Report:

We are waiting until our Sept 30<sup>th</sup> meeting to discuss treasurer reports. It was noted that the \$1000 seed money from the Northeast Law Library Conference was returned to LLAM.

Programming –

Fastcase Vendor demo – Booked for September 30<sup>th</sup> at Tydings & Rosenberg at 12:30. Lunch included. Susan sent out email to membership. She has 9 RSVP's at this time. Joanne asked for catering recommendations from Jean who suggested Au Bon Pain with David & Dad's as a back-up. A Board meeting will be held prior to the program at 11:00.

Senate Tour – Susan sent out Save the Date notice for Senate Tour with additional tour of LC in the afternoon. It is scheduled for Oct 21. Travel information will be attached to next email; e.g. closest metro. There will also be a posting on the listserv for folks interested in setting up carpools, etc.

Holiday Party - It is proposed that the Holiday Party take place in Annapolis this year at the Circuit Court library and coincide with Midnight Madness, which is being held on Dec 3<sup>rd</sup> & 10<sup>th</sup>. A choice for annual charity will be decided on next meeting with Ronald McDonald House being one suggestion. Other issues; should it start a bit later; auction items.

Book talk – Susan has made contact with AU Professor Andy Popper who wrote "Rediscovering Lone Pine". He was enthusiastic about speaking to LLAM.  
<http://www.amazon.com/Rediscovering-Lone-Pine-Andrew-Popper/dp/0314206981>  
It was proposed that this be slated for some time in mid to late February depending on whether another program is arranged and weather concerns.

LRI, MLA or both – LLAM will only do the LRI this coming year during law school's spring break. It was suggested alternating between LRI & an MLA program/preconference each year. The topic of specialized research was discussed; with subjects including statistics and competitive intelligence. Possible speakers included census specialist from Pratt. Further discussion on topics & speakers will be held at next meeting, as well as the



possibility of forming an LRI committee. Outreach for member participation will be posted on the listserv. Possibility of applying for AALL grant was discussed.

Other programming suggestion –

Possible round table with topic: Firms v Law School Legal Research Practices

#### Membership-

Issues had come up regarding the original dues waiver language including how long was it going to last; did it include all unemployed? Therefore, *on Sept. 16 the Board voted to amend the Aug. 16 resolution to read as follows:*

“For the 2009-2010 membership year, dues will be waived for LLAM members who have lost their law library employment due to the economic downturn”.

The LLAM Board will revisit next year. So far 2 members have used the waiver.

The LLAM membership list was sent to Julia O’Connell at AALL. AALL will reciprocate with a list of AALL members who live in Maryland are not LLAM members.

#### Other Business:

Ronald McDonald House – two evenings for volunteering to fix dinner have been arranged for Sept 30<sup>th</sup> & Nov 30<sup>th</sup>. Jean sent out an email to the membership and already has all the volunteers she needs. Jean will follow up with coordinating volunteers.

LLAM Board Meeting Minutes  
September 30, 2009

Location: Tydings Law Conference Room, Baltimore

Attendees: Board Members - Joanne Dugan Colvin, Susan Herrick, Jean Hessenauer, Katherine Baer, Stacey Digan, Thea Warner, Bijal Shah; Committee Chairs – Sara Witman, Kurt Meyer, Pat Behles, Joan Bellistri, Maxine Grosshans

Meeting called to order: 11:15am

Treasurer Report:

Revenue for 2008-2009 and current year 2009-2010 has exceeded expenses.  
\$80 LRI post for 2008-2009 Financial Report was clarified as a late payment from previous year's LRI.

Since total funds are over \$10,000, it was suggested that that more be added to CD. We will assess closer to when current CD matures in April. Bijal will check into what kind of CD we have.

LLAM liability insurance is due mid-October. Bijal will need total count of membership for insurance company.

Committee Reports:

Archives: No official report, Janet Camillo would like to hand this committee over and it was suggested that an offer for committee chairmanship be sent out to the listserv.

Govt/Vendor Relations: Joan Bellistri reported on AALL Advocacy Day. The major points discussed were access & authentication. She had discussions with MLA re Capwiz availability. <http://capitoladvantage.com/>. They could add LLAM membership list without cost, allowing us to use this service for any possible news alerts.

Membership: Pat Behles reported that there are about 80-85 memberships expected at the end of this membership cycle including 2 using the waiver. Once the number is finalized a new directory will be created. Sara already has most if this in electronic format and will just need to make any updates.

Newsletter: The Sept. 2009 issue came out and articles are requested for the Dec, 2009 issue. Sara will accept articles until Nov. 15<sup>th</sup>.

Placement: Change in policy was addressed through Motion. *Motion: To change Placement Committee policy to allow Headhunter position listings on listserv as long as they go through the Placement Committee Chair.* Motion was approved.

Publications: The question was raised as to whether the County checklist is still of value. Maxine reported that it is still good source for contacts.  
<http://www.law.umaryland.edu/marshall/llam/county/index.htm>.

Technology: It was proposed that the Survey results be posted on the web site under password protection.

Programming:

DC Trip set for Oct 21<sup>st</sup>. Specific directions needed for Senate entry before final invites go out. [this was done on 10/1]

Holiday Party set for Dec 3<sup>rd</sup> in Annapolis at the AA County Circuit Court Library. Volunteers needed to help with silent auction items, etc. Please contact Susan if you are interested in helping out. Do we want to try for sponsorships? BNA was one suggestion.

Book Talk – AU professor Andy Popper is confirmed. The proposed date is late January/early February.

Lunchtime Program for Spring – Roundtable with tentative subject of Legal Research needs for Summer Associates

LRI – UB is available for the week of Spring break, except for Friday March 19<sup>th</sup>. Results from the survey will be used to develop program. Specialized legal research is the main theme. Speaker/Topic suggestions include; Census, Patents, Baltimore legislative services, FEDsys. A planning committee is forming and volunteers are needed. Susan is looking into applying for AALL/BNA rolling grant.

MLA pre-conference program proposed for 2011.

#### Other Business:

PayPal – Is it worth subscribing to this service and making it available to the membership? Joanne Dugan sent out a request to the LLAM listserv to see membership interest level. From the responses that were passed out at the meeting it appears mixed, though there were some who would use it if available. Some issues raised are the costs (2.9% plus .30 per transaction); adding to Bijal's workload and whether the membership form & PayPal can work together. Sara will check with her husband on how the process works and we will re-visit at next meeting.

Electronic Ballot/Change to Bylaws – It was decided that regardless of when LLAM provides electronic balloting, we will broaden the language of the bylaws to include electronic balloting. Katherine will draft new language for the bylaw change & procedures manual.

LLAM Board Meeting Minutes  
November 2, 2009

Location: Tydings Law Firm, Baltimore

Attendees: Board Members - Joanne Dugan Colvin, Susan Herrick, Jean Hessenauer, Katherine Baer, Stacey Digan, Thea Warner, Bijal Shah; Committee Chairs – Sara Witman, Kurt Meyer, Pat Behles

Meeting called to order: 12:30

Treasury Report:

Liability Insurance paid  
Bijal investigated LLAM's current CD and found out it cannot be added on to Northeast Regional replacement check was received, but it came without an explanation as to why it had been issued. Bijal will follow up.

Committee Reports:

Archives – No report

Gov't/Vendor Relations – Joanne passed around an AALL action alert re free online access to CRS reports. There is currently a bill & resolution in committee (H.R. 3762/S. Res. 118). Kratovil is co-sponsor of House bill but no other Maryland lawmakers are on either committee involved.

Membership – Pat reported that LLAM membership was at 81 or 82 at last count, which is the lowest it has been in some time. The Directory for 2009/2010 is almost ready.

Mentoring – No report

Newsletter – Sara asked that nay articles/news items be submitted by November 16<sup>th</sup> for next newsletter. She also reported that the Baltimore Bar Library will be showing law-related movies and that these would be free for librarians.

Placement - Statistics for 2008-2009 were distributed.

Public Relations – The former Chair Ann Morrison is no longer working in a library setting. There was one response to Joanne's request for volunteers from Jill Burke; Cmty College of Baltimore Cnty. It was suggested that Lila Faulkner might be interested.

Publications – No report.

Technology – AALL has recommended that Chapters wait to do any upgrades/redesign until AALL has put up their new site. The timing for that is not clear at this point.

Other Business:

Westlaw Breakfast Series – Joanne distributed an email from Westlaw rep Wendy Maines inquiring about hosting a breakfast series. They would be used to inform users about updates and Wendy’s idea was to alternate the meetings between Baltimore firms & law schools. The Board was unsure if she was asking us to be co-sponsors or just advertise the events. Joanne will follow up for more clarification, but no one seemed opposed to the Series itself.

Sponsorships – Susan reported that Westlaw & Lexis would be focusing their sponsorship dollars on CE events vs social gatherings.

Bylaw Amendment/Electronic Balloting – Katherine distributed copies of the suggested Bylaw Amendments for sec 2 & 3 of Article IX. Nominations & Elections. The Board hashed out language and a motion was called to approve the Bylaw amendments and it was passed. The Board would like to put this up for membership vote at the Holiday Party on Dec 3<sup>rd</sup>. The membership will need to get notification out 21 days prior, which will be Nov 12<sup>th</sup>. Katherine will work on getting the AALL Bylaw Committee approval.

#### Programming:

Holiday Party – Due to the lack of sponsorship the cost of the Holiday party was under review. The options were to charge more all together, charge for drinks or use LLAM funds to supplement the cost. It was decided to stick with the \$25 charge and LLAM would cover the rest. A motion to charge \$25 per person for the Holiday Party was passed. Susan put out the request for silent auction items.

LRI – The LRI committee has met and has made progress in planning event. The AALL grant proposal is almost completed and there appears to be a lot of venter interest. Once they know how much money there is available, the speakers will be decided.