

LLAM Board Meeting Minutes
March 5, 2010

Location: Saul Ewing Law Firm, Baltimore

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

Meeting called to order: 12:10

Treasury Report:

CD matures end of April: should we cash out, keep as is or add on? LLAM practice is to keep 10,000 on hand. With current cash availability it was agreed that \$1,000 can be added to CD. Current bank account has started charging fees for statement & check images. There is NO fee with an online account so Bijal suggested we move to online banking and all agreed.

Committee Reports:

Archives – Joanne reported that Janet is in the process of gathering LLAM materials to add to Archive. Janet will send out more information soon.

Gov't/Vendor Relations – Joanne gave Joanie's report on the latest developments with the MD Register.

- New notice might be in the 3/26 register.
- The target date is for changes to take place is sometime in May.
- Print will still be available but at an increased fee to be determined.
- There will be a free .pdf version online in addition to the html version.
- Current e-subscribers will have the option to receive an e-alert of the availability of the online pdf at no cost.
- DSD will be working on refunds and pro-rate amounts for those who have already paid for the e-subscription.
- Print subscriptions that are expiring during this interim period will be extended through April.
- Authentication will be addressed later in meetings with DSD's IT.
- DSD is still working on how many issues will be available on the website. There will be more than the current 6 html issues. Six months or one year is being considered.

The other big issue is the upcoming bills in the General Assembly that deal with online County Codes. They are [HB111](#) & [SB174](#). The Senate bill has already passed. These bills allow for County Codes to be published electronically only, though recent amendments are including provisions for print copies. There are deep concerns involving authenticity. Please refer to Joanie's March 8th GRC Action Alert for more information. [Joanne sent follow-up email (3/8) asking for participation on Legislative Day, March 17th, though Joanie is concerned the bill may be voted on prior to March 17th]

Membership – Pat reported 3 news LLAM memberships giving us a total of 88.

Mentoring – No report

Newsletter – Sara is working to get Newsletter out and will include news of LRI.

Placement – Monthly statistics for 2008-present were distributed.

Public Relations – No report

Publications – No report.

Technology –Kurt will find out what the status is of the AALL web redesign and who their contact person is. Kurt thinks he made need some help with web site upkeep in the future.

Other Business:

AALL Conf Grant Committee – Kurt will chair and will contact former chair Janet Camillo for application process and amount of grant. Is it cash or registration?

Nominating Committee – Jean will Chair.

Electronic balloting for upcoming election - Everybody is on board to go ahead with electronic balloting. We will use Survey Monkey's free option. Katherine will check into their retention policy and what spots are up for election.

Zoo Lamb Adoption/Ronald McDonald House – Jean called a *motion for "LLAM to provide funds for Baltimore Zoo lamb adoption for 2010 and to sponsor dinner at Ronald McDonald House twice in 2010."* Motion was approved

Programming:

Spring Fling – There are two possibilities for site; The Baltimore City Bar Library or 4 East Madison. Date is still to be determined.

Book Talk – Book talk will be postponed; tentative date is Thursday April 15th. May broaden publicity for event.

LRI – The committee has worked very hard and has a strong program. At this point there are about 30 registrants. The money has to initially come out-of-pocket and AALL will pay out grant after event is completed. Event was publicized in Daily Record.

LLAM Board Meeting Minutes
August 29, 2010

Location: Gertrude's at the BMA

Attendees:

Board Members - Susan Herrick, Sara Witman, Bijal Shah, David Matchen, Stacy Digan, Thea Warner

Committee Chair – Katherine Baer

Meeting called to order at 10:30 a.m.

There were no previous minutes.

Treasurer Reports:

The Financial Report for 2009-2010 was presented as well as an accounting update and estimated budget for 2010-2011.

Committee Reports:

Membership: Pat Behles reported to Susan that we currently have about 55 members who have sent in their dues. She has sent e-mails to remind previous members to submit their dues.

Programming: Sara Witman has arranged for Danny Jacobs, Legal Affairs Writer at the Daily Record, to discuss a recent article, "Access for all: A Look at Court Record Access in Maryland," at a brown bag lunch on Thursday, September 16, at 12:30 pm. Due to the large number of people planning to attend the luncheon, the location has been changed to the Baltimore Bar Library. Sara will send an e-mail to LLAM members to notify them of this change.

Suggestions for future programming include a presentation by staff of the Maryland Department of Legislative Services Library and a talk by Dan Friedman, Counsel to the Maryland General Assembly and author of *The Maryland State Constitution: a Reference Guide*.

Options for the LLAM Holiday Party were discussed briefly and Sara Witman will be following up on this. It was noted that the location alternates between Baltimore and Annapolis.

Other: New chairs are needed for the *Archives Committee* and the *Public Relations Committee*.

No additional committee reports.

Other Business:

The LLAM newsletter will now be published in a blog format. The LLAM Executive Board held vote to create a new special committee, *Technology and Communications*, which will be in charge of the blog, listserv and website. It was approved. The committee will be chaired by Kirstin Nelson, and will include Kurt Meyer, Harvey Morrell, and Katherine Baer, with Susan Herrick and Sara Witman as ex officio. Kirsten will be seeking submissions for the LLAM newsletter/blog.

Susan Herrick announced that LLAM qualifies this year for a 2011 Chapter Annual Meeting Registration Award and that a recipient needs to be selected. Further information is expected around January 15, 2011.

LLAM has also qualified for an AALL Chapter visit. Details will be discussed at a later date.

The Chapter VIP Program was also discussed briefly. Since the AALL 2011 Convention is nearby (Philadelphia), a local law school dean was among the suggestions.

Jean Hessenauer has once again arranged for LLAM members to volunteer at Ronald McDonald House twice this fall (2010).

Meeting adjourned at 12:15 p.m.

LLAM Board and Committee Chairs Meeting
September 16, 2010
MINUTES

In attendance: Susan Herrick, Pat Behles, Joanne Colvin, Maxine Grosshans, David Matchen, Bijal Shah, Sara Witman, Stacey Digan, Joanie Bellistri, Catherine McGuire, Katherine Baer, Kurt Meyer.

The meeting began at 11:10 at the Baltimore Bar Library. Susan Herrick presided over the meeting.

Susan began by reminding Board members and committee chairs that the LLAM procedures manual and committee files were available on the website to serve as a reference in performing the duties of their positions.

The chapter profile with AALL has been updated with new officers and chairs; the annual report has also been filed. Bijal is taking care of obtaining the necessary insurance through AALL.

Bijal presented the Treasurer's report. She distributed several documents reflecting the association's financial situation at various times since the last report. The most recent balance sheet, dated August 29, shows that we were within \$500-1000 of where we were this time last year. Revenue from membership is comparable to last year; we spent a little more last year because of expenses related to the Legal Research Institute and to the social functions due to a lack of vendor support (Lexis and Westlaw told us last year that they could no longer sponsor purely social events – we are looking into whether they have changed that policy.) When our CD matured, Bijal renewed the CD for 7 months rather than the more typical 18 months, in hopes that interest rates will improve in the meantime. She has switched to an online account, which is less expensive than our old account, since it doesn't charge for images of checks.

Susan noted that we need a chair for the Grants and Awards committee. Susan hopes to recruit a LLAM member who has not previously been involved on a committee or board level. The awards include a LLAM grant which is funded by the holiday party and a grant funded by AALL.

Sara Witman gave the program committee report. She has found a site for the holiday party: the Waterfront Hotel in Fell's Point. They cater events as well. The Board settled on Thursday, December 9 from 6:00 to 9:00. There was some discussion about whether we might be able to get vendor sponsorship this year. Sara asked for suggestions for the LLAM Reads program. There was a general discussion of authors based in Baltimore.

Katherine Baer presented the Archive Committee report. They plan to meet in November and visit the Archives. She raised the possibility of using Flickr to archive photographs.

Joanie Bellistri presented the report for the Government and Vendor Relations Committee. She has sent out action alerts for legislation important to libraries. She also attended the MLA Legislative Panel and asked that LLAM be added to the list of stakeholders. Joanie organized the

Maryland team for AALL's State Documents Working Group, which met at the State Law Library to kick off the project. Joanie will be presenting in a webinar AALL is hosting on the project.

Pat presented the Membership Committee report. We are currently at 70 members, compared to 85 members this time last year, and two additional people have expressed interest. She plans to contact Ober Kaler because they have several librarians who have not yet joined, and Janet Camillo will remind the county librarians. Pat raised the issue of pro-rating dues, and we voted: to establish that the dues of anyone who joins LLAM after March 1st will also cover membership for the following membership year. Pat has also redesigned the membership form after getting feedback that the form was unwieldy. She also added a couple of things: a category for retired members and a photo permissions section. Board members made a number of suggestions, and Pat will modify the form.

Placement Committee: Tonya Baroudi was unable to attend, but she sent her statistics sheet, which was much appreciated.

Publications: the Board decided that the union list of serials was no longer useful since it hasn't been updated in a long time; it will be printed out and sent to archives and then taken down from the website.

Newsletter: it has been a challenge finding Sara's replacement. We have a new standing committee: Newsletter and Technology committee. We agreed to change the newsletter, simplifying the format and publishing quarterly. Kirstin Nelson has taken over for Sara. A general call for contributions was made. We also need a name –contest?

Adjourned 12:15.

Law Library Association of Maryland
Board of Directors Meeting Minutes
November 30, 2010

In attendance: Susan Herrick, Joanne Colvin, Stacey Digan, Pat Behles, Sara Witman, Kurt Meyer, Bijal Shah, David Matchen, Joan Bellistri, Katherine Baer, Catherine McGuire

The LLAM Board of Directors and Committee chairs met at Saul Ewing on November 30, 2010 at 11:00. The meeting was originally scheduled to precede a program for the entire membership, but that program had to be postponed.

Prior meeting minutes: The Board confirmed that it had approved the minutes from the September meeting via email.

Treasurer's Report: Bijal Shah distributed the current balance sheets for the organization. She noted that our CD (the Board previously agreed to deposit any funds over \$10,000 in a CD) had matured with a balance of \$3181 and we needed to decide what to do with the money. Current interest rates are very low right now, so the Board considered various options. After discussion, the Board voted to sign up for a one-year CD at .35% interest rate.

Old business:

Susan Herrick noted that we need to find a chair plus two other members of the Grants and Awards Committee. Several names were raised, which Susan will pursue.

We discussed whether the organization should have a policy concerning on sending congratulations/ condolence messages to members. After a discussion of whether and when this was appropriate, the Board settled on sending a message upon notice of birth and bereavement, but not for illness. The Secretary will be responsible for sending the note.

New Business:

Janet Camillo is retiring and the Board discussed the best way to acknowledge Janet's generous contributions to LLAM over the years. Joanie is writing an item for the LLAM newsletter. Susan has pictures and will also go through the LLAM archives. We also voted to give Janet the Service to LLAM Award (which was created when Beverley Rubinstein retired, and which has not been awarded since then). We discussed what the criteria for the award should be and agreed that it should be decided on a case-by-case basis. In cases where the Service to LLAM Award is inappropriate but the Board still wishes to acknowledge a member's contributions, a certificate of service will be awarded. We also agreed to a \$25 gift certificate rather than an in-kind gift.

Committee Reports:

Archives: Katherine Baer reported that she and Janet Camillo (the outgoing chair) had to cancel a planned meeting to review the archives stored at U. of Md. Law Library and will reschedule after Janet's retirement. One goal of the committee is to gather and organize the photos available from LLAM events over the years. Katherine will set up a Flickr account and get the process started.

Government/Vendor Relations: Joanie Bellistri raised the issue of whether it was appropriate to have a vendor rep on the committee. Library Day at the General Assembly is traditionally the first week in February. The usual sponsor was not re-elected, so the MLA is seeking a new sponsor. (This has since been resolved: Library Day will be on February 23rd, and the reception will be sponsored by Senator Edwards.) The Maryland Inventory of Legal Materials (under the auspices of the AALL National Inventory of U.S. Primary Legal Materials project) is progressing, and the Working Group is moving on to County resources.

Joanie also reported that COMAR is planning a change in its publishing format. The print version is moving to 8.5x11". It is also going to start distributing COMAR in electronic format, although print will still be available at additional cost. More details are developing as we speak/write.

Membership: Pat Behles reported that we currently have 81 members –we've lost 3 and gained 5. Sara will put together the new directory for posting on the Web site.

Placement: Tonya Baroudi forwarded her statistics report and requested clarification on what job postings should be distributed via the list serv. The Board decided that she should distribute only law library jobs in Maryland, since there are so many other venues for job-seekers to learn about other jobs. We also decided for the time being that it isn't necessary to post the listings on the website, especially since it is a challenge to monitor job openings and remove listings as the positions are filled. This policy could be revisited in the future.

Programs: Sara Witman had to postpone the Bankruptcy program that was scheduled to occur after the Board meeting due to an unavoidable conflict on the speaker's part. It will be rescheduled for January. She noted that things were in line for the Holiday Party but noted that Lexis might withdraw its sponsorship because their rep won't be able to attend. Other programs in the works include an Archives program on online Maryland land records (which will have to wait until the end of the legislative session), and the annual book talk. If anyone has leads on authors, please contact Sara!

Public Relations: Catherine McGuire suggested that we begin posting LLAM news on the AALL website, starting with the Holiday Party auction. As part of that discussion, the Board voted to donate half of the proceeds of the auction to the Maryland Food Bank.

Publications: No report.

Technology: No report.

Technology/Communications Special Committee: Kirstin Nelson was unable to attend but offered this news through Susan: the publication is moving to WordPress, which is a blog platform that will make it easier for Board and committee members to post. It will be published on a quarterly basis, and the official new name is: LLAM eNews.

The meeting adjourned at 12:30.