

LLAM Board Meeting Minutes

March 18, 2015

Location: Venable, LLP, Baltimore, MD

Attendees:

Board Members: Mark Desierto, Tonya Baroudi, Kate Martin, Bijal Shah, C.J. Pipins, Camilla Tubbs, James Durham

Committee Chairs: Pat Behles (membership), Mary Jo Lazun (Government/Vendor), Joe Neumann (Technology)

Meeting was called to order at 11:12 am. Agenda attached.

1. **Treasurer's Report:** (B. Shah)

Bijal provided the LLAM Accounting Update #5 (attached)

- We have a checking account balance of approximately \$6,899.
- We have a savings account balance of approximately \$3,189.

2. **Secretary's Report:** (C. Pipins)

C.J. reminded the board to approve the minutes, and encouraged everyone to vote in the LLAM election.

3. **Committee Reports:**

- ***Archives*** (J. Viets)
 - Report attached.
 - Additional discussion included contacting Susan Herrick to request pictures that should be included in the archives.
 - We need to identify whether items in the archives are already in archival folders, and if not whether we have some archival folders. We may need to purchase some archival folders.
- ***Placement*** (T. Baroudi)
 - James Durham and Tonya Baroudi are brain-storming about re-vamping placement.
- ***Government/Vendor Relations*** (M. Lazun)
 - There was a hearing on UELMA on February 15th. 3 members of LLAM testified. One question was asked.
 - A second hearing on UELMA took place on March 5th. There seems to be no opposition in the senate. The sponsor of the bill has become a judge and we need a new sponsor. Jodi and Camilla are asking their delegates to sponsor it.
 - The current legislative session ends in April.
- ***Programs*** (J. Durham)
 - Steve Anderson presented the March program, Copyright: What Librarians Need to Know In 2015 immediately following the board meeting.
 - Saturday, April 25, 2015, All Day: LLAM Service Project with "Rebuilding Together Baltimore" Contact Sara Thomas for more information on participating.
 - Saturday, May 2, 2015 will be the Spring Fling at the Homewood Museum.
 - Private tour of the museum: 1:00 p.m.

- Tea in the wine cellar: 2:00 p.m.
 - Don't forget the dine around in Philadelphia during the AALL Annual Meeting.
 - **Membership** (P. Behles)
 - We have about 76 members.
 - Pat and Sarah will reconcile their lists to make sure they both have the same list and that it is complete.
 - Pat may send out a notice about the increase in membership dues to \$25.
 - **Technology** (J. Neumann)
 - We are starting to discuss the ways we want to store born-digital and scanned archives.

4. **Old Business:** (M. Desierto)

Mark is working on getting a new LLAM logo. We have gotten 3 bids from 3 designers: \$200, \$300, and \$600. Each bid includes a specific number of concepts and a specific number of revisions. Rachel Englander has also been talking to someone about getting a nice tablecloth with the logo on it for our table at events like AALL Annual Meeting.

5. **New Business:** (K. Martin)

- Establishment of special committee to review the procedures manual
A special committee made of Tonya Baroudi, Kate Martin, Mary Jo Lazun, and James Durham have been established to revise the LLAM procedures manual. We need more guidance than the current version offers. The goal is to have a draft for review in August. Edits can be made and a final version can be voted on during the September board meeting.
- Member of the Year Award
 - These awards could be added to the new procedures manual
 - LLAM has given out awards in the past to retired members who have contributed a great deal to the organization.
 - Pat will look to see if she can find more information about the awards that were given in the past.
- Call for volunteers: For next year's committees and the annual meeting
 - Kate and James will be reaching out to those who indicated on their membership form that they would be interested in volunteering for committees.
- Remember to attend the AALL Annual Meeting Dine Around. It is usually the Saturday night after the exhibit hall opens.
- Member News
 - Camilla Tubbs is now the Assistant Dean for Library and Technology at the University Of Maryland Francis King Carey School Of Law.
 - Steve Anderson and James Durham have an article in the March edition of AALL Spectrum.

6. **Adjournment**

C.J. moved to adjourn and Camilla seconded the motion.

End time 12:00pm

LLAM Board Meeting

March 18, 2015

11:00 a.m.

Venable LLP, Baltimore MD

Agenda

- I. Welcome / Call to order
- II. Treasurer's report: Bijal Shah
- III. Secretary's report: CJ Pipin
- IV. Committee reports
 - Archives
 - Communications
 - Government /Vendor Relations
 - Membership
 - Placement
 - Programming
 - Technology
- V. Old Business
 - New LLAM logo: Mark Desierto
- VI. New Business
 - Establishment of special committee to review the procedures manual: Kate Martin
 - Member of the Year Award?
 - Call for volunteers: For next year's committees and the annual meeting
 - Remember to attend the AALL annual meeting Dine Around, usually on the Saturday night after the exhibit hall opens
- VII. New agenda item: News of Members
- VIII. Adjournment

LLAM Accounting Update #5 - FY 2014-2015

Checking Account

Balance as of February 24, 2015: \$ 6,898.91

Deposits & Credits

3/17/2015 Transfer from PayPal - Membership \$ 19.12

Total Deposits & Credits for February 24, 2015 - March 18, 2015: \$ 19.12

Checks & Debits

Total Checks & Debits for February 24, 2015 - March 18, 2015: \$ -

**Available Balance in LLAM Checking Account as of
March 18, 2015:** \$ 6,918.03

Savings Account

Balance as of February 28, 2015: \$ 3,188.82

(Earns .1% interest)

Archives Committee Update from Julia Viets

LLAM Board Meeting on 3.18.15

Current activities

- Conducting an in-depth inventory of materials
 - Folder-level (only done at box-level in the past)
 - Flagging some items for weeding and others as possible candidates for digitization
- Writing a processing plan to intellectually and physically reprocess collection to provide more access points and better preserve collection
 - Rational
 - Collection currently has only one main access point—year—which is unreliably labeled anyways
 - Collection is currently housed in non-archival folders and contains rusty metal fasteners, brittle paper, acidic newsprint, and loose photographs

Plans in the works

- Write a finding aid to accompany collection reprocessing process
 - (A finding aid is like an in-depth catalog entry about a collection that gives information about its context, scope, and arrangement.)
- Establish collection access guide/instructions
 - Joe Neumann at UMD law school library has agreed to be the on-the-ground archives contact for researchers. He was recommended to me by CJ and has 6 years of archival experience in his pocket and is wonderfully enthusiastic!
- Enhance collection's visibility on the web
 - Post collection finding aid and access instructions on llamonline.org and list Joe Neumann as the on-site contact

Requests

- I would like to purchase some archival folders and plastic clips to physically reprocess the collection. The cost of materials is around \$100.
 - Price breakdown
 - Gaylord Classic Full 1" tab legal folders (100-pack): \$42.20x2 packs=\$84.40
 - Gaylord Plastiklips (200-pack): \$23.99
- Heads up—I will be asking committee chairs and board members for documents (born digital and physical) later this spring. Of course, you are always welcome to send materials (and any questions) my way throughout the year.