

LLAM Board Meeting Agenda

Friday, January 19th, 2018

Location: conference call

Time: 2:30-3:30pm

Attendees:

Board: CJ Pipins, Jim Gernert, Chi Song, Joe Neumann, Jason Hawkins,

- I. **Welcome/Call to order:** (Viets) 2:40
- II. **Treasurer's Report:** (Song) – attached is the accounting update. As of Jan 3 LLAM has \$9794.95. We need to decide what to do with the silent auction proceeds (\$223). Total silent auction proceeds – half goes to grant fund and half to a charity. We are healthy and in good shape. Thanks to all for the very nice holiday party.
- ~~III. **Secretary's Report:** (Behles) (Pipins will be acting secretary during this meeting)~~
- IV. **Committee Reports**
 - a. Communications and Technology (Hawkins) – The store is up and it worked. People were able to pay. We can use it going forward. Bijal can discontinue her paypal account. We approved the November meeting minutes, and Jason will post.
 - b. Government/Vendor Relations (Bellistri) – N/A
 - c. Grants (Gernert) – Probably at the beginning of February will start sending out a notice about the grant with a deadline in early April. Jim will gather the committee sometime in the near future. The group discussed expanding the grants to allow for greater flexibility and allow paraprofessionals to attend the AALL Annual Meeting, although we don't have many members who are not librarians. We normally get 1-4 applicants. We decided a full member registration and a student registration. The student will also get a one year LLAM membership. This brings the total for the LLAM grants to \$870.
 - d. Membership (Behles and Whitman) – N/A
 - e. Nominations (Pipins) – Will begin shortly. If you have any suggestions please let CJ know.
 - f. Placement (Mundy) – Reported by Julia. In 2016 and 2017 there were 503 job vacancies posted each year. The committee is going great. Archiving of older posting is complete and they have started using the tags for them.
 - g. Programming (J. Hawkins) –
 - i. Tried a program for January – author. We couldn't agree to pay for the book talk. Another idea fell through.
 - ii. February – We may have some kind of brown bag event. State procurement policies is one possible topic, but the LLAM survey said there is no interest in that topic so we are looking for another topic. Maryland Legislative Day is definitely happening in February as well.
 - iii. March – LLAMvolunteer event.
 - iv. April - LRI
 - v. May - Spring Fling
 - vi. June – TBA
 - h. Archives (Neumann) - Continuing to scan the photos. Pat had an idea that we put up a few photos at a time on the website. We didn't get a way to record names at the holiday party. We

can work on a plan to identify people in the photos we have. Jason emailed Joanie about old newsletters that we don't have, she is going to look and see if she has any. We need to get those to replace the dead links on the website or take them down if we can't find anything. We have a couple other options if Joanie doesn't have them. Pat gave Jason an envelope for Joe so there is more materials on their way.

V. Other items (Viets)

- a. Choose charity – We discussed the following charities and decided to send the money to the Maryland Book Bank.
 - i. Maryland Legal Aid
 - ii. Maryland Book Bank
 - iii. The community action council of Howard county
 - iv. Casa de Maryland
 - v. Catholic charities of Baltimore The Esperanza Center
 - vi. The Spanish speaking community of Maryland
- b. Future website refresh project – The group discussed updating the website as a future LLAM project. We should make the website a better marketing tool by reorganizing the content to make it easier to navigate and find relevant material. We should also think about getting more content. This would be a great job for a special committee next year.
- c. LRI Discussion - We discussed cancelling the LRI because there is some concern that it is such a big event that we don't have enough time to plan it. We discussed scaling back the size of the event, and possibly just pushing back the date since we haven't yet locked in a date. Location was discussed and we still have a few options like UB or UMB. If we want public librarians to attend they need a lot of notice and plenty of time to plan. The next LRI committee meeting is in February.

VI. Adjournment - Julia moved to adjourn Joe seconded.

FY 2017-2018
LLAM Financial Report #4

OVERVIEW	
Opening Balance:	\$9,395.69 as of November 10, 2017
Deposits:	\$1,449.09
Expenses:	(\$1,049.83)
Ending Balance	\$ 9,794.95 as of January 3, 2018

DETAILS:	
Opening Balances as of November 10, 2017	
Checking	\$3,197.83
Savings	\$6,197.86
Total	\$9,395.69
Income	
Interest Earned in Savings Account	\$1.09
Membership Dues	\$25.00
Holiday Party Ticket Sales	\$945.00
Donations	\$255.00
Silent Auction Proceeds	\$223.00
Total	\$1,449.09
Expenses	
Ecwid (Online Store) Processing Fees	(\$27.15)
Chiaperelli's (Holiday Party Dinner)	(\$1,022.68)
Total	(\$1,049.83)
Ending Balances as of January 3, 2018	
Checking Account	\$2,214.56 ¹
Savings Account	\$7,580.39
Total	\$9,794.95

YTD OVERVIEW					
	09/07/2017	10/17/2017	11/10/2017	01/03/2018	YTD Total
Deposits:	\$1,328.81	\$488.00	\$100.53	\$1,449.09	\$3,366.43
Expenses:	(\$224.43)	(\$192.94)	(\$1.03)	(\$1,049.83)	(\$1,468.23)

¹ Reflects \$1,381.44 transfer of funds from checking to savings.