

LLAM Board Meeting Minutes August 3, 2018

Location: Simon's House – Baltimore, MD

Attendees:

Board Members - Jason Hawkins, Simon Canick, Elizabeth Simmons, Jim Gernert,
Vickie Yiannoulou

Committee Chairs - Pat Behles

1. **Welcome/Meeting called to order (J. Hawkins):** 4 p.m. Agenda attached.

2. **Reports:**

Secretary (Simmons): Minutes of the last meeting were approved and have been posted online.

Treasurer (Song): Absent. The FY 2018-2019 Financial Report #1 was provided, reviewed and accepted. See attached. Noted that the membership income for this new fiscal year will increase since the year began in June 2018. The status of the LLAM Certificate of Deposit was discussed and the Treasurer will be asked if this was cashed in during prior years or if it is still active.

J. Hawkins reported that C. Song had asked if there were any threshold questions that need to be considered regarding the LLAM website. This would also include any need to update the website. Board determined that it was re-designed not too long ago and no updates are needed.

P. Behles reminded the Board of the need to file for reimbursement of AALL registration fees for the President. Suggested that a reminder be placed in the timeline(s) for spring.

3. **Committee Reports:**

a. **Archives (J. Neumann):** No report. J. Hawkins reminded those present about the gap in the LLAM Archives newsletters. P. Behles suggested emailing the listserv to solicit missing newsletters.

b. **Communications and Technology (C. Song):** No report.

c. **Government and Vendor Relations (J. Bellistri):** No report.

d. **Grants (J. Gernert):** Would like to formalize our current criteria that our grants are provided to someone who has not recently been awarded one.

J. Gernert moved to amend the Committee's criteria to restrict applicants who have received a grant within the last three years. This was seconded and passed unanimously.

e. **Membership (P. Behles & S. Witman):** We have currently fourteen paid renewals and seven more in the pipeline. Membership last year was 72. S. Whitman will be attending law firm librarian's lunch next month and will bring up LLAM membership opportunities for the attendees. It was noted that many firms no longer employ librarians.

f. **Nominations (J. Viets):** No report.

g. **Placement (J. Mundy):** The latest monthly placement statistics were reviewed and are attached.

h. **Programming (S. Canick):** We had a discussion of upcoming and potential programs including: a writing workshop (similar to Boulder conference where potential authors would submit a work in progress and be paired with a commenter), joint program with LLSDC, Fastcase update, visit from AALL President (Spring?), circulation of non-traditional items, state-of-the-art in library design, just in time eLearning for courts and roundtable- teaching with tech or tech kitchen. Discussed poll and membership survey to solicit more feedback for program wishes. P. Behles suggested not to rule out February as a month for a program.

Upcoming programs

- **August 16th**- Dr. Jamie Walter, Director of Court Operations, Administrative Office of the Courts; and Dr. Ursula Gorham-Oscilowski, Lecturer at the University of Maryland, College Park, College of Information Studies. Thurgood Marshall Law Library, Baltimore, MD
- **September 12th** - Library tour at NASA Goddard Space Flight Center and the Goddard Information and Collaboration Center., Greenbelt, MD
- **October 18th** - What Do Fall Associates Need to Know About Legal Research? Board meeting. Gordon Feinblatt LLC, Baltimore, MD
- **November 13th** – Board meeting at the University of Baltimore Law Library and tour (with Heidi Daniels, Director, Enoch Pratt Library) of the newly renovated Bogomolny Library.
- **December** – Holiday event
- **January 24th** – **Database negotiations** Erica Owusu, Acquisitions & Licensing Coordinator, USMAI. Thurgood Marshall Law Library, Baltimore, MD
- **Spring** – LRI, Spring Fling

I.Special Committees: none

4. New Business

a. Status of membership renewal and membership interest survey (J. Hawkins): 7 responses so far. Survey was mostly the same as last year. J. Gernert suggested sending the survey out separately than the membership renewal reminders. Will need more responses before evaluation.

b. Suggestions for members to contact to volunteer for committees (J. Hawkins): Suggested that Chairs contact those on their committee during the prior year. Will contact Placement Committee to see if they need additional volunteers.

c. Ideas for growing membership (P. Behles): During a discussion of potential new markets for recruiting new members we discussed the Maryland Paralegal Association, the Anne Arundel Community College's Paralegal Studies Program, library schools, Prince George's Community College, library staffing companies and vendors. V. Yiannolulo suggested participating in the UMD iSchool's career fair. She also suggested providing LLAM application forms with handouts provided during the Public Library Toolkit training sessions and she will follow up with C. McGuire. S. Canick brought up the idea of membership list swapping with AALL, if there would be a charge, and how this would be done. P. Behles agreed to reach out to lapsed members to re-join. She will also provide LLAM bookmarks during the August program. Also during the August program, it was also noted that membership materials should be provided to Dr. Ursula Gorham-Oscilowski.

d. Update on change over to new listserv (P. Behles for H. Morrell): The changeover went smoothly and only a couple of listserv members did not respond to the new invite. Our old service will be here until November. H. Morrell will need a co-owner for backup. S. Canick volunteered as he is starting a 3-year term. P. Behles suggested changing the password for the online membership directory after we update it for this year.

5. ACTION ITEMS:

- a. Chairs: Review each committee in the by-laws and guidelines for any updates that might be needed
- b. Send items...paper or electronic to Joe Neumann for archives
- c. Budget Items from committees for the upcoming year are due before next meeting so the board can vote.

Meeting adjourned at 6 p.m.

The next LLAM Board Meeting will be a virtual meeting with date TBA.

LLAM Board Meeting Agenda
August 3, 2018

- Welcome and introductions
- LLAM Financial report
- Committee chair reports and future plans
- Website redesign - Chi
- Current and upcoming programs
- Status of membership renewal and membership interest survey
- Suggestions for members to contact to volunteer for committees
- Ideas for growing membership
- Update on change over to new listserv

FY 2018-2019
LLAM Financial Report
#1

OVERVIEW:	
Opening Balance:	\$8,379.17 as of June 14, 2018
Deposits:	\$600.37
Expenses:	\$603.17
Ending Balance	\$8,376.37

DETAILS:	
Opening Balances as of June 14, 2018	
Checking	\$3,195.99
Savings	\$5,183.18
Total	\$8,379.17
Income ¹	
Spring Fling Ticket Sales	\$462.00
Membership	\$137.50
Interest Earned in Savings Account	\$0.87
Total	\$600.37
Expenses	
Reynolds Tavern – Spring Fling	\$554.40
Materials for LLAM Display at AALL	\$31.79
Online Store Fees	\$16.98
Total	\$603.17
Ending Balances as of July 31, 2018	
Checking Account	\$3,192.32
Savings Account	\$5,184.05
Total	\$8,376.37

YTD OVERVIEW		
	07/30/18	YTDTotal
Deposits:	\$600.37	\$600.37
Expenses:	(\$603.17)	(\$603.17)

¹LLAM collected a donation in the amount of \$25 for Civic Works in Baltimore, which was forwarded directly to Civic Works in Baltimore.

LLAM Placement Committee 2018 Monthly Statistics

	<i>Placement Statistics</i>
	2016
January	29
February	38
March	41
April	51
May	50
June	50
July	40
August	42
September	36
October	41
November	45
December	40
TOTAL	503
	<i>Placement Statistics</i>
	2017
January	49
February	27
March	45
April	40
May	39
June	40
July	45
August	59
September	38
October	50
November	40
December	31
TOTAL	503
	<i>Placement Statistics</i>
	2018
January	46
February	40
March	34
April	52
May	49
June	53
July	43
August	
September	
October	
November	
December	
TOTAL	