

LLAM Board Meeting Minutes

September 6, 2018

Location: Virtual

Attendees:

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

Committee Chairs - Joe Neumann, Joan Bellistri, Pat Behles

1. **Welcome / Introductions / Meeting called to order (J. Hawkins):**

2:00 p.m. Agenda attached.

2. **Reports:**

Secretary (E. Simmons): Minutes of the last meeting were voted on, approved unanimously and will be finalized and posted online.

Treasurer (C. Song): The FY 2018-2019 Financial Report #2 was reviewed and accepted. See attached. The only activity came from membership dues income. C. Song confirmed that the certificate of deposit was cashed in during 2011. J. Gernert asked for the last two years of standard recurring expenses for planning purposes. C. Song will review the general ledger and provide the information.

3. **Committee Reports:**

- a. **Archives (J. Neumann):** Maxine, a re-joining LLAM member from the law school, may have archival materials, as well as contact with emeritus members who may be able to help fill the 1980-1990s gaps in the LLAM newsletter archives. The newsletter links on the website are missing associated content. J. Hawkins plans to post a listserv message to solicit copies of past newsletters to help complete the collection. J. Neumann suggested contacting the past presidents for the missing years as they may have copies. J. Bellistri suggested sending out a list what is missing.
- b. **Communications and Technology (C. Song):** Discussed need for cleanup of the LLAM website including: Transfer of the 2010-2012 quarterly newsletters from our site <https://llamnews.wordpress.com/> to <https://llamonline.org/>. Will retire the WordPress site once transferred. Also proposed to delete the website's Google Calendar that is not populated. Lastly, suggested to deactivate comments. C. Song will send out a bulleted list of proposed website changes.
- c. **Government and Vendor Relations (J. Bellistri):** Will be attending her first MLA Legislative Panel meeting tomorrow. Also reported that we are awaiting the date for the traditional Maryland Library Legislative Day breakfast for February 2019.
- d. **Grants (J. Gernert):** Suggested poll to ensure that offering student grants again next year would be a good idea. Last year the student grant was \$125 since the recipient was an AALL member (\$175 if they had not been a member). C. Song reported that the cost in the past for the full member grant was approximately \$500. Last year it was @ \$625 to match registration fee. Simon commented that it was sensible to match the grant to the registration fee. Jim suggested extending the student grant for one more year if funding is available. Motion was

- e. made to approve both a full registration grant for a member and a student (even if the student was not a LLAM member) for the 2019 AALL conference. It was seconded and approved unanimously.
- f. **Membership (P. Behles & S. Witman):** 43 paid members and still a few in the pipeline that she is aware of. We still need to beat the bushes and reach out to former members to re-join. J. Hawkins asked if it was necessary that a registration form is submitted with a renewal or if it can be done during the online payment transaction. P. Behles wants to ensure we have up-to-date information. It was noted that many are scanning and emailing the form separate from payment. Chi noted that institutional checks would still need something printable to submit to the employer and that a third of the payments are still via checks.
- g. **Nominations (J. Viets):** No report.
- h. **Placement (J. Mundy):** The latest monthly placement statistics were reviewed and are attached. Congratulations to Jessica and Tanya for doing a great job.
- i. **Programming (S. Canick):** J. Hawkins reported that 12 people have signed up for the NASA program and tour and their names had been submitted for background checks. S. Canick attended an interesting presentation that provided a behind the scenes look at Shepard's Citations. Carol, the presenter, is local and may be available for a February program. Noted that we can't book a date yet since it may be late fall/December before the date of the Legislative Day is set. J. Hawkins noted that a link to the LLAM August program has been added to the blog and asked for any additional follow up ideas with College Park.
- j. **Upcoming programs**
 - **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? Informal discussion. Board meeting. Location: Gordon Feinblatt LLC, Baltimore, MD
 - **November 13th** - Board meeting at the University of Baltimore Law Library, Heidi Daniel, CEO, Enoch Pratt Library, and a tour of the newly renovated Bogomolny Library.
 - **December** – Holiday event
 - **January 24th** – Database negotiations with Erica Owusu, Acquisitions & Licensing Coordinator, USMAI. Location: Thurgood Marshall Law Library, Baltimore, MD
 - **February** - Legislative breakfast &/or reception.
 - **Spring** – LRI, Spring Fling

4. New Business

- a. Bylaws Amendment - Proposal for a new committee to be devoted to the planning and execution of the bi-annual Legal Research Institute to be held next March/April. Motion to create a special committee for the next LRI and to make plans for a later vote by the members to create a LRI standing committee. Seconded and passed unanimously. J. Hawkins will move forward on this and amend the procedure manual.
- b. Annual Report – J. Hawkins reported that an extension to submit the annual chapter report to AALL was obtained. He will prepare it and send to the Board for review/additional comments. Requested that all keep this in mind during the year and write down a few lines about their work for next year's report.
- c. Upcoming Meetings – online vs in person – Our next two meetings will be in person from 12-1 p.m. prior to the scheduled programs. We will consider adding a virtual option if attendance is problematic.

5. ACTION ITEMS:

- a. J. Hawkins to submit annual chapter report to AALL after review by the Board.
- b. J. Hawkins to send listserv message to solicit copies of past newsletters to help complete the archival collection.
- c. J. Hawkins to move forward on the newly created LRI Special Committee.
- d. C. Song to provide Board and Committee Chairs with at least two years of standard recurring expenses for planning purposes.
- e. C. Song will send out a bulleted list of proposed website changes.

Meeting adjourned at 3:00 p.m.

The next LLAM Board Meeting will be October 18, 2018 at Gordon Feinblatt LLC in Baltimore.

LLAM Board Meeting Agenda September 6, 2018

1. Welcomes and Introductions
2. Treasurer's Report
3. Committee Chair Reports
4. Membership Survey Update – Jason
5. Recap – August Program – Outreach to College Park
6. Proposed Web Site Update – Chi Song
7. LLAM Newsletter Collection Project
8. Bylaws Amendment - Proposal for New Committee – LRI Committee
9. Bylaws – Annual Report – Notice
10. Upcoming Meetings – online vs in person
11. Upcoming Programs
12. Other

FY 2018-2019
LLAM Financial Report #2

OVERVIEW:	
Opening Balance:	\$8,376.37 as of July 31, 2018
Deposits:	\$825.44
Expenses:	(\$22.13)
Ending Balance	\$9,179.68

DETAILS:	
Opening Balances as of July 31, 2018	
Checking	\$3,192.32
Savings	\$5,184.05
Total	\$8,376.37
Income	
Membership	\$825.00
Interest Earned in Savings Account	\$0.44
Total	\$825.44
Expenses	
Online Store Fees	\$22.13
Total	\$22.13
Ending Balances as of September 4, 2018	
Checking Account	\$3,995.19
Savings Account	\$5,184.49
Total	\$9,179.68

YTD OVERVIEW			
	07/31/18	09/04/18	YTD Total
Deposits:	\$600.37	\$825.44	\$1,425.81
Expenses:	(\$603.17)	(\$22.13)	(\$625.30)

**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	68
September	
October	
November	
December	
TOTAL	