

LLAM Board Meeting Minutes October 18, 2018

Location: Gordon Feinblatt LLC, Baltimore, MD & Virtual

Attendees:

Board Members - Jason Hawkins, Simon Canick, Vicki Yiannoulou, Elizabeth Simmons, Chi Song, Julia Viets
Committee Chairs - Joan Bellistri, Pat Behles, Sara Witman

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

12:00 p.m. Agenda attached.

2. Reports:

Secretary (E. Simmons): One correction to the minutes of the last meeting. Chi had confirmed that the last registration grant for AALL was \$695. Minutes of the last meeting were voted on (as updated), approved unanimously and will be finalized and posted online.

Treasurer (C. Song): The FY 2018-2019 Financial Report #3 (as of October 15, 2018) was reviewed and accepted. See attached. The only activity came from membership dues income and fees for the website. Chi also provided:

- Two-Year Budget Overview (FY 16-17 and FY 17-18) – note that this didn't include a Legal Research Institute (LRI) expense.
- Chapter Liability Insurance information (Note that the \$61 payment, based on the 61 members as of Oct. 1st, is not included in the accounting update as it has not yet been withdrawn from LLAM's account.) If anyone needs a certificate of insurance for an event reach out to Chi.

3. Committee Reports:

- Archives (J. Neumann):** Nothing to report.
- Communications and Technology (C. Song):** Provided a list of proposed action items for updating the website.
- Government and Vendor Relations (J. Bellistri):** We are still awaiting the date for the traditional Maryland Library Legislative Day breakfast for February 2019. An advocacy meeting has been scheduled for Friday, July 12th prior to the annual meeting.
- Grants (J. Gernert):** Nothing to report.
- Membership (P. Behles & S. Witman):** 62 members and a handful that haven't joined yet. Individual emails have been sent to regular members that haven't renewed yet and we are still tracking a few down. We are unlikely to reach 70 members and estimate 65-67. Noted that the decline may be a lack of interest or a decline of law librarians in MD. Suggested a survey of law librarians regarding their interest in membership. J. Hawkins asked if we need to change the password for the membership directory. It is not updated yet, but Sara may have it done soon.
- Nominations (J. Viets):** Nothing to report.
- Placement (J. Mundy):** The latest monthly placement statistics were reviewed and attached.

- h. **Programming (S. Canick):** Working on scheduling Greg Lambert, AALL Immediate Past President for February 21st to talk about organizational strategy, directions/initiatives and lessons learned. LLAM may not have a payment responsibility – he is checking and will let us know if that changes. For March he hopes to schedule a behind the scenes look at Shepard's Citations with Carole Roche. Tentatively looking at April 22nd – 26th for the Legal Research Institute. If it is hosted at UMD they will be in the middle of a reading period and the logistics work well. He is interested in librarianship or research subjects and having panelists from different types of libraries.

4. **New Business**

- a. Reviewed C. Song's proposed website changes which included cleaning up the events and the navigation, as well as taking out the calendar. J. Viets suggested combining the pages of "LLAM Leaders" and "Interact with LLAM". Approvals and comments given for action items as follows:
 - 1) Yes - Remove "Home" from the main navigation bar.
 - 2) Yes - Revise the Events and Announcements Menu on the main navigation bar. Just the events and not the announcements. Election results should be moved to the blog.
 - 3) Yes - Change "Nitty-Gritty Admin" to "About Us" except for LLAM Leaders. Add an "About Us" landing page. J. Viets noted that resources for the landing page text, including brochures, are already created. C. Song will do the changes for review and they can change back.
 - 4) Yes - Calendar to be deleted
 - 5) Interact with LLAM - Contact LLAM Page. Concern with hackers stealing posted email addresses. P. Behles does not mind having her email posted. Suggested using a generic contact on the page or C. Song's email. Have the emails auto-forwarded to the Board.
 - 6) Yes - LLAM Guidelines to be converted into html and retain the options to download them in Word or PDF.
 - 7) Yes - LLAM Purpose Plan and Strategic Plans need to list updated plans.
 - 8) Yes - Add link to the Online Store on the homepage where the calendar was. Will add text to direct users to go there to purchase tickets and renew membership.
 - 9) Yes - Add "Job Placement" to the main navigation.
 - 10) Yes - Disable comments. if we ever have a post where we want to enable comments, we can do it for just that post.
- b. J. Hawkins reviewed the 2017-2018 LLAM Annual Report. Please let him know if anyone would like to suggest other changes by Friday when he would like to submit it. He will email C. Song the finalized report to post on the website. He reminded all, that during April 2019, they should begin summarizing this year's items for the next annual report.
- c. J. Hawkins reported that our September program was great and motioned was made and seconded to approve up to \$50 towards a thank you gift. Ayes carried in vote to approve.
- d. J. Hawkins reported that in response to his email soliciting copies of older LLAM newsletters, that S. Anderson from the Maryland State Law Library reported that they have them collected and could scan them. C. Song clarified that the issues are bound together, and she didn't know how long it would take to scan them. S. Canick requested borrowing them so that his library could do the scanning without removing the binding. C. Song will check on loan.
- e. J. Hawkins suggested Thursday, December 13th for the Holiday Party. Luna Blu in Annapolis was suggested as a venue as they could do a similar setup and price as last year's party. J. Bellistri suggested coordinating with Annapolis events like the annual Midnight Madness. She also

suggested reaching out to vendors like Bloomberg who may be interested in this sponsorship opportunity. Last year's donation came from Thomson Reuters Library Relations (\$250).

5. Upcoming programs

- 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 (13th?) – 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.
- February 21st (tentative) – Greg Lambert
- March (tentative) – Shepard's Citations with Carol
- April (tentatively 22nd-26th) - LRI
- Spring –Spring Fling

6. ACTION ITEMS:

- a. J. Hawkins to submit annual chapter report to AALL and C. Song to post to website.
- b. C. Song to ask for ILL for LLAM newsletters to go to UMD for scanning.

Meeting adjourned at 3:00 p.m.

The next LLAM Board Meeting will be November 13, 2018 at the University of Baltimore Law Library.

LLAM Board Meeting Agenda October 18, 2018

Several of you have requested a call-in option for LLAM's Board Meeting today at noon. We have a call-in option.

1. Welcomes and Introductions
2. Review Minutes
3. Treasurer's Report
4. Committee Chair Reports
5. Review Annual Report
6. Recap – September Program
7. Proposed Web Site Update – Chi
8. Update - LLAM Newsletter Collection Project
9. Upcoming Programs and Board Meetings
 - a. Meeting with Heidi Daniels, CEO Enoch Pratt
 - b. Holiday Party
 - c. Meeting with Erica Owusu

FY 2018-2019
LLAM Financial Report #3

OVERVIEW:	
Opening Balance:	\$9,179.68 as of September 4, 2018
Deposits:	\$562.93
Expenses:	(\$114.45)
Ending Balance	\$9,628.16

DETAILS:	
Opening Balances as of September 4, 2018	
Checking	\$3,995.19
Savings	\$5,184.49
Total	\$9,179.68
Income	
Membership	\$562.50
Interest Earned in Savings Account	\$0.43
Total	\$562.93
Expenses	
Online Store Fees	\$15.45
Wordpress Renewal	\$99.00
Total	\$114.45
Ending Balances as of October 15, 2018	
Checking Account	\$4,443.24
Savings Account	\$5,184.92
Total	\$9,628.16

YTD OVERVIEW				
	07/31/18	09/04/18	10/15/2018	YTD Total
Deposits:	\$600.37	\$825.44	\$562.93	\$1,988.74
Expenses:	(\$603.17)	(\$22.13)	(\$114.45)	(\$739.75)

LLAM Placement Committee 2018

Monthly Statistics

	<i>Placement Statistics 2016</i>
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 2017</i>
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 2018</i>
January	46
February	40
March	34
April	52
May	49
June	53
July	43
August	68
September	59
October	
November	
December	
TOTAL	