

## **LLAM Board Meeting Minutes**

### **August 2, 2012**

**Location:** Venable

**Attendees:**

*Board Members:* Mary Jo Lazun, Bijal Shah, Mark Desierto, Sara Witman, Tonya Baroudi, Sara Thomas, Kate Martin (by t/p)

Meeting called to order at 2:20 pm.

Approved by all attendees via email on 8/3/12.

**Old Business:**

Mary Jo reminded group that LLAM's strategic plan expires at the end of this year. She asked whether we wanted to begin by reorganizing the committee structure or jump right into the strategic plan. Mark favored beginning with the committee reorganization and everyone else agreed. Mary Jo will ask committee chairs for descriptions and suggestions and distribute to the board who will plan on discussing and deciding at the next meeting.

**New Business:**

Mary Jo opened with discussion of the holiday party and its tribute to LLAM's 30<sup>th</sup> Birthday and Steve Anderson's new role in AALL as President-Elect. Tonya presented the group with the venue and menu options; group discussed cost increase over previous years and Bijal gave insight into available funds in our bank account. A vote was taken and the group unanimously approved the venue (National Electronics Museum) and the caterer (Premier Caterers LLC) at the cost of \$25/attendee.

Members will try to continue to find sponsorship from vendors to help alleviate cost.

Mary Jo suggested hosting the Spring Fling at a local park so that it can be a family friendly event. More discussion to follow on the topic.

LLAM is on the list for an AALL board member chapter visit. Mary Jo will poll members to see if there is an interest before we decide if we want to invite the President, Past-President or President-Elect to visit, possibly for our Fall Program at UMD.

Mary Jo asked the group if we think it would make sense to consider 501c3 (tax exempt) status. Members at PLL/firms will see if there are tax attorneys may assist us with identifying the pros and cons of changing our status and what workload would be required. Topic held for further discussion and consideration.

AALL is considering revising its bylaws to allow vendors to become full members of the association. Group discussed whether LLAM should follow suit. We will wait for AALL final vote to continue discussions based on their ballot results.

Next LLAM Board Meeting will be Saturday, September 8, 2012 at 3:00 pm Mary Jo Lazun's House: 22 City Gate Lane, Annapolis.

Meeting adjourned at 4:10 pm.

## **LLAM Board Meeting Minutes September 8, 2012**

**Location:** Mary Jo Lazun's House: 22 City Gate Lane Annapolis, MD 21401

### **Attendees:**

*Board Members:* Mary Jo Lazun, Bijal Shah, Tonya Baroudi, Sara Thomas, Kate Martin

*Committee Chairs:* Joan Bellistri, Catherine McGuire, Pat Behles, Katherine Baer, Jenny Rensler

*Former LLAM President:* Susan Herrick

Meeting called to order at 3:25 pm. Agenda is attached hereto.

Agenda approved by M.J. Lazun and K. Martin

### **1. Treasurer's Report**

Bijal opened the meeting with the Treasurer's Report and a discussion of the financial reports she provided to all attendees (see attached)

- Financials are looking close to the same as they were last year at this time

Bijal requested permission to spend money for necessary expenditures (file boxes and supplies, checks) and all approved in a vote

Bijal explained disbursements paid out for Holiday Party

- We have currently received \$700 from sponsors (Bloomberg and Innovative) and expect more from Westlaw and possibly another Bloomberg donation
- We still have to pay approximately \$650 for the venue and \$1,000 for the catering

### **2. LLAM Grants**

Mark Desierto (absent) asked Mary Jo to address the \$500 conference grant awarded to a LLAM member to attend the Annual AALL Conference. Mary Jo said it's the current understanding that there are no set criteria for application and approval and we would like to define these areas for the future

- Catherine McGuire will put together a preliminary list of ideas and bring to the next meeting. Mary Jo asked Catherine to contact Mark D to get his ideas for the grants criteria
- Pat said that a loose criteria does exist that targets newer members
- All agreed that we need to better advertise the grant so more people apply

### **3. Photo Archives**

Katherine Baer, Archiving Committee, has been putting our photos on Flickr, but has run out of available space provided by the site so she cannot put any more up without paying the annual fee of \$24.95

- Katherine found that Google+ will allow free unlimited uploads with an account but didn't want to set it up without confirming with everyone that they were comfortable with a public social networking profile. All approved so Katherine will work on setting up an account and beginning to upload photos there
- Mary Jo said that when she emailed the AALL Chapter List regarding how they manage their digital collections, one chapter responded and said they had used Hein to assist with digitization of materials. If LLAM decides to digitize some its collection in the future, we may look to Hein for assistance

#### **4. Job Postings on LLAM Website**

Mary Jo suggested we start posting active job postings that are available on LLAM's website but is concerned that it will be too much work to maintain. Mary Rice (Placement Committee, absent) would have to be diligent in ensuring they are current and taken down in a timely matter. Jenny said our site may have an expiration date option to have certain posts removed automatically and would look into it. Jenny will also discuss and confirm this with Mary

#### **5. AALL Chapter Professional Development Award**

Mary Jo suggested that LLAM apply for this award for our Full Disclosure Program that took place last spring. This award is given by AALL to a chapter for an outstanding program they plan and host

- A vote was taken and all agree that we should apply
- Mary Jo had previously discussed with Sara Witman and Kirsten Nelson and they will write the application

#### **6. Presidential Visit**

Mary Jo explained that Jean Wenger, AALL President, will be coming for a chapter visit in October for our Fall Program (A Slice of Full Disclosure) - on October 16<sup>th</sup>. AALL will pay all of the expenses for the visit. Jean will also address and give a presentation at the Program

#### **7. Committee Reports**

##### **A. Technology Committee (Jenny Rensler)**

We have been using Google Wallet for Membership payments and have worked out the kinks. After the first few transactions, Pat had some concerns and challenges: 1) there was no way to select the quantity of memberships or the membership type; and 2) payers could not figure out how to buy membership for someone else. By adding the shopping cart feature and explaining how to differentiate between payer and shipper during the transaction, Jenny was able to fix the problems that were presented

Jenny has added Google Calendar to the LLAM website. Mary Jo asked Jenny to add a comment directly under the calendar so people know that they can click on the Google Calendar Icon at the bottom of the calendar to open it in a larger view

##### **B. Programs (Tonya Baroudi)**

The Fall Program will be on October 16<sup>th</sup>: *A Slice of Full Disclosure* will be held from 12-2pm at University of Maryland Law School. There will be 5 presentations highlighted from the original program last spring and Jean Wenger, AALL President, will also speak

There will be a program on November 15<sup>th</sup> at University of Baltimore. It is a Bloomberg Law presentation from 12-1:30pm

The Holiday Party will be held on December 14<sup>th</sup> at the National Electronics Museum from 5-9pm. Tonya will be meeting with the caterer at the museum at 9am on Tuesday September 18<sup>th</sup> if anyone else would like to join

Mary Jo asked Tonya to send the information on the programs and party to the entire membership list, not just the list serve and Tonya agreed to do so

In February we will have the Maryland Legislative Day and Andrew Jezic (Author of *Maryland Law Confessions*) will be speaking. We need to schedule for a Wednesday to accommodate his schedule, but have to wait until December or after when the Legislature is in session to choose a day for this

In March there will be a program on the future of books and bookstores with the owner of Back Creek Books in Annapolis

April programming is yet undetermined

In May we will be having our Spring Fling at Kinder Farm Parks in Severna Park. Tentative date is May 4<sup>th</sup> for the family oriented gathering; Tentative costs are \$180 to rent the pavilion and \$6 per car entrance fee. Food situation to be determined

**C. Newsletter Committee** (Katherine Baer)

Katherine is currently gathering content for the next newsletter that will go out by the end of September, but said she hasn't received a whole lot of feedback on this as of yet. Mary Jo suggested that Jenny write a website update and also recommended to add something about the AALL President chapter visit, AALL conference reflections and updates and a bit on Katherine Baer receiving the travel grant this year

**D. Public Relations Committee** (Catherine McGuire)

Nothing to report

**E. Membership Committee** (Pat Behles)

We currently have 31 confirmed memberships for 2012-2013 and expect about 10 more to be coming in per people's communications to Pat. We are at about half the membership level that we were last year

*...Due to the impending rain storm, Sara Thomas, Catherine McGuire and Katherine Baer left at this point in the meeting...*

**F. Vendor Relations** (Joan Bellistri)

No notes available

**G. Placement Committee** (Mary Rice - unavailable to attend meeting)

Number of jobs posted to LLAM List

June--20

July---17

Aug---12

*(The following notes taken by and sent to Secretary from Mary Jo)*

**8. Expanded Role of Directors in LLAM Committees**

Attendees discussed the pros and cons of formally adding additional duties to LLAM Board members. Mary Jo presented a proposal to the group to give committee chairs additional help and to increase involvement of Board Members to the on-going work of LLAM. Susan Herrick noted that Board Members are advised by the Nominating Committee of their duties, which does involve a commitment to staying apprised of LLAM events and business issues as well as attendance at meetings. The group reviewed the current bylaws and there is a general agreement that duties of LLAM Board Members could be increased without modifying the bylaws. No final decision was reached at this meeting

## **9. New Committee Structure**

Members reviewed the current committee structure and put together a rough outline of what a revised structure might look like. Mary Jo will work on taking that basic outline (see below) and expand on it for future discussion. Kate suggested that approval of the final committee structure be done at the Spring meeting in conjunction with the new LLAM strategic plan that is also due this year.

### **Basic Outline of Proposed LLAM Committee Standing Structure**

- I. Programs/Education
- II. Vendor/Government Relations
- III. Communications
- IV. Technology
- V. Member Relations/Services
- VI. Archivist

## **10. Online Voting**

Our current bylaws require an in-person vote at a member meeting to approve changes to committee structure. Pat Behles suggested LLAM consider making online voting an option for committee changes

Next LLAM Board Meeting will be Tuesday, October 16, 2012 at University of Maryland Law School

Meeting adjourned at 6:15 pm.

# Agenda

## **Treasurer's Report**

**LLAM Grants**—Need to establish criteria for award. Update the amount?

**LLAM Photo Archive**—Where to put, how much to pay. Hein???

## **Job Postings To Web Site?**

## **AALL Chapter Professional Development Award**

## **President's Visit**

## **Standing Committee Reports**

1. Committee Updates
2. Thoughts on the functions of the committee as currently defined and as needed for the future. Is this work best done by a single person or by a group?

- Programs
- Archives
- Government/Vendor Relations Committee
- Membership Committee
- Publications Committee
- Newsletter Committees
- Placement Committee
- Public Relations Committee
- Standing Committee on Technology (and Webmaster)
- Standing Mentor Committee

## **Review of LLAM Committee Structure and Discussion of Proposed Changes**

### **Goals**

- Greater involvement of LLAM Board Members via oversight/leadership/direction of a group of committees and LLAM function
- Update duties to reflect current needs of the organization
- Combine/remove/add committees to reflect current needs

## **Upcoming Board Meetings**

- October 16 U of MD at 10:30
- November at UB at 10:30

## **Upcoming agenda items**

501(c)(3) Status

Effect of AALL vote on membership for vendors

## LLAM Accounting Update

### Checking Account

**Balance as of April 11, 2012:** \$ **7,698.20**

### Revenue

4/11/2012 -	Google deposits - Spring Fling	\$	230.64
4/30/2012			
5/1/2012 -	Google deposits - Spring Fling	\$	38.54
5/31/2012			
6/5/2012	Deposit - Spring Fling fees	\$	180.00
8/26/2012	Late LRI payment	\$	15.00

**Total Revenue for April 11, 2012 - May 31, 2012:** \$ **464.18**

### Expenses

5/4/2012	Check #625 - Nick's Fish House - Balance due for Spring Fling	\$	635.64
5/4/2012	Check #626 - Katherine Baer - LLAM Grant Recipient for AALL	\$	500.00
5/4/2012	Check #627 - Susan Herrick - Reimbursement for purchase of refreshments for 4/11/12 Board mtg.	\$	42.73
5/29/2012	Check #628 - Mary Jo Lazun - Reimbursement for AALL registration + LLAM Reads snacks & speaker gift	\$	549.87

**Total Expenses for April 11, 2012 - May 31, 2012:** \$ **1,728.24**

**Available Balance in LLAM Checking Account at End of Fiscal Year 2011-2012:** \$ **6,434.14**

### Savings Account

**Balance as of May 31, 2012:** \$ 3,174.69  
(Earns .25% interest)

## LLAM Accounting Update

### Checking Account

**Balance as of June 1, 2012:** \$ **6,434.14**

### Revenue

8/16/2012	Google deposit - Memberships	\$	76.48
8/24/2012	Check deposit - Memberships	\$	250.00
8/28/2012	Google deposit - Memberships	\$	38.24

**Total Revenue for June 1, 2012 - September 8, 2012:** \$ **364.72**

### Expenses

6/29/2012	Debit - National Electronics Museum - Deposit for holiday party	\$	100.00
7/19/2012	Debit - Allegra Print & Immaginapolis - LRI poster for AALL	\$	192.87
8/13/2012	Check #629 - Premier Caterers LLC - Deposit for holiday party	\$	724.00

**Total Expenses for June 1, 2012 - September 8, 2012:** \$ **1,016.87**

**Available Balance in LLAM Checking Account as of September 8, 2012:** \$ **5,781.99**

### Savings Account

**Balance as of August 31, 2012:** \$ **3,176.69**

(Earns .25% interest)

## LLAM Financial Report 2011-2012

<b>Available Balance in LLAM Checking Account as of June 1, 2011:</b>	<b>\$ 6,165.28</b>
<b><u>Revenue</u></b>	
Chapter Dues 2011-2012	\$ 1,670.00
Holiday Party 2011	
Fees paid by attendees	\$ 821.34
Silent Auction	\$ 529.00
Legal Research Institute - Full Disclosure Conference	
Fees paid by attendees	\$ 1,882.26
Sponsorship by vendors	\$ 1,500.00
Spring Fling 2011	
Fees paid by attendees	\$ 449.18
<b>Total Revenue:</b>	<b>\$ 6,851.78</b>
<b><u>Expenses</u></b>	
General Liability Insurance Premium	\$ 82.00
Donations	\$ 265.00
Holiday Party 2011	\$ 1,129.44
Legal Research Institute - Full Disclosure Conference	\$ 2,499.37
AALL Conference Registration for LLAM President 2012-2013	\$ 520.00
LLAM Grant for 2012 AALL Conference	\$ 500.00
Maryland Library Day Breakfast Sponsorship	\$ 390.64
Spring Fling 2012	\$ 885.64
Program & Meeting Expenses	\$ 239.02
Miscellaneous	\$ 71.81
<b>Total Expenses:</b>	<b>\$ 6,582.92</b>
<b>Available Balance in LLAM Checking Account as of May 31, 2012:</b>	<b>\$ 6,434.14</b>
<b>Other Accounts:</b>	
Savings Account Balance as of May 31, 2012	\$ 3,174.69

## **LLAM Board Meeting Minutes October 16, 2012**

**Location:** University of Maryland Law Library

**Attendees:**

*Board Members:* Mary Jo Lazun, Tonya Baroudi, Sara Witman, Sara Thomas, Mark Desierto, Kate Martin

*Committee Chairs:* Joan Bellistri, Catherine McGuire, Jenny Rensler

*AALL President:* Jean Wenger

Meeting called to order at 10:35 am. Agenda is attached hereto.

Agenda approved by vote during 11/15/12 Board Meeting.

**1. Government and Vendor Relations** (J. Bellistri)

Joanie opened the meeting by reporting that we have chosen a date for Maryland Legislative Day and it will be held at the Anne Arundel County Public Law Library on Wednesday, February 13, 2012. The day will include a LLAM Breakfast, a legislative panel and the opportunity to visit the legislature.

**2. September Board Minutes Approval** (S. Thomas)

Sara distributed a copy of the board minutes from the September 8, 2012 meeting and asked for a vote of approval. All approved.

**3. Treasurer's Report** (MJ Lazun on behalf of Bijal Shah, not in attendance)

Mary Jo discussed of the financial reports she distributed to all attendees (see attached)

- Bijal paid our liability insurance
- More donations have been received for our holiday party

**4. Membership** (MJ Lazun on behalf of Pat Behles, not in attendance)

Mary Jo reported that paid membership for this year has formally increased to 64 members; 75 members is the goal.

**5. Programs** (T. Baroudi)

- The November session will be on November 15<sup>th</sup> at University of Baltimore. It is a Bloomberg Law presentation from 12-1:30pm
- One of our members, Jean Hessenauer, has organized a group of members to serve dinner at Ronald McDonald House on November 26<sup>th</sup>
- The Holiday Party will be held on December 14<sup>th</sup> at the National Electronics Museum from 5-9pm. It is likely that Judge Bell will be in attendance.
  - o 5:30-8:30 pm Open Bar
  - o 6:00 pm Hors d'oeuvres
  - o 6:30 pm Welcoming Toast
  - o 7:00 pm Tour (*possibly a 7:30 pm Tour also*)
  - o 8:00 pm Silent Auction
- February 6, 2013 Andrew Jezic (Author of *Maryland Law Confessions*) will be speaking at the Maryland State Law Library regarding publishing and its role in the library.

- February 13, 2013 will be Maryland Legislative Day.
- In March there will be a program on the future of books and bookstores with the owner of Back Creek Books in Annapolis (date still TBD).
- April program will be a tour of the George Peabody Library at Johns Hopkins University; date to be determined but probably the 9<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>.
- May 4, 2013 will be the date of LLAM's Spring Fling at Kinder Farm Park in Severna Park. We need to provide a \$180 deposit and cost of entry will be \$6 per car; event will last all day.

**6. Full Disclosure Award Proposal (S. Witman)**

Sara reported that she is working on the proposal and application to AALL for LLAM to apply to receive an award for outstanding program for our Full Disclosure conference that was held in March 2012.

**7. Scholarship Awards Criteria (C. McGuire)**

Catherine reported that since the last meeting she has been working on researching potential criteria that could be required by LLAM for someone to receive scholarship awards to attend the annual AALL conference.

- She said she has reviewed criteria required by other chapters and divisions and some of the ideas she noted for consideration are:
  - o Must be AALL and LLAM member
  - o Minimum amount of time as a member
  - o Preferential to financial need
  - o Has person received before?
  - o Demonstrated potential as a librarian; commitment to profession
  - o Must provide something in return (write blog/article for chapter website/newsletter; give presentation at program about experience and what was learned, etc...)
- She said that it's important for us to keep the structure of requirements simple
- The final decision should be left to the Grants Committee
- We should establish a Voting Grants Committee; committee should include the past president, the scholarship committee chair and an annual member.
- Because the group agreed that it was important that Catherine not exempt herself from being able to apply for this scholarship in the future, it was voted and approved that Catherine would not do any further research into this topic. Sara Witman will take over for Catherine and work with Mark Desierto going forward to continue to refine the options and work on rewriting the awards policy.

**8. AALL President's Visit (J. Wenger)**

Jean Wenger, AALL Current President, was visiting our chapter from Chicago and attended the LLAM Board meeting. She discuss the upcoming AALL vote regarding vendor membership. Mary Jo interjected that the vote results may affect LLAM's membership rules as well; she said LLAM will probably follow the example of AALL on what is decided on this issue.

**9. Committee Structure Revisions (MJ Lazun)**

Mary Jo distributed a draft committee structure (attached) but the meeting quickly came to an end so we were unable to discuss fully. A complete discussion is to be held at our next Board meeting in November.

Next LLAM Board Meeting will be Thursday, November 15, 2012 at University of Baltimore  
Law School

Meeting adjourned at 11:45 am.

Agenda  
LLAM Board Meeting  
October 16, 2012

Welcome to Jean!  
Mary Jo

September Board Meeting Minutes  
Sara T.

Treasurer's Report—Bijal unable to attend

- See Accounting Update
- We received checks from three sponsors for the holiday party:  
Bloomberg BNA (\$200), Innovative (\$500) and West (\$250)
- Our payment for AALL chapter liability insurance been made. This year,  
we paid \$70.

Membership—Pat unable to attend

- Formally 64
- 8 more possible

Programs

Update from Tonya

Other committee reports

AALL Program Award Proposal

Update from Sara W

LLAM Scholarship Award criteria

Update from Catherine McGuire

LLAM Committee Structure

Discussion

Attachment

Next meeting—November 15 @ 10:30 am University of Baltimore

## LLAM Accounting Update

### Checking Account

**Balance as of September 8, 2012:** \$ **5,781.99**

### Revenue

9/11/2012	Google deposit - Membership dues	\$	76.48
9/20/2012	Check deposit - Membership dues	\$	212.72
10/14/2012	Check & cash deposits - Membership dues	\$	530.00
10/14/2012	Sponsorship checks for holiday party (West - \$250, Innovative - \$500, Bloomberg BNA - \$200)	\$	950.00

**Total Revenue for September 9, 2012 - October 16, 2012:** \$ **1,769.20**

### Expenses

10/12/2012	Check #630 - AALL - Chapter Liability Insurance Premium 11/1/12-11/1/13	\$	70.00
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**Total Expenses for September 9, 2012 - October 16, 2012:** \$ **70.00**

**Available Balance in LLAM Checking Account as of October 16, 2012:** \$ **7,481.19**

### Savings Account

**Balance as of September 30, 2012:** \$ **3,177.03**

(Earns .25% interest)

## **Technology and Online Services**

This committee handles the planning and day-to-day management of LLAM's online presence, communication with members, and management of accounts and passwords. The committee will also investigate and evaluate how evolving technology can be harnessed to better serve LLAM members and assess and implement new initiatives.

Tasks include:

- Website management
- Email, photo, online payments, online file management
- Listserv management

Core committee members:

- Webmaster
- Listserv Manager

## **Outreach, Communications, and Marketing**

This committee provides outreach to LLAM members, future LLAM members, and law library stakeholders. The committee keeps LLAM members aware of upcoming events, achievements by LLAM members via LLAM website and newsletter. The committee reaches out to library schools to promote law librarianship and market the integral role law librarians have in law firms, courts and law schools as well as with attorneys and paralegals.

Tasks include:

- Manage quarterly newsletter
- Develop and maintain LLAM Brochures—set LLAM Logo/look and feel
- Review and update web site content –with webmaster
- Publicize the achievements of LLAM and its members
- Submit news about LLAM programs, events etc. for publication in AALL publications and other professional publications and in general publications in our geographic area.
- Assist the President in creating a display for the LLAM table at AALL.
- Assist in publicizing LLAM's educational programs such as the Legal Research Institute.

Core Committee members:

- Newsletter Editor
- Outreach Coordinator

## **Member Relations**

This committee is responsible for recruiting new members and maintaining current members. Member relations works with webmaster to ensure information about LLAM membership is accurate and membership renewal is convenient for LLAM Members. Member relations is also responsible for providing services to LLAM members in particular keeping track and email and posting to the web site local job opportunities. Member Relations also encourage LLAM members to particulate in ILL. Member relations host an annual event to new members and potential members to highlight the benefits of joining LLAM.

Tasks include:

- Sending out annual membership renewal
- Working with Technology and Online Services to make renewal process as easy as possible
- Reaching out to newly hired law librarians
- Posting job listings on the LLAM web site and email them to LLAM Listserv
- Maintaining a directory of LLAM members
- Publishing an annual directory of LLAM members

Core Committee Members:

- Membership Chair
- Job Listings Coordinator
- Past-president (new member outreach)

## **Education/Programs**

The Education/Programs committee schedules both educational and social programs for LLAM members. Event s will be scheduled throughout Maryland. Social programs will include a holiday party in December and a “Spring Fling Annual Meeting in early May.

Tasks include:

- Locating and scheduling educational events for LLAM members
- Locating and scheduling social events for LLAM members

Core Committee Members:

- Vice President/President Elect
- Board Member (person in 2<sup>nd</sup> year)???

## **Archives**

The Archives Committee identifies, acquires, arranges, preserves and publicizes materials relating to the history of the Law Library Association of Maryland and makes these materials available to its members.

Tasks include:

- Ensures that the materials are preserved
- Maintains the records of the Chapter in an organized fashion
- Solicits contributions of files related to chapter activities.
- Identifies and seeks to fill the gaps in the collection
- Attends board meetings when possible

Core Committee Members:

- Archivist
- Secretary

## **Government and Vendor Relations**

Monitors and informs members of pending state and federal, legislative, executive and judicial activities affecting law libraries and libraries in general; to highlight our contributions, increase our visibility and promote libraries in the eyes of all branches of state government. The Committee also monitors LLAM relations with vendors and spot and solve problems that occur, and educate our membership on new materials and formats presented by vendors.

Tasks include:

- Monitor all branches of government for actions affecting libraries.
- Register with the AALL Washington office to receive updates, alerts etc.
- Work in Conjunction with the AALL Government Relations Committee and the CRIV Committee
- Inform Board of any issues falling within the committee's scope on which LLAM may want to take a position.
- Publicize actions of the government to the membership and set up training or information programs to inform members.
- Work with other library associations to present libraries to the government
- Represent LLAM as MLA Legislative Panel Liaison.
- Help members deal with vendor problems and issues
- Represent LLAM to vendors.
- Promote Law Day (Federal - May 1)
- Promote Maryland Library Day (State - January/February)

Core Committee Members:

- Joanie ☺

**LLAM Board Meeting Minutes**  
**January 10, 2013**  
*Also, Meeting Minutes from Conference Call regarding Bylaws Changes –*  
*January 17, 2013 9:30 am*

**Location:** Gordon Feinblatt (233 E Redwood St Baltimore, MD 21202)

**Attendees:**

*Board Members:* Mary Jo Lazun, Sara Thomas, Sara Witman, Mark Desierto

*Committee Chairs:* Pat Behles

Meeting called to order at 11:05 am. Agenda is attached hereto.

Minutes approved by --

1. **Treasury Report** (MJ Lazun on behalf of Bijal Shah, not in attendance)  
Mary Jo emailed the accounting update to all members prior to the meeting (see attached). She began by updating us on expenses paid out for WordPress subscription renewal (for LLAM Website); 2 checks paying for the Christmas Party, Reimbursement to Jean Hessenauer for Ronald McDonald House volunteer event, money donated to Crissfield (\$264) for charity donation and legislative day breakfast expenses.
2. **Government Vendor/Relations** (MJ Lazun on behalf of Joanie Bellistri, not in attendance)  
Maryland Legislative Day is set for 2/13; there will be a LLAM-hosted Breakfast. LLAM will also host a lunch and learn on legislative history research.
3. **Placement Committee** (MJ Lazun on behalf of Mary Rice, not in attendance)  
There were a grand total 193 job posts in 2012!
4. **Membership Committee** (P. Behles)  
The 2013 LLAM Directory of Members will be online by next Monday 1/14/13. We are up to 80-81 members!
5. **Program Committee** (MJ Lazun on behalf of Tonya Baroudi, not in attendance)
  - A. **March Program**: The topic will be publishing. We can't have the event at Rock Taves book store as previously planned because of space limitations. Options are Banneker Museum in Annapolis (\$150 rental fee) or at 49 West (a coffee house in Annapolis, no charge for rental). A vote was held and all agree on having it at the coffee shop. A \$75 (max) budget is allotted to provide beverages for those who attend.
  - B. **Spring Fling**: Board and Committee needs to decide if we want to spend an additional \$160 to provide parking for attendees or if we should require attendees to pay individually for their parking (would cost \$6 per car). After some discussion, board agreed to defer the topic to the next meeting when Tonya would be in attendance.
  - C. **Proposed Bylaw Changes**: Board reviewed current and proposed language. Mary Jo will send to AALL for approval or suggested changes.
  - D. **New Committee Structure**: Mary Jo will ask committee chairs to work on revisions. Committee chairs will send revisions to Mary Jo and Tonya for content review and then to Sara T. for editorial review.

Next LLAM Board Meeting will be on February 6, 2013 (1:30 pm) at the MD State Law Library in Annapolis (a dial in number will also be provided to those unable to attend in person)

Meeting adjourned at 12:00 pm.

## Meeting Minutes from Conference Call regarding Bylaws Changes January 17, 2013

### Attendees:

*Board Members:* Mary Jo Lazun, Sara Thomas, Sara Witman, Mark Desierto, Tonya Baroudi, (Kate Martin also joined at approximately 9:50 am)

Meeting called to order at 9:35 am. (Bylaws article current and proposed attached hereto)

Mary Jo submitted our proposed language changes to the AALL committee for bylaws and received feedback right away.

- Their main concern was that we had not included language for what to do in the event of a tie. The Board voted and decided that a Board Vote on the issue would decide a tie-breaker.
- AALL also sent some model language that they often suggest for chapter bylaws. Mary Jo incorporated some of that into our new proposed language.
- Mark suggested adding the word “simple” into the line about how bylaws may be changed. “*Bylaws may be changed by (simple) majority.*” Board voted and agreed to incorporate this change.
- Mary Jo clarified that we need to submit our changes to AALL and publish in our newsletter before any changes can take place.
- Board agreed that Mary Jo will resubmit to the chairman of the AALL Bylaws Committee and she will let us know when the process is complete – or she will alert us to any substantial changes that need to be made.

Telephone conference adjourned at 10:00 am.

## **LLAM Board Meeting Minutes February 6, 2013**

**Location:** Maryland State Law Library - (Conference Room) 361 Rowe Boulevard  
Annapolis, MD; some members attended by phone

**Attendees:**

*Board Members:* Mary Jo Lazun, Tonya Baroudi, Bijal Shah, Sara Witman, Kate Martin, Sara Thomas

*Committee Chairs:* Pat Behles, Joanie Bellistri, Katherine Baer, Catherine McGuire,

Meeting called to order at 1:40 pm. Agenda is attached hereto.

Minutes approved by --

**1. Updates on Bylaw Change Submission (MJ Lazun)**

The proposed changes that were sent to AALL were approved and we should consider that 3 members or the board can approve the change.

If we are in agreement that we should change the Bylaw, we should change the language now. All agree and Mary Jo will draft the language and send to Board Members for review.

**2. Treasury Report (B Shah)**

Bijal will email reports to the Board after the meeting.

We currently have approximately \$5,400 in checking and \$3,200 in savings accounts.

Outgoing funds include: Bijal purchased needed supplies (checks) as discussed at previous meeting; Bijal sent Joanie a check for the LLAM Breakfast at MD Legislative Day; Deposit for Spring Fling.

Incoming funds include: payments from Silent Auction purchases, new members

**3. Professional Development Awards (S Witman)**

Sara W. worked with Kirsten Nelson and the submission for LLAM to receive Professional Development Awards went out to AALL last week.

**4. Nominations Committee (MJ Lazun)**

Nominations Committee should be assembled. It should include people from various law library settings (ie: mix of private, academic, government, public, etc...). Committee will be headed by the Past President.

Currently still need 2 people.

Members include: Past President, Vice President, Treasurer, Board Member

**5. Maryland Legislative Day (J. Bellistri)**

Maryland Legislative Day is next week! Schedule as follows:

- 8:00 am Activities begin with breakfast and briefing
- 9:15 am House of Delegates & Senate will declare Library Day; at the State House; People can seek out and spend time with local/county Delegates
- 12:00 pm LLAM Lunch & Learn (Legislative & Congressional Histories)
- 1:00 pm Afternoon visits with Delegates
- 5:30 pm Evening ends with reception at Senate Office in the Presidential Conference Room

Virtual Component will be available on the NLA website.

**6. Placement Committee** (MJ Lazun on behalf of Mary Rice, not in attendance)  
22 Jobs posted on the LLAM website in January 2013; time frame needs to be confirmed.  
(Information confirmed in email from Mary Jo to Sara T 2/7/13)

**7. Spring Fling** (T Baroudi)

It will cost \$6 per vehicle for cars to enter the park; should we require each guest to pay this? Or should LLAM pay this? After vote, all decide to require each attendee to pay parking fee. LLAM is providing the burgers/protein. The rest of the food will be potluck. Alcohol permits not available, so we cannot have any alcoholic beverages.

**8. Membership Committee** (P Behles)

New Members still trickling in.

Sara and Pat are still working on the Directory. They will post the spreadsheet as well as the PDF of the member directory when it's complete.

**9. Strategic Plan** (MJ Lazun)

Is it necessary to have a Strategic Plan and does our recent focus on committee reorganization accomplish this?

- Not a lot of other chapters have these.
- SP should remind us of our purpose and who we are.
- Mary Jo read current SP to meeting attendees
  - We should change the headings to match the current/revised committee structure
  - Should we call it "Core Values" instead of "Strategic Plan"?
  - Mary Jo and Tonya will rework this and send around for the next meeting.

**10. Revision of Procedures Manual for Committee Structure** (MJ Lazun)

**A.** Executive Board Functions – Mary Jo will review description but thinks this one is in good shape.

**B.** Committee Functions – these descriptions need to be updated.

- i. Description should be the purpose/vision statement of the position
- ii. Duties of committee defined in our new committee structure
- iii. Calendar of what needs to be accomplished in what time frame
- iv. Committee Heads should rework the descriptions – deadline for submission is April 15<sup>th</sup>
  - Send these to Mary Jo who will format; Mary Jo will then give to Sara T for formatting. Deadline to have all finalized is June 1<sup>st</sup>

Next LLAM Board Meeting will be on March 20, 2013 (1:30 pm) at 49 West Coffee House (49 West Street, Annapolis, MD)

Meeting adjourned at 2:45 pm.

LLAM Board and Committee Chair Meeting  
Wednesday February 6, 2013  
Maryland State Law Library

- A. Update on Bylaws Submission
- B. Professional Development Award Submission
- C. Nominations Committee
- D. Committee Reports
- E. Legislative Day—Next week!
- F. Strategic Plan—Needed/Update?
- G. Revision of Procedure Manuals for New Committee Structure  
See link at <http://llamonline.org/procedures-manuals/>

LLAM Committee Functions

1. Purpose—1 to 2 sentences
  2. Duties—Use description on Page 3  
<http://llamonline.org.files.wordpress.com/2013/01/llam-newsletter-winter-2013.pdf>
  3. Calendar—June-May
  4. Other?
  5. Due date—April Meeting
- Technology—Jenny R lead
  - Communication—Catherine M lead
  - Archives—Katherine B lead
  - Membership—Pat B lead
  - Government/Vendor—Joanie B lead

Conference Dial-in Number: (712) 432-0600

Participant Access Code: 812493#

Host Access Code: 812493\*--Mary Jo

Next Meeting

Wednesday, March 20<sup>th</sup> @ 49 West (Coffee shop)  
49 West Street  
Annapolis, MD

MEMORANDUM

To: **Law Libraries of Maryland**  
Mary Jo Lazun, President

From: AALL Bylaws Committee  
Alan Keely, Chair

Date: February 6, 2013

Re: Comments regarding the Law Library Association of Maryland Bylaws

The AALL Bylaws Committee has reviewed the bylaws of the **Law Library Association of Maryland** (LLAM). At this time, the Committee finds nothing in the proposed bylaws that warrant changes. We would, however, like to mention that in our opinion having only three members petition to have a bylaws amended seems pretty minimal, but without knowing how many members are in the chapter it is difficult to assess whether or not this is a reasonable number. The LLAM chapter may wish to review this again.

Should the LLAM Chapter have questions regarding this review, please forward to the chair of the AALL Bylaws Committee.

## LLAM Accounting Update

### Checking Account

**Balance as of January 10, 2013:** \$ **5,785.33**

### Revenue

1/19/2013	Membership checks	\$	40.00
1/19/2013	Holiday party payment	\$	25.00
1/19/2013	Silent auction payments + donation	\$	75.00
2/2/2013	Membership check	\$	20.00

**Total Revenue for January 10, 2013 - February 6, 2013:** \$ **160.00**

### Expenses

1/11/2013	Anne Arundel County Parks & Rec Dept. - Reservation of Black Oak Pavilion at Kinder Farms Park for Spring Fling (Paid via debit card)	\$	180.00
1/29/2013	City Dock Catering - Breakfast for MD Library Legislative Day	\$	376.93

**Total Expenses for January 10, 2013 - February 6, 2013:** \$ **556.93**

**Available Balance in LLAM Checking Account as of February 6, 2013:** \$ **5,388.40**

### Savings Account

**Balance as of December 31, 2012:** \$ **3,179.26**  
(Earns .2% interest)

## **LLAM Board Meeting Minutes**

### **March 20, 2013**

**Location:** Mary Jo Lazun's house, 22 City Gate Lane, Annapolis, MD 21401

**Attendees:**

*Board Members:* Mary Jo Lazun, Tonya Baroudi, Mark Desierto, Kate Martin

*Committee Chairs:* Pat Behles, Joan Bellistri, Mary Rice

Meeting was called to order at 1:35 p.m. Agenda attached.

Minutes for the previous meeting were approved online.

#### 1. **Committee Reports**

- **Joanie Bellistri** reported that the Maryland legislative day in February had a good turnout.

AALL is sponsoring a Legislative Lobbying Day on April 18 with a full day's activities including an effective lobbying class, luncheon and meetings with congressional representatives.

In other news, AALL's CRIV committee has published a new guide on publisher relations.

- **Mary Rice** said that the number of placement notices is going up – 19 in February and 22 so far in March. That's a doubling of notices over the past few years. This increase may be due to now including both the Washington DC and Maryland regions or, possibly, an improved economy for librarians.
- **Pat Behles** predicted the updated LLAM membership directory will be available soon. It will be released to members digitally in an Excel format.

#### 2. **Spring Fling and Other Events**

**Tonya Baroudi:** Plans are underway for the Spring Fling, a family picnic at Kinder Farms Park in Severna Park, MD, on Saturday, May 4<sup>th</sup> from 2-5 p.m.

- Costs will be \$10 for adults and \$5 for children 12 and under
- Parking will be \$6 per car, payable at the park.
- There will be food and drink, games, a pie baking contest and other activities.
- A "save the date" notice has gone out to the membership and payments can be made on Google.

Tonya also announced the April LLAM program – a tour of Johns Hopkins University's George Peabody Library in Baltimore on April 12<sup>th</sup>, from 12-1.

#### 3. **Newsletter**

**Katherine Baer** has postponed the newsletter deadline in order to include election notices, bylaw changes and candidate bios. The election itself will be conducted through Survey Monkey in late March.

4. **Sharing LLAM Membership Lists with AALL**

Mary Jo Lazun polled the Board on an AALL request to share membership lists. AALL would like to use the LLAM list for marketing purposes and to get the names of LLAM members who are not members of AALL. They in turn would give LLAM a list of Maryland AALL members who are not LLAM members. The sense of the group was that if AALL did not abuse the privilege and bombard LLAM members with emails or give the names to vendors, it would be acceptable. AALL would be contacted if the communications became inappropriate or excessive. A motion to pursue the matter was passed by the Board.

5. **Brown Bag Meeting on Library Technologies**

**Mark Desierto** asked if he could organize a brown bag session on technology issues – what SDI and ILS systems are being used and how the systems are working out in member libraries. He would be willing to host the event at Venable and send out a notice on the LLAM listserv. Everyone agreed this would be a valuable and relevant program and Mark was given the O.K. to proceed.

6. **LLAM on LinkedIn**

Mary Jo and Mark asked the group to consider adding LLAM on to the social media site, LinkedIn, LLAM could be listed as a group that would be open to anyone or restricted to only LLAM members. Participation on this site would be another way for members to share information about themselves and their libraries. It also would be a way to identify LLAM interest/affiliation within LinkedIn.

Mary Jo and Mark will explore this connection further.

7. **Scholarship Committee**

Mary Jo has formed a scholarship committee consisting of Chair **David Matchen** and committee members **Flossie Barnes** and **Kathie Sweeney**. They are working on committee procedures and criteria for selecting awardees. LLAM awards scholarship to the AALL annual meeting and conference.

8. **Treasurers Report**

Treasurer **Bijal Shah** was unable to attend, but she submitted the attached report. The checking account balance as of March 20 is a healthy \$6,299.35 and the savings account balance is \$3,180.29.

9. **Strategic Plan**

Mary Jo discussed the strategic plan. It's time to review the current plan for changes. She suggested making a minimalist draft, more along the lines of a mission or goals statement. She and Tonya will work on it and get back to the group later.

10. **Archives**

Pat Behles found several interesting items lately – a seal, banners and other intriguing documents.

The next board meeting's time and place has not been determined.

The meeting adjourned at 2:20 p.m. Several members left for the March program on e-books at 49 West Café in Annapolis with Rock Toews and Valerie Piechocki.

## Today's Meeting Agenda--March 20th

**From:** Mary Jo Lazun

**To:** Bijal A. Shah Kate Martin Mark Desierto Sara Thomas Sara Witman Sara Witman Tonya Baroudi Catherine McGuire Jenny Rensler Joanie Bellistri Katherine Baer Mary Rice Maxine Grosshans Pam Luby Pat Behles

**Date:** March 20, 2013 11:45:47 AM

LLAM budget rept 032013.xls (22.58 KB), Create a Group \_ LinkedIn.pdf (118.33 KB)

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Hi all,

For those calling in to the meeting the agenda is below. Please note there are two attachments. Those meeting at my house I will have hard copies of attachments.

Conference Dial-in Number: (712) 432-0600

Host Access Code: 812493#

Would someone please volunteer to take the minutes.

Talk to you soon.

MJ

### Agenda

Committee Reports: Jenny, Joanie, Mary, Pat, Tonya

Spring Fling--Tonya and Kate

Election! --Sara W

Newsletter-Katherine

Sharing LLAM member list with AALL--Mary Jo

Brown Bag on Library Tech--Mark (Possible dates 4/22-26)

LLAM on LinkedIn--Mark and Mary Jo. See attachment

Scholarship Committee Formed Mary Jo

Reminder that Committee Procedures are due April 15--Mary Jo

Treasurer Report--See attached

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When you come to a fork in the road, take it.

---Yogi Berra

## LLAM Accounting Update

**Checking Account**

Balance as of February 6, 2013: \$ 5,388.40

<b><u>Revenue</u></b>	3/17/2013	Membership checks	\$	40.00
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Total Revenue for February 6, 2013 - March 20, 2013: \$ 40.00

**Expenses**

2/18/2013	Check #639 - Tonya Baroudi - Reimbursement for speaker gifts for Feb. 6 & 13 programs	\$	58.44
2/26/2013	Electronic Payment - Deluxe Check (through M & T Bank) - Order for replenishment of checks	\$	31.70
3/4/2013	Check #640 - Joan Bellistri - Reimbursement for purchase of additional items for MLA Library Day breakfast	\$	38.91

Total Expenses for February 6, 2013 - March 20, 2013: \$ 129.05

Available Balance in LLAM Checking Account as of March 20, 2013: \$ 5,299.35

**Savings Account**

Balance as of February 28, 2013:

\$ 3,180.29