

LLAM Board Meeting Minutes
January 24, 2019

Location: Thurgood Marshall Law Library, Baltimore, MD

Attendees: Board Members - Jason Hawkins, Simon Canick, Vickie Yiannoulou, Elizabeth Simmons (via WebEx), Chi Song, Julia Viets, Jim Gernert
Committee Chairs – Pat Behles, Jessica Mundy

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

12:05 p.m. Agenda attached.

2. Reports:

- a. Secretary (E. Simmons): Minutes of the last meeting were voted on via email, approved, and have been posted online.
- b. Treasurer (C. Song): The FY 2018-2019 Financial Report #5 (as of January 21, 2019) was previously distributed, reviewed, and accepted. See attached.

3. Committee Reports:

- a. Archives (J. Neumann): Nothing to report.
- b. Communications and Technology (C. Song): Provided upon on previous listserv discussion regarding different options. For the time being, we will have a moderated list using Google Groups with Harvey Morrell and Chi Song as co-moderators. The co-moderators will handle communication requests. P. Behles asked if LLAM membership was required to join the listserv. Per C. Song, LLAM membership is not currently a prerequisite. Users will make the request by completing a simple, online form on LLAM's website. We can see a listing of listserv members. J. Hawkins asked about other options.
- c. Government and Vendor Relations (C. Song for J. Bellistri): Reported on upcoming MLA Library Legislative Day, which will be on February 5, 2019, starting at 8:00 A.M. at the Anne Arundel County Circuit Court Law Library. LLAM has historically provided breakfast for the morning briefing. The proposed vendor for catering is City Dock Catering, which is the same vendor with the same proposed budget as last year - \$500. C. Song proposed a motion to approve \$500 for the event. The motion was seconded and approved unanimously. C. Song will post an event announcement on LLAM's blog.
- d. Grants (J. Gernert): Provided a recap of what was discussed in the past, including having a member as well as a student grant. J. Gernert will contact past committee members to request that they serve on this year's committee. J. Hawkins asked when did LLAM begin advertising the grants in the past. Per the discussion, we started advertising in February or shortly there afterwards. Regarding past practices, J. Viets suggested more positive results when people put themselves out there in community.
- e. Membership (P. Behles)
 - i. Reported that we have had no new members join. Discussion: C. Song will reach out to the new people at the Department of Legislative Services during MSLL's February tour.

- ii. P. Behles suggested extending membership for those joining now through the following year (2019/2020) as a way of building membership. We will need to confirm that for those who join now does the membership technically end in May, whether we can prorate dues, and whether we will be able to offer those joining after January 31st that their memberships will also continue for the following year. E. Simmons will check the procedures and bylaws for this information.
- iii. LLAM membership directory has be updated. Do we want to change the password and send it to the members? J. Hawkins agreed it was time to. P. Behles will contact S. Witman asking her to convert the directory to PDF and add a new password.
- f. Placement (J. Mundy): The latest monthly placement statistics were reviewed and attached. J. Hawkins noted that the position announcements were on the blog and inquired whether this was intentional. J. Mundy replied that it was not. This has since been corrected.
- g. Programming (S. Canick): The scheduling for the Feb. 21st visit from Greg Lambert, AALL Immediate Past President, has been more complicated than expected. S. Canick is working with the LLAM Board on schedules but March may be better. In response to a poll on program dates, Fridays may be better and has the added benefit of giving the guest more options and flexibility.

4. Old/New Business:

- a. Holiday party recap and future planning
 - i. J. Hawkins noted that attendance was much lower than in the past. Possible reasons for this include price and timing (e.g., too late in the month). P. Behles noted that many members had left town by Dec. 20th and suggested an earlier date (e.g., second week in December) for 2019.
 - ii. For future planning, an estimate of 15-18 attendees may be more realistic. LLAM could consider different meal options (sit-down meals, catered heavy hors d'oeuvres) and different locations (e.g., Anne Arundel County Circuit Court Law Library or law school facilities).
 - iii. C. Song reported \$210 in silent auction and donation proceeds. In years past, we have collected \$500-600. C. Song suggested considering discontinuing the silent auction as it adds a layer of extra work that may not be worth it given the trend of decreasing proceeds. Not having a silent auction may also give us more flexibility on the venue if we do not need that added space. P. Behles noted that she likes continuing it so long as there is someone willing to take on.
 - iv. J. Hawkins discussed working with restaurant. Total bill was \$1,200 and the deposit went towards that. The ledger shows a \$400 reimbursement to J. Hawkins for the deposit and \$800 to Luna Blu. We have not yet received the Thomson Reuters donation of \$250.
 - v. J. Viets expressed our appreciation of all the work J. Hawkins put into the party.
- b. LLAM Elections

- i. J. Viets initially planned for election ballots to be sent in early March. After discussion, the target is an early April election to ensure enough votes.
 - ii. She will get nominations committee ready to go in early February. Let her know of anyone's interest in running. She created a poll last year. Actual posting will be done by the President.
- c. Certificate and retirement gift for Kathy Sweeney and Kate Martin – J. Hawkins suggested that the membership committee discuss how to best consider gifts in the future (when, who, what occasion). P. Behles will come up with a method to track members for this purpose.
- d. Scanning of past newsletters- A bound copy of past newsletters is available at the Maryland State Law Library. S. Canick and C. Song are working out the details regarding interlibrary loan and scanning. Maryland State Law Library requests that the newsletter remain in their binding.
- e. Open discussion - Discussion of agenda for next meeting. Would need to do a February meeting online since the program that month is Legislative Day.

Meeting adjourned at 12:44 p.m.

The next LLAM Board Meeting will be virtual.

LLAM Board Meeting Agenda

Thursday, January 24, 2019

1. Committee reports
2. Holiday party recap and future planning
3. Planning for LLAM elections
4. Certificate and retirement gift for Kathy Sweeney and Kate Martin
5. Scanning of past newsletters
6. Open discussion

FY 2018-2019
LLAM Financial Report #5

OVERVIEW:	
Opening Balance:	\$9,642.60 as of November 12, 2018
Deposits:	\$827.86
Expenses:	\$1,214.51
Ending Balance	\$9,255.95

DETAILS:	
Opening Balances as of November 12, 2018	
Checking	\$4,457.24
Savings	\$5,185.36
Total	\$9,642.60
Income ¹	
Membership	\$25.00
Holiday Party Ticket Sales	\$592.00
Holiday Party Silent Auction	\$210.00
Interest Earned in Savings Account	\$0.86
Total	\$827.86
Expenses ²	
Luna Blu (Holiday Party) Deposit reimbursement to J. Hawkins	\$400.00
Luna Blu (Holiday Party) Restaurant Bill	\$800.00
Ecwid Online Store Fees	\$14.51
Total	\$1,214.51
Ending Balances as of January 21, 2019	
Checking Account	\$4,069.73
Savings Account	\$5,186.22
Total	\$9,255.95

YTD OVERVIEW						
	07/31/18	09/04/18	10/15/2018	11/12/2018	1/21/2019	YTD Total
Deposits:	\$600.37	\$825.44	\$562.93	\$75.44	\$827.86	\$2,892.04
Expenses:	(\$603.17)	(\$22.13)	(\$114.45)	(\$61.00)	(\$1,214.51)	(\$2,015.26)

¹ Income does not reflect pending donation from Thomson Reuters of \$250 for the holiday party.

² Expenses do not reflect donation of \$105 to Maryland Book Bank (50% of Silent Auction Proceeds from Holiday Party).

LLAM Placement Committee
2018/2019 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>
	<i>2018</i>
January	46
February	40
March	34
April	52
May	49
June	53
July	43
August	68
September	59
October	33
November	43
December	44
TOTAL	564