

# LLAM Board Meeting Minutes

## May 30, 2019

**Location: Virtual**

### **Attendees:**

*Board Members* - Jason Hawkins\*, Simon Canick\*, Vicki Yiannoulou\*, Elizabeth Simmons\*, Chi Song\*, Jim Gernert\*, Joe Neumann, Pat Behles, Joan Bellistri, Tanya Thomas, Kate Martin

\* Board Members

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

3:00 p.m. Agenda attached.

### **2. Reports:**

**Secretary (E. Simmons):** Minutes of the last meeting (3/29/19) were voted on via email and during meeting, approved, and have been posted online.

**Treasurer (C. Song):** The Final FY 2018-2019 Financial Report (#7 as of May 7, 2019) was reviewed and accepted. See attached. There was limited activity: interest income in our savings account and the funds expended for the AALL Chapter Visit Program's lunch. Spring Fling ticket sales and grants made are not included in this report.

### **3. Committee Reports:**

- a. **Archives (J. Neumann):** Nothing to report. J. Hawkins noted that we do not need any additional newsletters for archives and that the scanning project is ongoing.
- b. **Communications and Technology (C. Song):** Noted that our grant recipients, and new member Julia Roberts, would be submitting blog posts.
- c. **Government and Vendor Relations (J. Bellistri):** The MLA Advisory Panel year is up. We sponsored a well-attended Library Day. Noted that AALL Advocacy Day would be Friday, July 12<sup>th</sup>. Only 3 from MD have signed up so far. She will check on getting the word out.
- d. **Grants (J. Gernert):** See below.
- e. **Membership (P. Behles):** Reached out to Dept. of Legislative Services Library to market LLAM. At least one person plans on rejoining.
- f. **Placement (J. Mundy):** E. Simmons read the statistics for February – April 2019. See attached.
- g. **Programming (S. Canick):** Chi and Julia have sent dine around suggestions for AALL DC for Saturday night.

### **4. Annual Report:**

J. Hawkins reported that this has been submitted and posted to the LLAM website.

### **5. New Business/Ongoing**

#### **Connecting listserv communications and LLAM website communications (J. Hawkins)**

Presently there are two methods for members to receive LLAM communications and they each have separate sign-up processes. Going forward make sure people know this or look at merging these methods.

P. Behles commented that historically members have chosen not to subscribe to the listserv fearing they would get too much email. There was also an email list of members for updates. She suggests reminding members they need to sign up with Harvey for the listserv. In the past someone, perhaps the Secretary, had a mailing list of the membership for sending out ballot information, etc.

The membership list makes three methods and is the most reliable since the other two are voluntary.

S. Canick suggested making the listserv an opt-out choice for members. It is currently an opt-in choice on the membership application form and we could change that.

P. Behles noted that the new membership chair will be sending something out shortly (June/July 1<sup>st</sup>) for renewals. We should do the change to the application sooner rather than later. She agreed to stay on as Chair for the 2019/2020 year at Simon's request.

#### **EOY Communications for listserv and LLAM website**

**Grant Recipients:** The 2019 recipients of our LLAM Grants to attend the AALL Annual Conference & Meeting were Jenna Wolf and Jennifer Elisa Chapman. J. Gernert to provide J. Hawkins the final text for an email announcing the winners.

**LLAM Elections:** The 2019/2020 Board was introduced at the Spring Fling. J. Hawkins will send an email acknowledging the new LLAM Executive Board Members for 2019-2020: Chi Song, Vice President/President Elect; Tanya Thomas, Treasurer; and Bijal Shah, Board Member.

#### **Local Chapter Board at AALL Annual Meeting**

C. Song will be there for the entire conference and will take the lead. Please send her your ideas.

#### **Legal Research Institute (LRI)**

K. Martin provided an overview and planning update. This will be our first LRI since 2015. The date is Friday, October 11, 2019 and it will be held at the Thurgood Marshall Law Library, University of Maryland Law School. The theme is going back to the roots of the importance of legal research.

Goals/benefits include uniting people and increasing involvement in LLAM, as well as earning association funds. It will be modeled on the 2015 one-day program with a similar schedule. We want attendees to get usable information. Target attendance is hopefully 80-100 people.

There will be three tracks which will correspond to the level of knowledge the attendees have: basic legal researchers, advanced legal researchers and administrators and decision makers. Each track will have three to four programs.

Many have already expressed interest in attending. We are also inviting other local chapters to be co-sponsors.

V. Yiannoulou mentioned the existing reciprocal agreement with MLA where they can get LLAM member pricing.

## **6. Open Comments – None**

**Meeting adjourned at 3:50 p.m.**

## **LLAM Board Meeting Agenda**

**Thursday, May 30, 2019**

1. March 2019 Minutes Approval
2. Treasurer's Report
3. Committee Reports
4. Annual Report
5. Connecting listserv communications and LLAM website communications
6. EOY Communications for listserv and LLAM website
  - a. Grant Recipients
  - b. LLAM Elections
7. Local Chapter Board at AALL Annual Meeting
8. LRI
9. Open Comments

FY 2018-2019  
**LLAM Financial Report #7 – Final Report**

OVERVIEW:	
Opening Balance:	<b>\$8,903.85</b> as of March 26, 2019
Deposits:	\$0.87
Expenses:	<b>\$151.83</b>
Ending Balance	<b>\$8,753.33</b>

DETAILS:	
Opening Balances as of March 26, 2019	
Checking	\$3,717.23
Savings	\$5,187.06
<b>Total</b>	<b>\$8,903.85</b>
Income <sup>1</sup>	
Interest Earned in Savings Account	\$0.87
<b>Total</b>	<b>\$0.87</b>
Expenses	
Lunch for AALL Chapter Visit (Greg Lambert) Program	<b>\$151.83</b>
<b>Total</b>	<b>\$151.83</b>
Ending Balances as of May 8, 2019	
Checking Account	\$3,565.40
Savings Account	\$5,187.93
<b>Total</b>	<b>\$8,753.33</b>

YTD OVERVIEW								
	07/31/18	09/04/18	10/15/2018	11/12/2018	1/21/2019	3/26/2019	5/7/2019	YTD Total
Deposits	\$600.37	\$825.44	\$562.93	\$75.44	\$827.86	\$325.84	\$0.87	\$3,218.75
Expenses	(\$603.17)	(\$22.13)	(\$114.45)	(\$61.00)	(\$1,214.51)	(\$677.50)	(\$151.83)	(\$2,844.59)

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<sup>1</sup> Spring Fling ticket sales are not included in this financial report.

**LLAM Placement Committee  
2018/2019 Monthly Statistics**

	<b><i>Placement Statistics 2019</i></b>
January	27
February	43
March	49
April	56
May	
June	
July	
August	
September	
October	
November	
December	
<b>TOTAL</b>	
	<b><i>Placement Statistics 2018</i></b>
January	46
February	40
March	34
April	52
May	49
June	53
July	43
August	68
September	59
October	33
November	43
December	44
<b>TOTAL</b>	<b>564</b>
	<b><i>Placement Statistics 2017</i></b>
January	49
February	27
March	45
April	40
May	39
June	40
July	45
August	59
September	38
October	50

November	40
December	31
<b>TOTAL</b>	<b>503</b>
	<b>Placement Statistics 2016</b>
January	29
February	38
March	41
April	51
May	50
June	50
July	40
August	42
September	36
October	41
November	45
December	40
<b>TOTAL</b>	<b>503</b>