

LLAM Board Meeting Minutes

August 16, 2019

Location: Virtual

Attendees:

Board Members - Simon Canick*, Chi Song*, Elizabeth Simmons*, Tanya Thomas*, Bijal Shah*, Vicki Yiannoulou*, Jason Hawkins*, Pat Behles, Joan Bellistri

* Board Members

1. Welcome / Introductions / Meeting called to order (S. Canick):

10:30 a.m. Agenda attached.

S. Canick reported that WebEx allows for the recording of meetings and it may be desirable to have our meetings recorded and allow for distribution to the Board. All agreed with this and recording commenced.

2. Treasurer's Report (Tanya Thomas):

The first FY 2019-2020 Financial Report (#1 as of August 15, 2019) was reviewed and accepted. See attached. The report reflected all everything from last year's Spring Fling through August 8th, 2019. We have 2 registrations for the LRI. Pending are the last few checks received for renewals. Full swing on membership renewals.

3. Committee Reports:

- a. **Archives (No Chair):** Nothing to report
- b. **Communications and Technology (No Chair):** C. Song provided update – we have had more blog posts and we are pushing for even more.
- c. **Government and Vendor Relations (J. Bellistri):** No updates. She will start going to the legislative panel next month. Summer break now.
- d. **Grants (J. Gernert):** Not present.
- e. **Membership (P. Behles):** We have 25 renewals in so far. She will send out a reminder.
S. Canick reported that he has not gotten a lot of membership survey responses yet. If we do a reminder soon, he hopes to double the substantive responses and we can review the survey results at the next meeting.
- f. **Placement (J. Mundy):** Not present. E. Simmons suggested that the posted minutes include only the placement statistics for the current year and one year back. Agreed.
- g. **Programming (C. Song):** J. Mundy is also on the committee with her. So far, we have scheduled:
 - Sept. 19th "Improving Service to Customers with Disabilities" at the Maryland State Archives. Presented by Erin Kelly, Librarian, Enoch Pratt Free Library & Maryland State Library Resource Center.
 - Oct. 11th "Legal Research Institute" at Thurgood Marshall Law Library, University of Maryland Francis King Carey School of Law.
 - Nov. Week of 18th - Tour of the National Museum of African American History & Culture in Washington, DC.
 - Dec. 12th (target) – Holiday party
 - Feb. TBD – Maryland Library Legislative Day

- Spring – Goal is to do a more creative program with the focus on expanding membership – perhaps writing or legal research in-depth programs.
- May TBD - Spring Fling.

At C. Song's request, S. Canick motioned to approve funding of \$250 for light refreshments at upcoming programs during the year, not to include LRI, Holiday Party, Legislative Day or Spring Fling. The motion was seconded and approved.

4. LRI open issues (C. Song)

- Grants: The LRI committee recommended to the Grants committee that the LRI grants be open to all attendees. Cap of 10 awards. Projected cost nominal. This should be within our existing budget. The Grants committee will handle details. We will need Board approval to offer these. S. Canick would like to see some preference for existing LLAM members – at least half of the awards. P. Behles asked how the decision-making would be done. Per C. Song, the Grants committee would set that, however, the Board can discuss this and set criteria for their award. After discussion, it was agreed that more information was needed before voting on this issue. C. Song will email additional information on preferences, numbers and criteria for award. Board will vote via email.
- Reimbursement of LLAM Speakers / Presenters: LLAM LRI organizers can't be reimbursed for costs of their attendance. We would like to make an exception for the members who are speaking. P. Behles referred us to the AALL guidelines. Further checking is needed. We discussed reimbursement for travel. V. Yiannoulou suggested that registration and parking reimbursement was reasonable, but not travel expense. S. Canick motioned that LLAM members who **are** LRI speakers will not be charged for registration and will be reimbursed for parking to the extent that it does not conflict with AALL guidelines. The motion was seconded and approved.
C. Song motioned to reimburse LRI speakers who are not members, for parking and travel based on the current IRS rates, and provide free registration. Tabled. C. Song motioned to reimburse LRI speakers who **are not** members, for parking and provide free registration. The motion was seconded and approved. Noted that AALL grant terms allow for expenses such as airfare.
- LLAM Membership for non-member registrants: We have proposed a raffle to be held in the exhibit hall which will award free LLAM membership. Suggested that we limit this to only those who have not been a member in the past 5 years. C. Song motioned that we allow the exhibit hall raffle to include one free 1-year LLAM membership with the criteria of no membership in the last 5 years. The motion was seconded and approved.
- Funding requests: C. Song alerted us that there are more funding requests in the pipeline. The AALL grant (\$2,600) disbursement model includes review of our report and approval to disburse the funds to LLAM. The grant does not include food costs. LRI expenses include room reservations, printing, food and other reimbursement costs. We are also exploring meal sponsorship from vendors.

5. Open Discussion

- S. Canick will pursue committee chair appointments.
- No additional business.

On motion of C. Song, the meeting adjourned at 11:15 a.m.

LLAM Board Meeting Agenda

August 16, 2019
10:30am / Webex

1. Welcome!
2. Treasurer's Report
3. Committee reports
4. LRI open issues
 - a. Grants
 - b. Reimbursement of LLAM Speakers / Presenters
 - c. LLAM Membership for non-member registrants
 - d. Funding requests
5. Open discussion

FY 2019 – 2020

LLAM Financial Report #1

OVERVIEW	
Opening Balance:	\$8,753.33 as of May 8, 2019
Deposits	\$703.81
Expenses:	\$752.95
Ending Balance:	\$8,704.19

DETAILS	
Opening Balances as of May 8, 2019	
Checking	\$3,565.40
Savings	\$5,187.93
<i>Total</i>	8,753.33
Income	
Membership	\$437.50
Legal Research Institute	\$115
Spring Fling Ticket Sales	\$150
Interest Earned in Savings Account	\$1.31
<i>Total</i>	\$703.81
Expenses	
Ecwid Online Store Fees	\$27.12
Zannino's Catering reimbursement to S. Canick	\$412.25
LLAM Display Board for AALL Conference reimbursement to C. Song	\$63.58
LLAM Grants for AALL Conference	\$250
<i>Total</i>	\$752.95
Ending Balances as of August 15, 2019	
Checking	\$3,514.95
Savings	\$5,189.24
<i>Total</i>	\$8,704.19

**LLAM Placement Committee
2019/2020 Monthly Statistics**

	<i>Placement Statistics 2019</i>
January	27
February	43
March	49
April	56
May	33
June	30
July	50
August	
September	
October	
November	
December	
TOTAL	
	Placement Statistics 2018
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