

LLAM Board Meeting Minutes

September 19, 2019

Location: Maryland State Archives

Attendees:

Board Members - Simon Canick*, Chi Song*, Elizabeth Simmons*, Tanya Thomas*, Bijal Shah*, Vicki Yiannoulou*, Jessica Mundy, Pat Behles

* Board Members

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

11:05 a.m. Agenda attached.

2. Reports:

Secretary (E. Simmons): We have received only two approvals of the draft minutes from the last meeting (8/16/19). C. Song motioned to approve minutes as emailed. The motion was seconded, and the minutes approved unanimously.

Treasurer (T. Thomas):

The first FY 2019-2020 Financial Report (#2 as of September 18, 2019) was emailed, reviewed and accepted. See attached. Noted that income included 5 of 19 paid LRI registrations and 49 paid renewals. V. Yiannoulou questioned the cost of the Ecwid online store fees. Based on the services provided it was determined that they were reasonable.

3. Committee Reports:

- a. **Archives (No Chair):** S. Canick discussed inquiry from LLMC in which they provided a list showing LLAM documents that they have digitized, including $\frac{3}{4}$ of our newsletters, past bylaws, membership directories and annual reports. They requested our interest (by Oct. 7, 2019) in ongoing digitization of LLAM documents. These will be part of the AALL Archives at the University of Illinois at Urbana-Champaign, which collects, arranges, and describes AALL records that represent the history of AALL and its members.
Agreed that if these would be password protected we are interested in proceeding. Simon will provide additional information for discussion after the Oct. 7th deadline.
- b. **Communications and Technology (No Chair):**
- c. **Government and Vendor Relations (J. Bellistri):** Not present. S. Canick reported that a date for the Feb. 2020 legislative day was expected to be known by Oct. 1st. A formal request for budget approval (at same amount as 2019) for refreshments will be forthcoming.
- d. **Grants (J. Gernert):** Not present.
- e. **Membership (P. Behles):** We have 49 paid renewals and are expecting about 62.
- f. **Placement (J. Mundy):** Latest statistics were emailed and are attached. No volunteers for the committee yet. S. Canick is looking for additional contact suggestions. J. Mundy reported that more assistance is needed for the Communications Committee.

g. **Programming (C. Song):** 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. 21st - Tour (3pm) of the National Museum of African American History & Culture in Washington, DC. No Board Meeting prior to.
- Dec. 12th (target) – Holiday party - (Probably in Baltimore)
- 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.

4. LRI Countdown & issues (S. Canick)

- Venue and logistics looking good.
- The LRI Committee would like to request additional reimbursements for speakers. C. Song motioned to approve up to \$100 reimbursement to speakers, LLAM and non-members, for parking, mileage and ground transportation. Seconded and vote tied 3/3. Agreed to follow-up via email with future vote expected.
- Discussion of need to finalize program descriptions for forthcoming e-mail blast. Track 2 descriptions should be ready tomorrow afternoon.
- Need additional outreach to increase registration.

Next meeting will be scheduled for @ Nov. 10th.

On motion of C. Song, the meeting adjourned at 12:00 p.m.

LLAM Board Meeting Agenda
September 19, 2019, 11:00am
Maryland State Archives

1. Welcome
2. Treasurer's report
3. Committee reports
4. LRI countdown and issues
5. Open discussion

FY 2019 – 2020

LLAM Financial Report #2

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>	<i>8,753.33</i>
Income	
Membership	\$437.50
Legal Research Institute	\$115
Spring Fling Ticket Sales	\$150
Interest Earned in Savings Account	\$1.31
<i>Total</i>	<i>\$703.81</i>
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>	<i>\$752.95</i>
Ending Balances as of August 15, 2019	
Checking	\$3,514.95
Savings	\$5,189.24
<i>Total</i>	<i>\$8,704.19</i>

**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	51
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