

**LLAM Annual Meeting**  
**Tuesday, May 12, 2020**  
**1pm – 2pm**

**Location:** Virtual

**Present:** Board Members - Simon Canick, Chi Song, Elizabeth Simmons, Tanya Thomas, Bijal Shah, Vicki Yiannoulou, Jason Hawkins

LLAM Members – The quorum requirement of ten members present at a business meeting was met through the virtual participation of members through the WebEx platform.

**Agenda**

- Welcome
- LLAM Board Business
- Election Results
- Open Discussion - Let's talk about how we and our libraries are handling the COVID-19 pandemic! Possible topics include working from home, reliable information sources, how to handle reentry into our physical spaces, budget concerns, job security concerns, or any other topic of interest.

**Welcome by Simon Canick, President**

**LLAM Board Business**

**Treasurer's Report (C. Song):** The Final FY 2019-2020 Financial Report (#4 as of May 8, 2020) is now available on the LLAM website; a copy of it is attached to these Minutes.

**Grants Committee Report (J. Gernert):** LLAM is on this year's rotation to receive funding for the AALL Chapter Registration Grant for the upcoming Annual Meeting. This funding would not carry forward to 2021 if the meeting is not held, including virtually. Further updates will be made about registration grants as information becomes available from AALL.

**Election Results (S. Canick):** Simon introduced the new Board Members for the 2020/2021 year and thanked the outgoing Members:

**CURRENT BOARD MEMBERS (2020-2021)**

- President: Chi Song
- Vice President/President-Elect: Liz Graham
- Secretary: Carole "Carly" Roché
- Treasurer: Tanya Thomas
- Board Members: Bijal Shah and Julia Roberts
- Immediate Past President: Simon Canick

## **2019-2020 BOARD MEMBERS**

- Secretary: Elizabeth Simmons
- Board Member: Vickie Yiannoulou
- Immediate Past President: Jason Hawkins

**Open Discussion (S. Canick, moderator, with input from various members):** How are we and our libraries handling the COVID-19 pandemic? Discussion topics included the following:

- Reopening dates and times
- Physical building access procedures (e.g., space markings, taking temperatures)
- Remote internet access for employees (e.g., purchase hotspots)
- Best practices for remote work needs (e.g., hardware, VPN, etc.)
- Changes in workload
- Changes in request types, communication methods, etc.
- Summer Associate Programs for Law Firms
- Hiring (e.g., hiring freezes, onboarding new employees)
- Vendor Relations (e.g., negotiating existing and new contracts, availability of services)
- Best practices for reopening
- Expected Budget Cuts
- Potential Staffing cuts, furloughs

### **Potential Future Programming for LLAM:**

- Interest in remote training
- COVID-19 and the next steps

**Next Board Meeting:** June 2020 TBD

**Meeting Adjourned:** 2pm

Report Date: May 8, 2020

FY 2019 – 2020  
LLAM Financial Report #4 (Final Report)

<b>OVERVIEW</b>	
Opening Balance:	\$9,168.24 as of January 30, 2020
Deposits	\$326.60
Expenses:	\$658.07
Ending Balance:	<b>\$8836.77</b> as of May 8, 2020

<b>DETAILS</b>	
Opening Balances as of January 30, 2020	
Checking	\$3,976.83
Savings	\$5,191.41
<b>Total</b>	<b>\$9,168.24</b>
Income	
Legal Research Institute Registrations	\$300
Membership	\$25
Interest Earned in Savings Account	\$1.60
<b>Total</b>	<b>326.60</b>
Expenses	
Legislative Day – Food, drink, Plates, Utensils	<b>\$47.53</b>
Legislative Day – Great Harvest	<b>\$159.25</b>
Legislative Day – Bean Rush Cafe	<b>\$175.27</b>
LRI -- Zannino's Catering (Tip)	<b>\$275</b>
ECWID Fees	<b>1.02</b>
<b>Total</b>	<b>\$658.07</b>
Ending Balances as of May 8, 2020	
Checking	\$3643.76
Savings	\$5193.01
<b>Total</b>	<b>\$8836.77</b>

NOTE: Two unauthorized charges were detected on one of the LLAM debit cards. M&T bank has deactivated the card and issued a new one. No funds were lost.

	<i>Placement Statistics</i>
	<i>2020</i>
January	59
February	57
March *Only 3 days posted	9
April *Only 2 days posted	10
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	

	<i>Placement Statistics</i>
	<i>2019</i>
January	27
February	43
March	49
April	56
May	33
June	30
July	50
August	51
September	54

October	48
November	34
December	31
<b>TOTAL</b>	<b>506</b>

**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
<b>TOTAL</b>	<b>564</b>

**Placement Statistics  
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
<b>TOTAL</b>	<b>503</b>
<b>Placement Statistics</b>	
<b>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>