

LLAM Board Meeting Minutes

September 7, 2013

Location: Tonya Baroudi's House (906 Cooks Bay Court in Gambrills, MD)

Attendees:

Board Members: Tonya Baroudi, Kate Martin, Mary Jo Lazun, Bijal Shah, James Durham, Sara Thomas (by phone)

Committee Chairs: Pat Behles, Joan Bellistri, Katherine Baer

Meeting was called to order at 2:25 p.m. Agenda attached.

Minutes for the previous meeting were approved by email.

1. Treasurer's Report (B. Shah)

Bijal gave an account of the available balance and went over the various reports and budget (see attached)

- Google account charges 3% fee; therefore, LLAM is not capturing full \$20.00 membership fee. Discussed raising membership fee to \$25.00 in 2014.
- Insurance payment is due October 20, 2013.

2. Committee Reports:

- a. ***Government/Vendor Relations Committee*** (J. Bellistri)
 - i. Mary Jo Lazun from the MSLI has joined the G/V relations committee.
 - ii. Joanie attended MLA meeting (Date?). Discussion point was per capita increase. LLAM is included in MLAs work plan. Joanie suggests LLAM strive to work on UELMA this year.
- b. ***Archives Committee*** (K. Baer) – Nothing to report
- c. ***Membership Committee*** (P. Behles)
 - i. 58 paid members. Reminders have been sent out via email.
 - ii. Sara Thomas will reach out to PLL librarians (Ronnie Manger and Jean Hessenauer) regarding outstanding dues
- d. ***Placement Committee*** (T. Baroudi for Mary Rice who was not in attendance)
 - i. Job opening posts for the summer were as follows:
June – 24 posts, July – 18 posts, August – 13 posts
- e. ***Technology Committee*** (T. Baroudi giving update)
 - i. Dave Pantzer from the MSLI has joined the Technology committee. Executive Board duties have been updated.
- f. ***Communications Committee*** (S. Thomas)
 - i. Sara suggests changing the format of the newsletter from our traditional quarterly publication to a blog that is sent regularly and covers major "hot topics" that are important to our day to day business. Would like to still publish a more formal newsletter once or twice per year.
 - ii. Katherine mentioned that her concern is the archiving and how we would go about that. It was decided that Sara will create a PDF of the blog and send it to the Archive Committee for archiving after it is posted.
 - iii. Blogging and content should not be limited to just the communications chair and/or committee and Sara would like to encourage any and all LLAM members to engage in the process and submit their blog posts or ideas through the communication committee. Once

deemed appropriate, the communications chair will post the blog and give the author credit (or post anonymously, as the author prefers).

- iv. We would like to try to get some advertising revenue and post vendor advertisements in the newsletter that is published twice per year or have sponsor posting in the blog. We are unsure of how WordPress would handle that kind of thing so Mary Jo Lazun and Sara Thomas will discuss logistics of this and report back at the next meeting.

g. **Programs Committee** (K. Martin)

- i. **LRI** Discussed LRI location, format such as 10 to 15 minute session and topics such as demos on technology, poster sessions, presentation skills, negotiation tactics, networking, time management and collaboration with legal administrators or SLA. Group deliberated inviting all MD librarians (not limited to field of law).

- ii. **Holiday Party** Discussed Holiday party - Under consideration is a tea party for the Holiday party theme. Suggested venue locations are as follows: Reynolds Tavern in Annapolis, Downtown Inner Harbor, Miles & Stockbridge, Walters Art Gallery, and Tydings.

iii. **Spring Fling**

- iv. Kate discussed how to develop programming for the year and suggested sending a survey to LLAM members for more input regarding location and time of day. Kate will contact Joe Bennett, Librarian at the Baltimore City Circuit Court for suggestions as he has been successful with programming for a number of years. Kate suggested Ret. Judge Irma Raker as a speaker. Pat has an affiliation with Lynn McLain and has volunteered to reach out should we want Lynn as a speaker.

- Fall Program will be Brown Bag meeting on Library Technologies (more details TBD)
- Legislative Day in February
- LRI in March

- v. **Points Program** Tonya brought up the possibility of implementing CRAB Points or LLAM Points for blog posts, events attended, and helping with a committee (Idea borrowed from SLA).

Tickets for each point earned will be entered into a raffle for which the winner will have their 2014 LLAM dues refunded or paid.

3. **Strategic Plan** (T. Baroudi)

- Draft plan was prepared and submitted to the Board by Tonya. (See attached)
- Tonya asked if we should make it a 3 or 5 year plan
- Discussed naming it something like Goals and Objectives instead of “Strategic Plan”
- Tonya will make minor revisions based on the Board’s comments and resend to the Board for approval.

4. **Committee Chairs** (T. Baroudi)

Committee Chairs were reminded to update procedures and duties.

5. **LLAM on LinkedIn** – Tonya will contact Technology Committee and Mark Desierto to discuss implementation and creation of a page for LLAM on LinkedIn

Next Board meeting – TBD

End time 4:05 pm

AGENDA

LLAM Board and Committee Chair Meeting

September 7, 2013 @ 2:00 p.m.

906 Cooks Bay Court

Gambrills, MD 21054

Approved minutes from last Board Meeting

Treasurer's Report

Committee Reports

Old Business

A. Strategic Plan

B. Revision of Procedure Manuals for New Committee Structure

See link at <http://llamonline.org/procedures-manuals/>

LLAM Committee Functions

- Technology—Jenny Rensler
- Communication—Sara Thomas
- Archives—Katherine Baer
- Membership—Pat Behles
- Government/Vendor—Joanie Bellistri

C. Brown Bag meeting on Library Technologies

D. LLAM on LinkedIn

New Business

Communications Chair – Sara Thomas 2013-2014

Newsletter format

LRI and other educational programs

Upcoming Board Meeting

October 2013

LLAM Accounting Update #7 (Final) - FY 2012-2013

Checking Account

Balance as of March 20, 2013: **\$ 5,299.35**

Revenue

4/1/2013	Google deposits - Spring Fling fees	\$	76.49
4/26/2013			
5/2/2013	Google deposits - Spring Fling fees	\$	119.59
5/20/2013			
6/3/2013	Deposit - Spring Fling fees	\$	40.00

Total Revenue for March 21, 2013 - May 31, 2013: **\$ 236.08**

Expenses

3/20/2013	Check #641 - VOID	\$	-
4/12/2013	Check #642 - Mary Jo Lazun - Beverages for 3/20/13 LLAM program	\$	42.00
5/4/2013	Check #643 - Tonya Baroudi - Reimbursement for speaker gifts for 3/20/13 LLAM program	\$	30.00
5/21/2013	Check #644 - PG County - Reimbursement for AALL registration for Tonya Baroudi	\$	574.00
8/5/13*	Check #645 - Jean Hessenauer - LLAM Travel Grant for AALL	\$	500.00
8/15/2013**	Check #647 - Kate Martin - Reimbursement for purchase of food & supplies for Spring Fling minus \$40 Spring Fling registrations (4 * \$10)	\$	333.01

Total Expenses for March 21, 2013 - May 31, 2013: **\$ 1,479.01**

Available Balance in LLAM Checking Account at End of Fiscal Year 2012-2013: **\$ 4,056.42**

Savings Account

Balance as of May 31, 2013: **\$ 3,181.89**

(Earns .2% interest)

* The request for payment of the LLAM travel grant for AALL was received after the start of the new fiscal year and after the conference.

** Receipts for Spring Fling expenses were received after the start of new fiscal year.

LLAM Estimated Budget for Fiscal Year 2013-2014

Available balance in LLAM Treasury as of September 7, 2013:	\$ 4,916.94
Revenue:	
Chapter Dues 2013-2014	\$ 1,600.00
Program/Party Revenue	
Holiday Party 2013	\$ 1,800.00
Spring Fling 2014	\$ 500.00
Legal Research Institute 2014	\$ 1,600.00
Total Estimated Revenue:	\$ 5,500.00
Expenses:	
Charity Donations	\$ 270.00
Grant for AALL Attendee	\$ 500.00
AALL Conference Registration for Incoming LLAM President	\$ 600.00
General Liability Insurance Premium	\$ 80.00
Program/Party Expenses	
Holiday Party	\$ 2,500.00
Maryland Library Day Breakfast for Attendees	\$ 450.00
Miscellaneous Expenses (E.g. mileage reimbursement for speakers, refreshments, speaker gifts)	\$ 600.00
Spring Fling 2014	\$ 1,200.00
Legal Research Institute 2014	\$ 2,700.00
Marketing/Publicity	\$ 200.00
Supplies	\$ 150.00
Miscellaneous	\$ 150.00
Total Estimated Expenses:	\$ 9,400.00

LLAM Accounting Update #1- FY 2013-2014

Checking Account

Balance as of June 1, 2013: \$ 4,056.42

Revenue

7/5/2013	Google deposit - Memberships	\$	114.72
7/30/2013	Check deposit - Memberships	\$	38.24
8/28/2013	Google deposit - Memberships	\$	250.96
9/3/2013	Check deposit - Memberships	\$	660.00

Total Revenue for June 1, 2013 - September 7, 2013: \$ 1,063.92

Expenses

8/8/2013*	Bank service charge - Avg. daily balance fell below \$5,000 during July	\$	12.00
8/14/2013**	Check #646 - Elizabeth Cawrse - Reimbursement for shipping LLAM bookmarks to Seattle for AALL	\$	140.40
8/30/2013	Debit - WordPress subscription renewal (exp. 11/14)	\$	99.00

Total Expenses for June 1, 2013 - September 7, 2013: \$ 251.40

Available Balance in LLAM Checking Account as of September 7, 2013: \$ 4,868.94

Savings Account

Balance as of August 31, 2013: \$ 3,183.50
(Earns .2% interest)

*The Treasurer contacted the bank about this issue and they will lower our threshold to \$1,500, meaning we will not be charged a service charge unless our average daily balance falls below \$1,500. Also, we will be credited the \$12.

**The check was made out for \$104.40 but bank cleared it for \$140.40. The Treasurer has contacted the bank about the error and we should be seeing a credit for \$36.00 within the next couple of statement cycles.

LLAM Financial Report for Fiscal Year 2012-2013

Available Balance in LLAM Checking Account as of June 1, 2012:	\$ 6,434.14
<u>Revenue</u>	
Chapter Dues 2012-2013	\$ 1,479.52
Holiday Party 2012 TOTAL:	\$ 2,425.07
Fees paid by attendees	\$ 952.07
Silent Auction	\$ 478.00
Vendor sponsorship	\$ 950.00
Donations	\$ 45.00
Spring Fling 2013	
Fees paid by attendees	\$ 236.08
Total Revenue:	\$ 4,140.67
<u>Expenses</u>	
General Liability Insurance Premium	\$ 70.00
Charity Donations	\$ 264.00
Holiday Party 2012 TOTAL:	\$ 3,562.08
Venue	\$ 750.00
Catering	\$ 2,812.08
AALL Conference Registration for LLAM President 2013-2014	\$ 574.00
LLAM Travel Grant for 2013 AALL Conference	\$ 500.00
Maryland Library Day Breakfast Sponsorship	\$ 415.84
Spring Fling 2013 TOTAL:	\$ 513.01
Venue	\$ 180.00
Catering	\$ 333.01
Program & Meeting Expenses	\$ 186.40
Marketing/Publicity	\$ 192.87
Technology	\$ 99.00
Miscellaneous	\$ 141.19
Total Expenses:	\$ 6,518.39
Available Balance in LLAM Checking Account as of May 31, 2013:	\$ 4,056.42
Available Balance in LLAM Savings Account as of May 31, 2013:	\$ 3,189.89

LLAM PURPOSE PLAN 2014 - 2017

Mission

The Law Library Association of Maryland (LLAM) will support its members, be a leader in the development of law librarianship, promote the value of law libraries, and promote effective use of existing and future technologies to access legal information.

Introduction

The profession of law librarianship is changing. Changes in technology have fundamentally altered how law librarians perform their jobs. These changes provide both challenges and opportunities for librarians. LLAM adopts this plan to strategically chart its direction for the upcoming three year period. This plan focuses on four primary issues: leadership, education, networking, and advocacy.

LEADERSHIP

Goal: Develop leadership skills to position the librarian and the library to a more central place in the parent organization.

Objectives:

- Further efforts to work with local library schools to aid in the recruitment of new law librarians.
- Build on the newly created mentoring program to ensure that newer members to the LLAM community are provided the necessary skills to become leaders in their organizations and in the law library community.
- Participate in organizations outside of the library community and in joint projects with other library associations.

EDUCATION

Goal: Design educational programs that meet the needs of its members.

Objectives:

- Provide cutting-edge programming to help librarians stay current with the constant changes in technology.
- Partner with other organizations as a means of providing enhanced educational offerings.
- Offer grants and scholarships to continue the educational needs of librarians.

NETWORKING:

Goal: Develop relationships that will foster growth and professional advancement.

Objectives:

- Create forums and opportunities through the creation of networking programs.
- Create networking opportunities with other AALL chapters and with other local and national library groups.

ADVOCACY

Goal: Effectively advocate for the Maryland law library community influencing legal and government information policies in the public and private sectors.

Objectives:

- Increase its role in all political arenas as the unified voice of law librarians.
- Work toward ensuring LLAM's continued financial health.
- Partner with other local library associations to take effective action.