

**LLAM Board Meeting**  
**Monday, September 25, 2023**  
**1pm-2pm**

**Location:** Virtual

**Present:**

- **Board Members:** Joe Neumann, Jessica Mundy, Chi Song, Tanya Thomas, Jennifer Chapman, Rachel Englander (Elizabeth Lukes not present.)
- **Committee Chairs/Members:** Sara Billard, Kristee Copley

**I. Announcements and General Business** (Joe Neumann, President)

- a. Welcome to the first LLAM Meeting.
- b. Thank you to Jessica for getting the meeting organized.
- c. **ACTION ITEM:** Joe to send out meeting minutes from May 2023 Annual Meeting for Board review/approval via email.

**II. Treasurer's Report** (Tanya Thomas, Treasurer)

- a. See attached report. Current balance is \$4,857.45 with \$610.53 in membership dues since May 2023.
- b. Filing Federal 990 form before October 15, 2023 and State 990 form in January 2024.
- c. 2-year budget has been submitted to Joe and Jessica for review.
- d. Not anticipating major influx of funds.
- e. **MOTION PASSED:** Report dated September 25, 2023 approved. (Motion by Chi, seconded by Joe, all in favor).

**III. Committee Updates**

- a. Archives (Joe Neumann, Chair)
  - Due to space challenges with the room currently holding LLAM's archives at UMD, Joe may need to move/reorganize items.
  - **ACTION ITEM:** Consider digitization.
- b. Communications and Technology (Kristee Copley, Chair)
  - Website Committee Page updated.
  - Previous issue with online store resolved by Tanya and Joe with no additional problems reported.
- c. Government and Vendor Relations (Rachel Englander, Member)
  - General discussion of the deployment of generative AI in existing legal products that are resulting in higher renewal costs in the law firm market and impacting the practice of law.

- **[POST-MEETING NOTE:** Maryland Legislative Day will be held on February 13, 2024 – more details to come later in the year.]
- d. Grants (Joe Neumann)
  - Per Jim Gernert, Chair, nothing to report at this time.
- e. Membership (Sara Billard, Chair)
  - 42 Members at this time -- historically low number but may be the new normal considering the number of actual law librarians in Maryland.
  - Continuing to reach out to increase membership.
- f. Nominations (Rachel Englander, Chair)
  - Nothing to report at this time.
- g. Placement (Joe)
  - Patricia Lesley requested to step back as chair but would continue with committee tasks until a replacement could be found.
  - Jennifer Chapman volunteered to take over as chair and suggested Sara Denbo, new Research Services Librarian at UMD Law as a potential co-chair/committee member.
  - **ACTION ITEM:** Joe to reach out to Sara Denbo.
  - **[POST-MEETING NOTE:** Sara Denbo appointed committee co-chair.]
- h. Programming (Jessica Mundy, Chair)
  - Hughston Vasil working with Jennifer Chapman to organize a UM Law Library Tour.
  - Lee Sampson to present a virtual session in January on AI.
  - Exploring restarting brown bag lunches to introduce new members to the organization and LLAM community.
  - Exploring Medieval Times in Arundel Mills as the Holiday Party venue – LLAM historically subsidizes holiday party costs. Jessica will make a funding request to the Board if needed.

#### IV. Legal Research Institute 2024

- a. Friday, March 22, 2024
- b. Hybrid (In-Person and Zoom)
  - In-Person Limit of 45 attendees due to classroom capacity
  - In-Person Location: University of Maryland, Baltimore, School of Law
- c. \$500 awarded from AALL/Bloomberg Law Continuing Education Grant
- d. Budget Discussion
  - 2019 LRI Total Expenditures \$4,955.89
  - 2024 LRI Proposed Expenditures \$4,080 (20 in-person attendees) to \$5,555 (45 in-person attendees)
  - Consider reducing expenditures, fundraising, collaborating with a better-funded organization (e.g., UMD iSchool), charging higher registration fees
- e. **MOTION PASSED:** Plan LRI budget so that LRI income fully covers LRI expenses; however, LLAM can advance funds. (Motion by Chi, seconded by Joe, 4 in favor.)
- f. **ACTION ITEM:** LRI Committee to request Board approval for advance funds and present updated budget at next meeting.

**V. LLAM Policy and Procedures Manual**

- a. LLAM Guidelines last updated in May 2016
- b. Updates to Executive Board and Committee Functions needed.
- c. **MOTION PASSED:** Special Committee, chaired by Joe, created to update the Guidelines. (Motion by Joe, seconded by Chi, all in favor.)
- d. **ACTION ITEM:** Joe to reach out to past presidents for any notes and to invite them to join the committee.

**VI. Raising LLAM Membership Dues**

- a. General Discussion to raise membership amount to increase revenue streams for LLAM and recognize the increased cost of doing business.
- b. Discussion points included whether LLAM needs to offer more to its members to justify the increased cost and the comparatively low-cost of LLAM membership.
- c. **MOTION PASSED** – Raise regular membership dues to \$40, effective January 2024. Per the bylaws, this means that dues for students and retired members would be \$20. In addition, LLAM will formally adopt the economic hardship option where the member simply needs to check that option on the form without requiring additional information/documentation. (Motion by Joe, Tanya and Rachel seconded, all voted in favor.)
- d. **ACTION ITEM:** Board action to increase the membership dues amount is subject to approval by a majority of the members present and voting at any regular meeting provided that 21-days written notice has been provided. Joe will coordinate the notice and voting required for this approval.

**VII. Next Meeting:** TBD

**VIII. Meeting Adjourned** at 2pm (Motion by Chi, seconded by Joe, all in favor)

Report Date: September 25, 2023

**LLAM End of Year Financial Report**  
FY 2023 – 2024

OVERVIEW	
Opening Balance:	<i>\$4268.18 as of May 31, 2023</i>
Income:	<b>\$610.53</b>
Expenses:	<b>\$21.26</b>
<b>Ending Balance:</b>	<b><i>\$4857.45 as of September 25, 2023</i></b>
DETAILS	
Opening Balances as of May 31, 2023	
Checking	\$3207.67
Savings (Live Oak)	\$1060.51
<b>Total</b>	<b>\$4268.18</b>
Income	
Membership Dues	\$600
Interest Earned in Savings Accounts (Live Oak)	\$10.53
<b>Total</b>	<b>\$610.53</b>
Expenses	
Ecwid Fees	\$21.26
<b>Total</b>	<b>\$21.26</b>
Ending Balances as of September 25, 2023	
Checking	\$3786.41
Savings (Live Oak)	\$1071.04
<b>Total</b>	<b>\$4857.45</b>

NOTE: M&T Simple Checking for Business Account -- \$10.00 per month service charge unless the Average Ledger Balance is \$2,500 or more; or there are 5 or more transaction items that month.