

LLSDC Board Meeting

Tuesday, October 8, 2013

Location: Squire Sanders, Washington, DC

BOARD MEMBERS

In attendance:

Ed O'Rourke, President
Mary Kate Hunter, Vice President
Scott Bailey, Past President
Pam Lipscomb, Recording Secretary
Yumi Blackwell, Board Member
Alicia Pappas, Board Member
Jeff Bird, Treasurer

Absent:

Laura Moorer, Corresponding Secretary
Alyssa Altshuler, Board Member

PROCEEDINGS

CALL TO ORDER

The President called the meeting to order at 12:10.

REPORTS/COMMENTS

Ed introduced our new assistant treasurer, Doug Tirpak, and then the Board went around and introduced themselves.

Open Positions

We currently have 3 positions open, Law Library Managers, Nominations, and Foreign and International SIS. Law Library Managers has two potentials. Pam offered to contact Jeff Berns and find out if he would be interested in Law Library Managers. Emily Florio took the open PLL-SIS position. Pam also offered to ask Heather at Georgetown for FIL-SIS and also to ask Laurie Green if she would like to take over as chair of the Nominations Committee. Pam also mentioned that when reviewing the Procedures Manual she noticed that there used to be a Volunteer Committee. She put forth that we should revive it. Alicia

said that she thought we could combine the Mentoring and Volunteer committees and she said she would take the lead on that new committee.

Treasurer & Membership Reports

Jeff said that he would email after the meeting. He said that things are pretty much the same, but we've been spending a little more than we had been, but nothing outrageous. He figured out the information for Moolah payments and sent everything to the accountant. He said that he hasn't figured out where the service fee for Moolah will show up yet, and Pam suggested that it may appear on the monthly bill from Memberclicks. He noticed a strange fee on the Wells Fargo account and contacted them. He said that he changed the type of account that we have so that we will save about \$50/month in bank fees. He is in touch with the registered agent on getting everything filed and caught up. There was a motion to approve the treasurer's report and it was approved.

Pam said that she emailed the Membership Committee for the report and they will get back to us by the end of the week and then she will forward it. They have been very busy with the website conversion. Alicia and Pam have been working with them to help them get caught up on the backlog from the website transition. Scott asked how the customer service was at Memberclicks, and Pam said that they are great.

Website update

Somehow we missed transitioning the Law Library Directory from the old website to the new. Pam contacted Memberclicks and they are able to work on the directory. The way it needs to be set up is using profiles. In order to do this, we need to increase our profile limit to the next level, which will give us 2500 profiles. This will increase the monthly cost to \$265. Pam asked the Board to approve the cost increase, and they did. She also mentioned that right now there is additional expense because we still have Tendenci live. For the time being, we need it, but she is hoping to be able to turn it off by the end of the year. She has also changed the login landing page so that when a member logs in, they will be able to see their profile, access the blog, and check out the social community available on the new website. She created a Volunteer page and a Feedback page so people can email comments. She emailed the folks currently listed as admins and asked them if they would still like to be part of the committee. Her goal is to have a liaison process like there is with the board so that people on the website committee will help committees and groups keep their pages up to date. She's will ask committees to write summaries of meetings that then will be featured in the blog and linked to their pages. She also will be creating members only committee pages with the procedures and processes of those committee.

Social Media

Alicia said that she also wanted to have members on the Social Media Committee be liaisons to committees and groups so that the committee can facilitate promoting events and ideas on the website.

Furloughed workers

LLSDC wanted to show their support for the furloughed workers. Ed will write a statement, and Pam and Alicia will promote it via the blog and social media. Scott then suggested that we have a furloughed worker perhaps write an article for Lights or Spectrum about the experience. Scott said that he would reach out to Emily Carr and see if anyone in the Federal SIS would be interested in writing the article.

Update on the by-laws amendment election

Ed asked how the election was proceeding. Pam said that as of the Board meeting, the amendment looks like it would be approved. One of the additional benefits of the by-laws discussion was that Jeff Berns volunteered to join the by-laws committee to assist Bill Grady.

Liaison Reports & Activities Reports

ILL will have a meeting by the next Board meeting. Education Committee has a few events in the works and they are looking for speakers. Scott said that he hopes that we can get more stuff on the calendar. There are vendor meetings available from the anniversary sponsorships and it was suggested that Education, PLL, and Law Library Managers could facilitate those vendor presentations. PLL will be hosting a IP Basics program in November and then there is the possibility of Legislative History 101 presentation. Jeff said Legislative SIS had a great meeting on DC legislative history that was really well. Mary Kate said that Law Library Lights is running well. FIL-SIS is still looking for a head, and Archives is still looking for the content and their new home. It appears that Frances and Christine has at least some of the archives, and Mary Kate and Alicia said that they would contact Frances and Christine to find out the status of the Archives and see if we can get them moved to Jones Day. The book signing event from last meeting will be held in January. Scholarships and Grants received an application to take a course to become the copyright expert in their firm.

Membership Drive

In tandem with the 75th Anniversary celebration, Alicia would like to promote and retain new membership. She would like to have an informal happy hour and encourage members to bring potential new members and have a raffle to incentivize bringing new members. The other idea she had was to create a discount code for new members this year and/or DC/SLA and other DC library association members to join LLSDC at a reduced rate for the first year. The discount code would be available for new members in 2014. Alicia will promote the membership events with DC/SLA as well.

75th Anniversary

Alicia is still waiting for responses from some sponsors. She has the same amount of donations as last time. She was able to get the list of past presidents from Frances and

Christine and she ordered the invitations to send to them. She wrote something for Lights for the 75th and other events and she discussed with Lights having it be an events column going forward and they agreed. She is going to have a link in the column to submit ideas and ephemera for the Anniversary event.

Upcoming Events

Alicia has talked to Louis about getting involved with the social media, promoting events, and she created a Flickr account for LLSDC. She has a loose outline of what will be discussed at the Social Media Committee meeting. We discussed doing cross-promotion for other association events on our calendar. Alicia asked if we could color code calendar events.

Alicia then asked about invoice emails on the website, and how we can stop them for people who paid at the door. Pam said she can show her how to update the invoices so that they are marked paid and the emails will stop.

Approval of minutes

Minutes were approved.

There was no additional new business.

Next meeting will be held on November 12 at Arent Fox.

Meeting adjourned.