

**Public Minutes of the
Law Librarian's Society of Washington, D.C.
Board Meeting
Tuesday, March 9, 2010
Baker Botts LLP, 1299 Pennsylvania Ave., NW.**

Board Members

In Attendance:

Christine Ciambella, Vice President
Cameron Gowan, President
Barbara Heck, Law Center Archivist, Georgetown University Law Center
Jennifer McMahan, Board Member
Shannon O'Connell, Recording Secretary
Ed O'Rourke, Treasurer
Tricia Peavler, Board Member
Judy Weiss, Board Member

Absent:

Frances Brillantine, Immediate Past President
Matt Braun, Corresponding Secretary
Emily Phillips, Assistant Treasurer

New Policy

Length of candidates' biographies/statements for LLSDC elections: Starting with the 2011 election, candidates' statements will be a maximum of 500 words in length. Candidates' biographies and statements together will be no longer than one typewritten page.

Proceedings

Call to Order

C. Gowan called the meeting to order at 9:09 a.m.

Approval of Minutes

The February minutes were approved via email prior to the meeting.

Guest Report

Barbara Heck, Law Center Archivist at the Georgetown University Law Center, spoke to the Board regarding the Society's archives currently housed at Georgetown's Edward Bennett Williams Law Library. Ms. Heck informed the Board that the Society must remove its materials from Georgetown within the next six months. The library is losing some of its space to faculty offices and no longer has the space for the Society's collection. LLSDC has 95 boxes at the library; only 30 of those have known contents. Ms. Heck will try to arrange a time for Society members to visit the library and sort through LLSDC's collection. C. Gowan will go to the library on the evening of March 9th to view the collection and possibly remove a few boxes. C. Gowan will obtain the list of the contents of the 30 boxes and distribute it to the Board. The Board will decide if and which items can be discarded.

Official Reports

Treasurer: Please see the Official Minutes for details.

Committee Reports

Membership: The Society's total membership stands at 608 members; there were 583 members at this time last year.

Arrangements: The Closing Event will be held on May 13th. Westlaw has offered to sponsor the event.

Mentoring: The Committee is going to sponsor a speed dating event.

Website: A few people have volunteered to serve as the new Webmaster, no one has yet been selected to fill the vacancy left by Len Davidson's resignation.

Elections: Linda Davis at Georgetown University has volunteered to serve as a backup for Mike Gentile. The 2010 LLSDC election will take place April 16th to May 10th. New officers will be introduced to the membership at the Closing Event

Education: The 2010 Legal Research Institute will be held on March 9th & 10th (Tuesday & Wednesday) at Georgetown University's Law Library.

Law Library Lights: The Spring issue will be released around April 15th. The Board agreed to put out a call for someone to replace Cindy Dyer as the graphic designer for *Lights*. It was suggested that perhaps future editors should be required to have experience with MS Publisher.

ILL: The SIS's next meeting will be held March 9th at the Inter-American Development Bank Law Library. The group will tour the library and hear a talk by the library's

directory, Mariana Biojone. The SIS's April meeting will be on the 14th at Capitol Hill Consulting Group.

Foreign/International: S. O'Connell will encourage the SIS's chairs to promote and attend the ASIL/LLSDC event on March 23rd, "How Different Jurisdictions Treat Foreign Law in their Jurisprudence."

Scholarships: The Committee awarded four grants for the Legal Research Institute. The next deadline for applications is due April 1st.

PLL: The SIS is planning two vendor brown bag lunches this spring. On April 7th at Covington & Burling, the SIS will host a talk by Joan Biskupic, Legal Affairs Correspondent for *USA Today*.

Legal Research: T. Peavler will ask the Group to contact West about setting up another WestlawNext preview.

Federal: On February 23rd, the SIS, along with the Legislative SIS, hosted a meeting at Troutman Sanders: "Lost Laws: What We Can't Find in the United States Code" featuring Professor Will Tress. About 30 people attended the event. The SIS will be participating in a three-day federal law librarians' conference April 7-9th. Day One will be held at the Department of Justice; Day Two will take place at Library of Congress; Day Three will be held at the Supreme Court. Attendance will be limited to 100 people and will be by invitation-only.

Library Managers: Kate Martin suggested holding a discussion of WestlawNext without Westlaw representatives present. J. Weiss will encourage the Group to set up such an event.

Old Business

Policy manual update: All changes to the Procedures manual must be submitted to C. Gowan by March 15th.

Invitations to Attend Board Meetings: Board members were reminded to invite all Committee and ISS chairs to each Board meeting.

Planned annual fund: The planned annual fund will be announced at the Society's Town Hall meeting on Monday, March 29th. An announcement will also be published in *Law Library Lights*. C. Gowan strongly encouraged all Board members to donate to the Fund. A letter explaining and promoting the Fund will be sent to the Membership after the Town Hall meeting. M. Braun will email the final draft of the letter to all Board members by March 11th.

Photographer for LLSDC events: The Board agreed not to pursue hiring Ms. Dyer as a photographer for LLSDC events. A call will be put out for volunteers to take pictures at Society events. M. Braun is still working on getting a proposal from Cindy Dyer for the cost of photography for the Society's events.

Awards for LLSDC members: C. Gowan asked for Board members to nominate any member they feel deserves recognition.

Jennifer Brand—token of appreciation: This issue was tabled by the Board

Length of candidate biographies: **Policy:** Candidates' statements will be a maximum of 500 words in length. Candidates' biographies and statements together will be no longer than one typewritten page.

Disaster planning document: M. Braun is collecting full business and personal contact information from all Board members to ensure that everyone can be contact in the event of disaster. He will distribute the list to all Board members as soon as it is complete.

New Business

Year End reports: Year-end reports are due to the President on April 15th. All Committee 7 SIS chairs must submit reports. Board members may choose to submit a year-end report. C. Gowan will email a sample report out to the Board members.

Town Hall Meeting: The President will deliver a PowerPoint presentation similar to last year's. Presidential Awards will be distributed. C. Gowan solicited ideas on where to bring Ms. Lemann for dinner on March 22nd.

Chapter VIPs: C. Ciambella will fill out the necessary forms and return them to Kim Rundle at AALL headquarters by May 10th.

Next meeting

The next meeting of the Board will be held at 9:00 a.m. on Tuesday, April 13th, location TBD.

Adjournment

C. Gowan moved to adjourn the meeting at 10:00 a.m. Motion approved.

Respectfully Submitted,
Shannon O'Connell