

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

**Board Members**

*In Attendance:*

Matthew Braun, Corresponding Secretary  
Christine Ciambella, President  
Cameron Gowan, Immediate Past Pres. – by telephone  
William Grady, Recording Secretary  
Jennifer McMahan, Board Member  
Edward O'Rourke, Board Member  
Emily Phillips, Treasurer  
Sara Sampson, Vice President

**Absent:**

Elizabeth Ann Blake, Assistant Treasurer  
Mary Ann Keeling, Board Member

**Proceedings**

**Call to Order**

The President called the meeting to order at 9:10 am.

**Approval of Minutes**

The prior meeting Minutes were approved via email prior to the meeting.

**Board Liaison Update:**

The Board members reported on their various committee liaisons. This is a summary of those responses:

**President, C. Ciambella,** reported on:

**Membership Committee:** the monthly report from Frances Brillantine submitted names of 4 potential new members. One of these was the CEO of a business new to the law librarian community. Emily Phillips wished to defer consideration of her but after an Internet search by S. Sampson, it was shown she was a library consultant. Emily withdrew her request for a deferral. The new members were moved, seconded and approved unanimously by the Board.

**Education Committee:** reported that it was trying to do different programs, such as ones like Bridging the Gap for new associates. Such programs will take a lot of help, in that larger firms

do this in house. C. Gowan and J. McMahan reported the NY librarian's group and LLAM already do this

**Website Committee:** nothing to report. The website problem was fixed. The problem was that the contract lapsed because the vendor of the website had an old address for invoicing. Congratulations to Emily Carr for sorting out the problem so fast. M. Braun reported that the calendar is getting shuffled around, and also that the times have to be set manually with each entry to select the correct time zone. He suggested that the default be set to Eastern Standard Time.

**Sara Sampson** reported on:

**Arrangements:** Pam has reserved the Mansion on O Street for the holiday party, December 8.

**Elizabeth Ann Blake** (via e-mail): reported on:

**Library Managers' Focus Group:** They have scheduled a meeting for January 20, 2011 at Gibson Dunn with the topic Document Delivery Services—the current marketplace.

It was also noted by Judy Weiss that the Web page does not list her as contact for this focus group. She requests the three names on the Web Page be removed and hers, Judith M. Weiss, be inserted.

**Jennifer McMahan** reported on:

**Federal Librarians SIS:** had a meeting in October at the Federal Reserve on the Ethics in Government Act and many librarians stayed afterwards for a tour. The next meeting will feature Blaine Dessy speaking on FLICC/Fedlink.

**Matthew Braun** reported on:

**Nominations Committee:** Three members from last will have agreed to serve but not chair the committee. That gives three members. By the Bylaws, this committee requires 5 members. Matt suggested he chair the committee but the Bylaws do not permit Board members or officers to be on the nominations committee.

It was suggested that a request be placed on the LLSDC listserv soliciting members, but not specifically mention the need for a chair.

**Law Library Lights:** (editor: Ripple Weistling): Fall issue of Lights came out last week. It was noted the roster on the last page of Lights was not correct. The information came from the Website, which itself is not correct. The Board agreed to change the PDF of Lights to reflect the correct information.

Ripple Weistling, the editor, asked Matt about accepting an article.

C. Ciambella said that she had called for volunteers to assist Ripple and had no response. During the discussion S. Sampson and M. Braun made clear that what was needed was not another editor but someone to be an assistant, to proofread, vet the documents, etc.

Lights is not up on the website as of the meeting. E. Phillips suggested that the website committee meet with Ripple to straighten out the electronic issues.

For right now, Matt will provide the “second pair of eyes,” and that the liaison of website committee, editor and assistant editor would probably be enough. There was a suggestion to utilize Pam Mandel, who was on the website committee and does not have assigned duties.

S. Sampson commented that the first issue is the hardest and that the past editor mentors the new editor. Also she mentioned that any corrections needed in the Lights text need be sent to Ripple.

**Edward O’Rourke** reported on:

**PLL:** they had a meeting on Thomson Reuters discussing patent databases and a facility for translating patents. Ed attended.

## **Official Reports:**

### ***Treasurer Report:***

E. Phillips submitted the Treasurers Report. She reports we are operating well, revenue looks good. The accountant, insurance premiums and the Society’s taxes have been paid. The one check that was a problem the prior month has been cleared up, so there are no outstanding checks.

She updated the addresses and email addresses with our banks and vendors. We are now going to have a Gmail account that will remain fixed regardless of who the officers are so we will not have a repeat of the problem with Tendenci, the website vendor.

## **New Business:**

*Funds for the Joint Spring Workshop:* C. Ciambella reported that the DC SLA chapter used to hold these funds, then LLSDC took over the fund management, in what was supposed to be only an interim measure but has lasted for four years. She reports that there is an objection from our accountant that we are holding funds that aren’t ours.

After discussion, the Board agreed to ask the Joint Spring Workshop to set up its own bank account so LLSDC can get out of the deal entirely once we pay to their account all the money we are holding. C. Ciambella will give them 60 days notice, but that it should certainly be split off before the end of our current Treasurer’s term, in May. B.Grady asked if the Joint Spring Workshop also used the LLSDC Paypal account, which they do. Christine said that this is the time to act because it is a quiet time of year for the Joint Spring Workshop. Christine will send them an email and cc Emily Phillips and Ed O’Rourke.

*Catholic University:* The CUA introductory legal research course professor, Larry Reeves invited LLSDC to visit their class on Thursday Nov 18 to make a presentation in the first hours of the class.

*AALL Chapter visit:* C. Ciambella reports that we are eligible for a chapter visit, just not the President, who came last year. We should look at the AALL officers and suggest to Christine who we would like to invite.

*Law Library Lights Advertising:* M. Braun took the floor to speak about advertising. He said that currently we have two main advertisers, Hein and Research Solutions. Hein has said it will not be advertising with us this year, the economy is down. Hein will revisit advertising in future years. Matt reports the fall issue of Lights had no ads.

Matt led a discussion about whether to reduce advertising rates to promote potential advertisers to buy ads from us. The problem is that we are in a bind because in getting no ads we don't have that revenue to offset expenses. J. McMahan and E. Phillips suggest that our current advertisers be offered much lower rates at a temporary discount to keep/bring them back in the fold. The Board also suggested other major legal vendors be approached for ads since they support other library newsletters with ads, perhaps approach Bloomberg or Law360 (Incisive Media), etc.

The Board set a base ad price of \$275 for a full page and \$175 for a ½ page but also gave Matt the ability to negotiate with advertisers.

In the discussion it was mentioned that although Lights is electronic, it does have a major expense in that Cindy Dyer, the designer, gets paid by the page per issue to lay it all out. She gets the input as Word files and does the layout in Microsoft Publisher. The Board discussed whether we would be better served by taking this in house or putting it up for bid among other designers.

**Announcements:**

The next Board meeting is set for Tuesday December 14, 2010 at 9:00 am. The meeting is planned to be at Baker Botts again.

**Adjournment:**

The meeting came to an end at 10:32 a.m.

Respectfully submitted,

William Grady

