

Law Librarian's Society of Washington, D.C.
Board Meeting
Tuesday, June 8, 2010
Baker Botts, LLP, 1299 Pennsylvania Ave., NW

Board Members

In Attendance:

New/Continuing Officers and Board:

Elizabeth Ann Blake, Assistant Treasurer
Matthew Braun, Corresponding Secretary
Christine Ciambella, President
William Grady, Recording Secretary
Mary Ann Keeling, Board Member
Jennifer McMahan, Board Member
Edward O'Rourke, Board Member
Emily Phillips, Treasurer
Sara Sampson, Vice President

Out-going Officers and Board:

Frances Brillantine
Shannon O'Connell

Absent:

Cameron Gowan, Immediate Past President

Proceedings

Call to Order

C. Ciambella called the meeting to order at 9:05 am.

Approval of Minutes

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

Abbreviated Agenda:

C. Ciambella announced this was to be an introductory meeting of the new Board, to introduce themselves to each other, to exchange information with persons who held the positions in the prior year, to mention the broad goals each had for their terms on the Board, and a few housekeeping items.

Introductions:

Each Board member and former Board member was invited to introduce themselves and say why they wanted to be on the Board and give a capsule description of interests outside of work.

Communications:

Contact Information:

To promote communications among the members of the Board, C. Ciambella requested the Board members provide both “preferred contact information” and “alternative contact information” (home address and phone number or email) to allow for contact during storms such as DC had this winter.

Streamlining Paper Processes:

C. Ciambella then spoke on her interest in streamlining LLSDC’s paper processes to promote a smoother functioning of the organization plus to archive LLSDC documents digitally since we had lost our space for paper records at Georgetown Law. The paper archives will be an ongoing project for her term.

She gave a demonstration of Google Docs. It is on Google Docs that she would like the Board to place its contact information.

Scheduling of Meetings;

The Board discussed scheduling meetings and will try to use the 2nd Tuesday of each month in the morning for meetings. C. Ciambella will produce a Master Calendar of the meetings in draft form for the officers and also post it on Google Docs.

A request was made to shift the July meeting to July 20, the third Tuesday. This was agreed to by the Board.

The Newsletter was also tentatively scheduled to be issued the 2nd Thursday of each month, so that it would follow the Board meetings.

Procedures Manual:

C. Ciambella mentioned that the Procedures Manual was 3 years out of date and that working to update it would be a continuing project of the Board. It appears the procedures in the manual are incorrect for the Corresponding Secretary and Treasurer and will be modified.

Prior Minutes:

The new Board was requested to review the prior year’s Minutes, available on the Website, to familiarize themselves with what has been happening with the Society.

Liaison with SIS and Committee Chairs:

C. Ciambella mentioned that the groups were matched to the Board members’ interests. Contact should be made with liaison groups at least monthly to see if they need any help from the Board, and to see what is going on with them. And if the group is mentioned in a Board meeting, to apprise them of what went on, or provide a copy of the Minutes. It was also suggested that it would be a good idea for the liaisons on the Board to attend the functions of the groups with which they liaise.

The President will be contacting the SIS and Committee Chairs to see if they will be able to continue serving.

Official Reports:

Treasurer: Ed O'Rourke gave his last Treasurer's Report describing the Society's finances for the new Board members. He noted that there is a problem with Union List payments. The email sent out for the Union List payments did not reflect a new sales tax rate for DC. This has resulted in underpayment of the tax. The payments all have to be audited and more tax has to be collected from the Union List purchasers.

In response to a question by Elizabeth Ann Blake, the incoming Assistant Treasurer, it was also mentioned for the benefit of new Members that SIS Budgets are due and that they are set close to the income the SIS generated for the past year. The rule of thumb is that 50% of that can be spent unless the President gives a waiver because the Society doesn't want SIS expenses to go up to 100% of income. The President sends out and deals with SIS budgets

Other Business:

Former and current officers met with each other to share files, techniques for dealing with problems and to get to know the parameters of the positions they have taken over

Adjournment:

The meeting came to an end at 10:00 a.m.

Respectfully submitted,

William Grady