



Law Librarians Association of Wisconsin – 4th Quarterly Executive Board Meeting
12:00 pm, April 17th, 2023
Zoom

Attendees: Emma Babler, Maureen Burns, Beverly Butula, Amy Crowder, Emily Gellings, Angela Henes, Sarah Kober, Jess Moore, Carol Schmitt, Wendy Smith, Michelle Wollmann,

Minutes

1. Call to Order
 - a. Amy Crowder called the meeting to order at 12:03.

2. Approval of Meeting Minutes
 - a. Carol Schmitt moved to approve the 3rd quarterly board meeting minutes; Maureen Burns moved seconded. Motion approved.
 - b. Amy thanked Emily for her service as she steps down at the end of this year.

3. Treasurer's Report

LLAW Statement of Accounts - Summary				
<u>FY23 (2022-2023)</u>				
As of 4/5/2023				
<u>Checking Account</u>		<u>Revenue</u>	<u>Expenses</u>	<u>Totals</u>
Beginning Balance		\$ 8,193.67		\$ 8,193.67
	Budgeted Amt			
Board of Directors	\$25.00	\$ -	\$ -	\$ -
Archives	\$25.00	\$ -	\$ -	\$ -
Government Relations	\$25.00	\$ -	\$ -	\$ -
Grants	\$3,000.00	\$ -	\$ -	\$ -
Membership	\$25.00	\$ 2,215.06	\$ -	\$ 2,215.06
Newsletter	\$25.00	\$ -	\$ -	\$ -
Nominating	\$25.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$900.00	\$ 885.52	\$ 401.00	\$ 484.52
Public Relations / Articles	\$200.00	\$ -	\$ 132.43	\$ (132.43)
Website Committee	\$200.00	\$ -	\$ 129.86	\$ (129.86)
Operating	\$100.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$4,550.00	\$ 11,294.25	\$ 688.29	\$ 10,605.96
FY23 Balance less Beginning Balance				\$ 2,412.29

- a. Angela sent out our previous years financial information for everyone to review. At this point, we only have one form of income, which is our membership renewals. Our membership chairs do a great job of following up with members who may be late in renewing. The expenses are grants, programming, and administrative expenses (renewing DFI report, website, PR for AALL). Each year we try and break even. Angela's proposal is to possibly reduce grants so that we are not spending more than we are bringing in. Membership has been declining for years, so we are bringing in less money. If we are interested in doing events that bring in revenue, we can look at that as well. We had some extra income come in in 2010 with the educational event. We will go into the next fiscal year with a more detailed budget discussion.

4. President's Report

- a. Amy thanked everyone for rescheduling today's meeting. Additional thanks for your time and willingness to volunteer for LLAW.

5. Committee Reports

a. Archives – Bev Butula

- I. Please send any photos from events to Bev.

b. Government Relations – Jess Moore

- I. No report.

c. Grants – Diane Duffey

- I. The Grants Committee met this past Monday, and has selected three award recipients for Grants to attend the AALL Annual Meeting in Boston in July.

This has been an unusual year in which we received a total of three applications from very deserving candidates. We strongly considered support from each applicant's employer; additionally, two applicants are participating in one of the programs at the Annual Meeting. Because we had three very stellar candidates and also since we are nearing the end of the LLAW fiscal year, we decided to exhaust the Grant Committee budget in order to provide awards for the AALL Annual Meeting.

- II. Annual Meeting grants are being awarded as follows:

Carol Hassler - Wisconsin State Law Library: \$1,000

Bev Butula – Reinhart, Boerner, Van Deuren: \$800

Jim Mumm – Marquette University, Eckstein Law Library: \$200

Also, as incoming President, Liz Manriquez automatically receives a grant for \$1,000 to attend the Meeting.

- III. Diane thanked Grants Committee members, Elana Olson and Candace Hall Slaminski, for their assistance in the decision making process.

Diane plans to email the general membership shortly to make them aware that the Grant Committee funds are exhausted for 2022-23, and therefore no more grants can be awarded until June.

d. Membership – Carol Schmitt

- I. We are still at 61 members

e. Blog/Newsletter – Michelle Wollmann

- I. No report.

- f. Nominating – Maureen Burns
 - I. The deadline for voting is this Friday. 41 votes have come in so far. Maureen sent out a reminder today.
- g. Placement – Sarah Kober
 - I. No report.
- h. Program – Liz Manriquez & Wendy Smith
 - I. Our final fourth quarter meeting will be Thursday, May 4th at Delafield Brewhaus. Food, drinks, fun times, including Law Librarian Pictionary!
- i. Public Relations – Jenny Zook
 - I. Jenny sent an email two weeks ago looking for a few more volunteers for writers.
- j. Web – Emma Babler
 - I. No report.
 - II. Emma will be stepping down as webmaster this upcoming year. Thanks to Emma for her years of dedication to the position!
- 6. Old Business
 - a. Committee Procedure Updates
 - I. There was a final review of procedure updates. Bev assisted with a second review of the procedures.

Michelle brought up revamping social media in the upcoming year. The idea being that we change the whole committee to social media, versus having social media and newsletter separate. Ideally this will streamline things, and may get some younger members of our community to volunteer. It also takes pressure off of the web committee.

Angela wondered if there has been discussion on the president's listserv about this type of change. Amy has not seen anything on the listserv. At the AALL pre- conference for chapter leaders, there was some discussion about engaging members.

Michelle has looked at other chapters, and she still sees a lot of chapters using newsletters rather than a switch to blog.

Bev moved to approve procedures as Amy shared; Carol seconded. Motion approved.

Amy suggested moving the procedures to a pdf, currently they are in http. It was decided that adding the procedures to the website as a pdf might be helpful going forward.
 - b. Initiatives to increase membership and member engagement
 - I. Report re March meeting, library school liaison and possible law school outreach.

Laura La Rose, Carol Schmitt, Wendy Smith, Liz Manriquez, and Amy Crowder met last month to discuss relationships with schools. Julie Walker at UWM suggested hosting an event at UWM to get more student participation. Majority of SOIS instruction is online, but there are still some in person classes at this point. Kris and Laura Olsen participated at the GLAM jam event, which included 20 student attendees. Laura Olsen also spoke at the ischool organization fair. There were breakout sessions at this event, and no

one went to the LLAW event. Laura Olsen reached out
There was also discussion of whether law schools are hesitant to recommend careers to JD students that don't involve practicing law.

Possible ideas for future LLAW work

- Offer a quarterly program with UWM SOIS and UW iSchool representatives
- Publish an article on law librarianship as a profession in Wisconsin Lawyer or Inside Track
- Direct communication related to the future of law library profession with UWM SOIS and UW iSchool leadership
- Creation of law school liaisons
- In-person LLAW program/event held at UWM SOIS (college has offered) or UW iSchool
- Law Library Tours similar to those held previously
- State, county, academic and law firm
- Joint event with another organization, similar to those we held with SLA previously
- Possibly WLA Association of Wisconsin Special Librarians (AWSL)

7. New Business

- a. "CEO-phishing", attempted scams and availability of board email address on website

I. At a recent AALL chapter SIS meeting, a representative from AALL that works on security issues shared that several chapters have experienced what we have with phishing attempts.

Angela mentioned it appears that people are monitoring when new people have joined. This happens every year since Angela has been treasurer. Anything dealing with our finances would not be an emergency and will not come through in an email without hearing from Angela first. Please contact Angela if you have questions about these types of phishing email that come through.

Maureen found it helpful to have emails available for chapter leadership on the website when trying to locate people from other AALL chapters.

We may need to make sure we remind all new board members of this type of phishing email.

8. Other Announcements

- a. No announcements

9. Adjournment

- a. Maureen moved to adjourn the meeting; Michelle seconded. The meeting was adjourned at 12:42.

Respectfully submitted,
Emily Gellings
Secretary