



Law Librarians Association of Wisconsin

Law Librarians Association of Wisconsin – 3rd Quarterly Executive Board Meeting  
 12:00 pm, February 8th  
 Zoom

**Minutes**

**Attendees:** Emma Babler, Maureen Burns, Bev Butula, Amy Crowder, Emily Gellings, Angela Henes, Sarah Kober, Liz Manriquez, Michelle Wollmann, Jenny Zook.

- **Call to Order**  
Amy called the meeting to order at 12:03 pm.
- **Approval of Meeting Minutes**  
Bev moved to approve the second quarterly executive board meeting. Maureen seconded. Motion approved.
- **Treasurer's Report**

<b>LLAW Statement of Accounts - Summary</b>				
<b><u>FY23 (2022-2023)</u></b>				
As of 2/7/2023				
<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	\$ 582.00	\$ 401.00	\$ 181.00
Public Relations / Articles	\$200.00	\$ -	\$ 132.43	\$ (132.43)
Website Committee	\$200.00	\$ -	\$ 99.87	\$ (99.87)
Operating	\$100.00	\$ -	\$ 25.00	\$ (25.00)
<b>Checking Totals</b>	<b>\$4,550.00</b>	<b>\$ 10,990.73</b>	<b>\$ 658.30</b>	<b>\$ 10,332.43</b>
<b>FY23 Balance less Beginning Balance</b>				<b>\$ 2,138.76</b>

- **President's Report**  
Thanks to everyone for attending. Will have information later in the meeting under Old Business.

- **Committee Reports**
  - a. Archives – Bev Butula  
No report.
  - b. Government Relations – Jess Moore  
The Open Courts Act/Free PACER bill was not included in the year-end omnibus spending bill at the end of 2022, nor was it brought to the House or Senate floor as a standalone bill, and thus is stalled.  
  
In Wisconsin, AB 15 has been introduced, which relates to access by minors to harmful material in public libraries and schools.
  - c. Grants – Diane Duffey  
No applications so far. Diane will send out a monthly email.
  - d. Membership – Carol Schmitt  
No report.
  - e. Blog– Michelle Wollmann  
No report.
  - f. Nominating – Maureen Burns  
If you have suggestions for Vice President and Secretary, please contact Maureen.
  - g. Placement – Sarah Kober  
No report.
  - h. Program – Liz Manriquez  
Our third program is next week on February 16<sup>th</sup>. 25 people have registered so far. Invitations were extended to students at the schools as well.
  - i. Public Relations – Jenny Zook  
Amy’s InsideTrack article will be published on March 1<sup>st</sup>. We need volunteers to write in the upcoming months. Jenny will be sending out a list of topics again.
  - j. Web – Emma Babler  
No report.
  
- **Old Business**
  - a. Committee Procedure Updates Progress
    - Review submitted updates; discuss procedures.
    - Amy made changes that people suggested and made additional changes based on consistency.
    - General changes for consistency:
      - Board of Directors’ (added apostrophe)
      - Language regarding committee members.
      - “Is prepared to report orally on committee activities as called upon at any membership meeting. If unable to attend, arrangements shall be made for another board member or the President of LLAW to present the report.”
      - Changes to refer to LLAW Brief blog.
      - Annual report – Amy moved those to end of the procedures.
    - Archives:
      - Bev had a question regarding saving of newsletter in archives. As long as blog is active, we can look at all prior postings in the blog. Do we need to have archives chair open up entry each year to save the posts? This may be redundant based on the information being held in the blog. Agreement was that we no longer need this because the information is archived within the blog.
    - Nominating committee:

- Maureen brought up committee having three members as part of nominating committee. This may not be necessary anymore. We will suggest deleting this portion of the procedures.
  - Treasurer:
    - Angela brought up some inconsistencies in apostrophe within the Treasurer procedures that need to be updated.
    - 15. Angela has been sending the annual report to VP as well. Most of the procedures indicate annual report should be sent to President and LLAW Briefs blog editor. We will make this change to include only President and LLAW Briefs blog. Michelle has been posting the annual reports to the blog.
  - President:
    - Procedure update regarding how often the president should contribute an article to the blog. Suggestion of one article in July, and one in May.
    - “Keeps a complete mailing list of all board members, committee chairs, and committee members. Currently the President does not do this, but other members do.” We will update this to reflect current practices.
    - We have been reviewing chapter bylaws every five years, so we will continue this.
  - Public Relations:
    - Can we make a change to 4 regarding providing report? “Arrangements shall be made.”
    - Procedures 5 & 6 – publicizing meetings and programs. Currently this is being done by programs and not Public relations. Bev mentioned quite a while ago we would announce our meetings in the Wisconsin Law Journal. Jenny will make an edit to this and send to Amy.
    - Do we have anyone posting on our social media? Who is responsible for this? Emma has the passwords, and Michelle has been doing some posting. We can move posting to social media to blog procedures (do not name specific platforms). More discussion should be had regarding what posts we need to make on what platforms, and who will make them.
  - Angela asked, once we do the edits, will there be one person doing one last review before we vote? Please review your procedures one more time for any changes. If you have any changes, please send to Amy by February 28<sup>th</sup>. Amy can then send this to the board for one final review. Bev can review these as well for consistency.
  - Our final board meeting is scheduled for April 12<sup>th</sup>. After review, these will be send out two weeks before the board meeting.
- b. Initiatives to increase membership and member engagement
- Report re Library school liaison
    - Amy and Liz met with Laura Olsen and Laura La Rose, the library school liaisons. They reflected on what had been done years ago, and what changes we have seen as the schools have undertaken. Laura and Laura both expressed concerns and frustrations, as there are few courses focused on law librarianship. Both schools are focused on broad courses (no legal bibliography or government documents). Another concern was there’s a misunderstanding by both schools that a JD is required to be a long librarianship. There is not the same longevity of library school staff at UW, so some champions have left. They both expressed the importance of internships, while at the same time law firms are not working with the schools to offer internships. The law school libraries and government law libraries do offer some internships. They would like

further support by offering an LLAW grant, possibly for schooling or to attend AALL. Laura Olsen had several events in February (ischool organizational fair and GLAM Jam (galleries, library archives, and museums)). Invitations to LLAW programs are sent out to the grad schools.

- Laura Olsen would like to step down from the liaison roll. Laura suggested a more recent graduate might be a good person to serve.
- Liz, Amy, and Laura and Laura will be meeting again in March. We are looking at adding law school liaisons as well (this may take several years).

- **New Business**

No new business.

- **Other Announcements**

No announcements.

- **Adjournment**

Liz moved to adjourn. Jenny seconded. Meeting adjourned at 1:07.