



Law Librarians Association of Wisconsin -  
 Executive Board Special-Kick Off-Goal Setting Meeting  
 August 23, 2023 at 11:00 a.m.  
 via Zoom

Attendees: Diane Duffey (Grants Chair), Katie Dunn (Secretary), Angela Henes (Treasurer), Sarah Kober (Placement Chair), Elizabeth Manriquez (President), Carol Schmitt (Membership Chair), Wendy Smith (Vice President and Programming Committee Chair), Diane Duffey (Grants Chair), Genevieve Zook (Public Relations Chair).

**Minutes**

1. Call to Order
  - a. Liz called meeting to order at 11:03 a.m.
2. Approval of 4<sup>th</sup> Quarterly Executive Board Meeting Minutes
  - a. Wendy Smith moved to approve the April 12 minutes, Jenny Zook seconded. Motion approved.
3. Treasurer's Report

**LLAW Statement of Accounts - Summary**  
**FY24 (2023-2024)**

As of 8/1/2023

| <u>Checking Account</u>     |                   | <u>Revenue</u>     | <u>Expenses</u>  | <u>Totals</u>      |
|-----------------------------|-------------------|--------------------|------------------|--------------------|
| Beginning Balance           |                   | \$ 7,433.29        |                  | \$ 7,433.29        |
|                             | Budgeted Amt      |                    |                  |                    |
| Board of Directors          | \$25.00           | \$ -               | \$ -             | \$ -               |
| Archives                    | \$25.00           | \$ -               | \$ -             | \$ -               |
| Government Relations        | \$25.00           | \$ -               | \$ -             | \$ -               |
| Grants                      | \$3,000.00        | \$ -               | \$ -             | \$ -               |
| Membership                  | \$25.00           | \$ 1,597.89        | \$ -             | \$ 1,597.89        |
| Newsletter                  | \$25.00           | \$ -               | \$ -             | \$ -               |
| Nominating                  | \$25.00           | \$ -               | \$ -             | \$ -               |
| Placement                   | \$0.00            | \$ -               | \$ -             | \$ -               |
| Program                     | \$900.00          | \$ -               | \$ -             | \$ -               |
| Public Relations / Articles | \$200.00          | \$ -               | \$ 118.13        | \$ (118.13)        |
| Website Committee           | \$200.00          | \$ -               | \$ -             | \$ -               |
| Operating                   | \$100.00          | \$ -               | \$ -             | \$ -               |
| <b>Checking Totals</b>      | <b>\$4,550.00</b> | <b>\$ 9,031.18</b> | <b>\$ 118.13</b> | <b>\$ 8,913.05</b> |

|                                            |  |  |                    |
|--------------------------------------------|--|--|--------------------|
| <b>FY24 Balance less Beginning Balance</b> |  |  | <b>\$ 1,479.76</b> |
|--------------------------------------------|--|--|--------------------|

#### 4. President's Report

- a. Liz Manriquez said that goals for the year are balancing the budget and increasing membership. Retirements and downsizing result in a decreasing pool of potential LLAW members but there may be avenues for increasing membership.

#### 5. Committee Reports

- a. Archives – Bev Butula: no report
- b. Government Relations – Jess Moore: no report
- c. Grants – Diane Duffey: no report
- d. Membership – Carol Schmitt
  1. Current membership is 52 members (8 fewer than last year), no students, no associates.
- e. Blog/Newsletter – Michelle Wollmann: no report
- f. Nominating – Amy Crowder: no report
- g. Placement – Sarah Kober: no report
- h. Program – Wendy Smith:
  1. The Program Committee has established the quarterly meeting schedule for this year and save the date email was sent out last week. Committee this year is Wendy, Jim Mumm, Jamie Kroening. Planning on programming for all four meetings, first meeting is September 14 and registration emails will be sent out to the membership tomorrow. For the September meeting, will have a presentation from a volunteer at the Wisconsin Lawyers assistance program on workplace-related stress, burnout, and compassion fatigue and other mental health concerns. This topic was suggested by an LLAW member. General plan for this year is two virtual meetings, one law firm meeting, one social event.
- i. Public Relations – Jenny Zook
  1. Jenny will send out a schedule. Authors for Insight Track are lined up for the rest of 2023, but volunteers are needed for 2024. Contact Jenny if you're interested in writing an article for Insight Track.
- j. Web – Carol Hassler: no report

#### 6. Old Business – None

#### 7. New Business – Goals for the 2023-24 Term

- a. Consider and approve budget for short- and long-term sustainability.
  - *Declining membership due to fewer law librarians in Wisconsin (retirements, downsizing and remote work).*
  - *Past expenditure over anticipated membership revenue.*
  - *Most effective use of Chapter funds and ROI.*
  - *Membership revenue projection based on historical data.*
  - *Establish minimum Chapter account reserve balance?*
- b. Angela Henes gave background on financial documents. Our only income/revenue is from membership renewals, and we incur more expenses than what we have coming in.
  - We had adjusted the outgoing grants amount down a few years ago, which helped us break even, but then it was raised again in recent years. Decreased membership revenue has brought that number closer to what we give out in grants.
  - Increased expenses include the website and public relations (including the poster sessions). We also incur operating expenses for filing the annual report with DFI, checks (rare), postage.

- Programming has done a great job of breaking even - expenses/speaker fees have been incorporated into registration fees. It can be more expensive to have a bigger speaker or go to a nicer restaurant. Public relations is a new expense – poster session. Operating expenses for filing the annual report with DFI, checks (rare), postage.
- Checking account balance is \$8913.14, last year we were \$760 in the red. We need to be careful about going over, we will not have any money in 8-10 years if we do that every year.
- Previously had an amount budgeted for each committee (\$25) yearly, but most committees don't incur any expenses. We should consider making these zero to more accurately reflect expenses.
- Jenny Zook feels that she could skip the poster at AALL this year, saving costs for printing, shipping and giveaway items. (However, shipping might not be a cost this year for Chicago.) Jenny feels that this may not be worth the time and effort. In the past every chapter had a poster at AALL, but this year it was just a handful. Money will still be needed for printing.
- Could we tailor the budget more closely to expected revenues? Requested amounts in the budget this year are greater than what we will bring in and we will eat into the checking balance if this reflects our expenses for the year. The budget has typically been a set amount every year based on previous revenue (not adjusted based on revenue), with some adjustments to grants year over year.
- Wendy Smith asked whether Angela can recommend an ideal reserve amount to hold in checking that we should plan not to touch in a typical year in the event of major expenses later? Angela responded that we only have a checking account now (no savings account) and the ideal is to break even with expenses.
- Katie Dunn commented that she was surprised that basically everything that gets paid in as membership fees goes out as grants. Since grants budget increased during pandemic when funds were not needed for in-person meetings, probably we should cut grants by at least \$1000 now that we're doing in-person meetings again, and maybe more if we can't break even on the budget otherwise.
- Diane Duffey commented that \$3000 of grants budget was expended this year, grants are a draw for membership but she understands the need to balance the budget. The president's \$1000 grant has not been turned down in past few years (due to employer covering AALL expenses) and this grant is an incentive to people to serve as president.
  - i.* Do we want to make more money available for grants this year since AALL is in Chicago and more people may want to attend?
- Wendy Smith wondered if the president should be included in the general pool of grants applicants rather than automatically get the \$1000. Should the president automatically get \$1000 for AALL attendance? If we balance the budget by reducing grants, with declining membership, the president's grant might eat up the whole grants budget for the year.
  - i.* Is even \$2000 for grants realistic based on renewals? Renewals funds is \$1600 currently.
  - ii.* Elizabeth Manriquez supports reduction of president's grant or inclusion of president in general pool. The total cost of attending AALL is about \$3k, registration alone was \$1000 this year, so the grant does not cover all out of pocket costs for AALL expenses. Is the \$1000 grant to the president serving a purpose if either your employer covers it (i.e. you don't need it) or not (i.e. you will still be \$2000 out of pocket to attend AALL even with the grant)?

- iii. Is the president's grant required in the bylaws? Diane Duffey didn't see anything in the bylaws about the \$1000 grant or AALL attendance, but representing the chapter at AALL is listed in procedures under the president's duties.
  - iv. At firms you might only have one person attend conference, rotating. Firms may discourage their employees from applying for grants, but if the employee receives a grant as AALL president, the firm will accept it as reimbursement.
  - v. How crucial is it that the President attends AALL? Liz reported that the Sat training session (for local chapter leaders) was a great learning and networking opportunity.
  - vi. Possibly reduce the president's grant. Previously it was \$750 and was increased to keep up with increased costs to attend AALL.
- Sarah Kober suggested polling the general membership about their needs for grants. Do people's employers support membership costs or conference attendance?
  - i. Angela Henes noted that some employers (generally firms, academic libraries) will cover the total cost of attending AALL (possibly rotating, with one person attending per year), others (generally government employers) will not cover anything, so more government librarians do apply for grants.
  - ii. Carol Schmitt concurred with Angela's comments, and noted that Academic institutions may cover all librarians attending AALL every year. Procedures say that the grant chair will evaluate funding every year, so we can do that. Historically, Programming has always covered its own expenses.
  - iii. Angela Henes noted that when a grant is awarded, the grants chair needs to ask whether the check is written to the awardee or the employer. Generally unless it's a government org, the reimbursement comes to the employer.
- It's important that the LLAW membership know that many firms or academic organizations will cover costs of conference attendance but many government orgs do not.
- Wendy Smith indicated that Programs Committee can continue to support itself via registration fees (for in-person events, virtual events are generally free) but membership dues would better benefit the membership in general if some of it were allocated to programs.
- Sarah Kober indicated that Jobs committee doesn't need the budgeted \$25, \$0 is ok.
- Wendy Smith asked whether we want to revisit the idea of a WLA table? Elizabeth Manriquez reported that it's \$450 for an WLA table.
- Archives needs \$25 to buy a flash drive every year to back up documents.
- Discussion of timing of setting budget and surveying membership.
  - i. Elizabeth Manriquez will send out a draft of a survey of membership about budgets/grant.
  - ii. We will have a special meeting to approve budget after results of survey of membership.
  - iii. Approve survey Sept. 6, give until 16<sup>th</sup> to respond, meeting 1<sup>st</sup> week of October.
- Tentative budget changes: Operating expenses \$75, Grants \$1500, \$25 archives, \$200 programs, keep website the same for now, Dreamhost charges are unknown. Safe number for total budgeted amount should not be over \$2000 based on last year's membership. (We have \$1600 currently.)

- c. [Agenda item not addressed in meeting due to lack of time] Consider strategic plan for 2023-24 term to increase Chapter outreach, membership, and visibility.
- *Continuing targeted outreach to UW iSchool and UWM SOIS.*
  - *Establish Law School liaisons*
  - *Additional outreach to WI public librarians, WLA?*
  - *UW/Marquette Career Services visibility.*
  - *Decrease price of Associate/Student dues to attract members?*
- d. [Agenda item not addressed in meeting due to lack of time] Goal suggestions?
- 8. Other Announcements**
- a. None.
- 9. Adjournment**
- a. Meeting adjourned at 12:00 pm.

Respectfully submitted,  
Katie Dunn  
Secretary