



Law Librarians Association of Wisconsin

Law Librarians Association of Wisconsin – 1<sup>st</sup> Quarterly Business Meeting/Program  
 12:00 pm, September 14, 2023  
 Zoom

Minutes

- I. Prior to the business meeting, speaker Matt Shin presented a program on managing stress, burnout, and compassion fatigue.
- II. Liz Manriquez called the meeting to order at 12:44 p.m.
- III. Approval of Meeting Minutes
  - A. Jim Mumm moved that we accept the 4<sup>th</sup> Quarterly Business Meeting Minutes. Wendy Smith seconded the motion. Minutes approved.
- IV. Treasurer's Report
  - A. Angela Henes reported that the current checking account balance is \$9179.86 and that she has completed the Federal 990-N filing for this year.
  - B. Statement of Accounts - Summary

| <b>LLAW Statement of Accounts - Summary</b> |                   |                |                 |                 |               |                    |
|---|-------------------|----------------|-----------------|-----------------|---------------|--------------------|
| <b><u>FY24 (2023-2024)</u></b>              |                   |                |                 |                 |               |                    |
| As of 9/12/2023                             |                   |                |                 |                 |               |                    |
| <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           | \$             | 1,864.70        | \$              | -             | \$ 1,864.70        |
| 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>\$</b>      | <b>9,297.99</b> | <b>\$</b>       | <b>118.13</b> | <b>\$ 9,179.86</b> |
| <b>FY24 Balance less Beginning Balance</b>  |                   |                |                 |                 |               | <b>\$ 1,746.57</b> |

- V. President's Report

- A. The executive board has met twice in August and are meeting again in October to finalize the budget. We'll discuss the budget more under new business.

## VI. Committee Reports

- a. Archives – Bev Butula: No report
- b. Government Relations – Jessica Moore: No report
- c. Grants – Diane Duffey: No report, pending the survey results
- d. Membership – Carol Schmitt: Corrected numbers: we have 52 members: 49 active, 2 sustaining, 1 associate.
- e. Newsletter – Michelle Wollman: No report
- f. Nominating – Amy Crowder: No report
- g. Placement – Sarah Kober: No report
- h. Program – Wendy Smith: Wendy thanked the attendees of today's program and reported that the next program will be held December 7. This is anticipated to be the Madison/Milwaukee law firm event.
- i. Public Relations – Jenny Zook: Jenny will be sending out her list of article topics as soon as she hears from the editorial board.
- j. Web – Carol Hassler: Carol requests comments, questions, or suggestions for the website as she's digging into updates.

## VII. Old Business: None

## VIII. New Business

- A. LLAW Budget and Finances
  - 1. LLAW has had declining membership numbers in recent years due to retirements, changes in the profession, and remote work. This has resulted in a decline in revenue over the last 5-10 years. The budget has been in the red 50% of the last years.
  - 2. The board is exploring ways to increase revenue as well as reduce expenditures.
    - a) CDs/savings accounts that will allow us to earn interest without tying up money for long periods of time.
    - b) Increasing membership.
    - c) Institutes (day-long professional development programs) have been moneymakers in the past but may not be now as the professional development environment has changed. There are many more virtual professional development opportunities available. They also are a large amount of work to organize.
    - d) The board is interested in your ideas for increasing revenue.
  - 3. The board wants to take member desires into account in deciding how to balance the budget. A member survey was sent out yesterday with the president's letter. Liz Manriquez asked everyone to complete the survey or send her any comments.
- B. Law School Liaisons
  - 1. The goal of liaisons is to support and promote the profession and increase our membership. We already have library school liaisons and are now exploring law school liaisons. If anyone is interested in being one of the Law School liaisons, let Liz know. These positions can be what you make of it. Liz would like to know thoughts on this kind of program.
  - 2. Wendy Smith noted that in the 4<sup>th</sup> quarter business meeting last year, there was a proposal to advertise the profession to law school students. Marquette explored adding information about law librarianship to their law school career services website. They have not implemented this yet, but it seems doable.

**IX.** Other Announcements? None.

**X.** Adjournment: Wendy Smith moved to adjourn, Laura La Rose seconded. The meeting adjourned at 1:00 p.m.

Respectfully submitted,  
Katie Dunn  
Secretary