



Law Librarians Association of Wisconsin
Law Librarians Association of Wisconsin – 2nd Quarterly Business Meeting/Program
12:00 pm, December 7, 2023
Godfrey & Kahn – Madison and Milwaukee Offices

DRAFT MINUTES

1. Call to Order.

- a. Liz Manriquez called the meeting to order at 12:53, following a program presented by Mary E. Triggiano, Director of the Andrew Center for Restorative Justice at Marquette University and sponsored by Lexis.

2. Approval of Meeting Minutes

- a. Jamie Kroening moved to approve the 1st Quarterly Business meeting minutes. Carol Hassler seconded.

3. Treasurer's Report (Angela Henes)

- a. See attachment for current statement of accounts.
- b. Current balance of checking is \$4,614.53. We opened a \$5,000 13 month CD to earn some money at 5.25 APY.
- c. Liz Manriquez has been added as a signatory to the checking account.
- d. Angela filed the annual report with Wisconsin Department of Financial Institutions

4. President's Report (Elizabeth Manriquez)

- a. Budget
 - i. The budget was finalized Oct 6 based on survey results. The survey had an 83% response rate.
 - ii. Survey respondents indicated they wanted money to go to networking, educational programs and grants. Survey also reflected a desire for increased networking, and outreach to public librarians.
 - iii. The budget reduces grants to \$1500, increases programming to \$150, and keeps president's grant. Committees with no expected expenditures were budgeted \$0 instead of a nominal amount just in case. Eliminated chapter poster at AALL – there has been much less participation at this event in recent years. We aim to not go into the red this year.
- b. Met with Carol and Michelle to discuss streamlining the newsletter and website to make them more effective.
- c. Record retention of meeting recordings and transcripts: When a meeting is recorded, there will be a verbal disclaimer, recording will be destroyed after minutes are approved. We can not control whether meeting attendees are recording via Camtasia, etc.

5. Committee Reports

- a. Archives – Bev Butula: No report
- b. Government Relations – Jessica Moore (not present, Liz delivered her submitted report)
 - i. Assembly introduced bills 641 and 642, dealing with libraries and censorship. Board discussed and will monitor these bills. Liz met with president of WLA

(Kris Turner) and asked him to let us know if it makes sense to collaborate with LLAW in the future on any legislative matters.

- c. Grants – Diane Duffey: We still have grant money to distribute, so please apply. The deadline to apply for a grant to attend the AALL Annual Meeting this summer is April 1, 2024. Grant applications for other professional development are accepted any time, as long as funds are still available.
- d. Membership – Carol Schmitt: No report
- e. Newsletter – Michelle Wollman: No report
- f. Nominating – Amy Crowder
 - i. Amy sent an email promoting the treasurer position open in the spring. We are also looking for a vice president for next year. Contact Amy if you're interested in either position. Thank you to Angela Henes, who's served as treasurer since 2017.
- g. Placement – Sarah Kober: No report
- h. Program – Wendy Smith: Thank you to everyone who joined us and to Lexis for sponsoring our lunch. Thanks to program committee members Jim and Jamie, and Maureen in Milwaukee for helping today. The committee is starting to plan February's virtual meeting, information to come.
- i. Public Relations – Jenny Zook (not present, Liz delivered her submitted report) All slots for spring in Inside Track are open, contact Jenny if you're interested in writing.
- j. Web – Carol Hassler: Have been meeting about website utility and updates. Carol will be looking at taking advantage of Wordpress and blog infrastructure to streamline updates. Let Carol know if there is information you think should be on the site.

6. Old Business

- a. Law School Liaisons
 - i. We have had library school liaisons for the past several years, who have been doing a great job. We would like to create similar law school liaisons to promote law librarianship to law students. There were no volunteers from the general membership, so Liz and Wendy agreed to be the inaugural law school liaisons. Please let Liz know if you'd be interested in acting as a law school liaison in the future.

7. New Business

- a. Budget:
 - i. We balanced the budget this year, and opened a CD to earn interest.
 - ii. Following investigation of payment processors, Paypal is still our best option.
 - iii. Membership supports continuation of grants and programming. We would like to raise dues to support these activities and help us meet costs (inflation).
 - iv. Other chapters' dues are \$20-\$50.
 - v. We propose an incremental increase of \$5 in each of the next 3 years.
 - vi. Liz will send a note out to the email list about this to meet notification requirement for a member vote. We will vote on this in the February meeting.

8. Other Announcements: None

9. Adjournment:

- a. Liz moved to adjourn, Deborah Darin seconded. Meeting adjourned at 1:08 p.m.

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

As of 12/5/2023

<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	\$0.00	\$ -	\$ 5,000.00	\$ (5,000.00)
Archives	\$25.00	\$ -	\$ -	\$ -
Government Relations	\$0.00	\$ -	\$ -	\$ -
Grants	\$1,500.00	\$ -	\$ -	\$ -
Membership	\$0.00	\$ 1,864.70	\$ -	\$ 1,864.70
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ 477.66	\$ -	\$ 477.66
Public Relations / Articles	\$0.00	\$ -	\$ 118.13	\$ (118.13)
Website Committee	\$200.00	\$ -	\$ 17.99	\$ (17.99)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$1,950.00	\$ 9,775.65	\$ 5,161.12	\$ 4,614.53

FY24 Balance less Beginning Balance				\$ (2,818.76)
--	--	--	--	----------------------