

LLAW Executive Board 2nd Quarterly Meeting

Meeting Minutes

November 29, 2023 at 12:00 p.m.

Present: Elizabeth Manriquez (President), Wendy Smith (Vice President and Programming Committee Chair), Katie Dunn (Secretary), Angela Henes (Treasurer), Amy Crowder (Nominating Chair and Past President), Bev Butula (Archives Chair), Jenny Zook (Public Relations Chair), Carol Hassler (Website Chair / Webmaster), Diane Duffey (Grants Chair), Carol Schmitt (Membership Chair), and Sarah Kober (Placement Chair)

Absent: Jess Moore (Government Relations Chair), Michelle Wollmann (Newsletter Chair)

1. Call to Order: Elizabeth Manriquez called the meeting to order at 12:02.
2. Approval of Executive Board Meeting to Finalize Budget Minutes
 - a. Bev Butula moved to approve the October 6, 2023 Executive Board Meeting Minutes. Carol Schmitt seconded the motion. Minutes approved.
3. Treasurer's Report (Angela Henes)
 - a. See attachment for current statement of accounts.
 - b. Current Checking balance is \$4,576.91. \$5,000.00 from the checking account has been used to open the 13 month certificate of deposit at BMO.
 - c. Liz is now an additional signatory on LLAW's bank account. Typically, we've had two signatories.
 - d. Transferring signatory for BMO checking account to new treasurer
 - i. When Angela's term ends, we will need to transfer the signatory role again from Angela to the new treasurer. This requires an in-person meeting with the bank (ideally with both signatories present together) and a copy of driver's license, additional photo ID, SSN, and a statement of the new signatory's position on the board.
 - ii. To save time and paperwork, LLAW has generally only changed signatories when the treasurer changed or at the request of a signatory who was retiring or leaving LLAW.
 - iii. LLAW has an existing relationship with a banker at the BMO branch near East Towne Mall. Because some tasks need to be done in person it may make sense to either have someone in Madison be the treasurer or switch to a Milwaukee BMO branch if the new treasurer is from Milwaukee.
 - iv. A signatory does not need to be present or need to sign off to be removed as signatory.

- v. Business accounts are administered a bit differently than personal accounts – there are different forms and more documentation and backups.
 - e. Paypal and new treasurer
 - 1. Will need to associate the new treasurer’s information with Paypal. It is a business account but requires an individual’s contact information.
 - f. CD end of term procedure:
 - 1. Nov 11 is end of the term for the \$5,000 CD at BMO. Then we have 10 days to decide whether to renew. This will be put on the agenda prior to the end of the term. If we take no action, it gets renewed at a lower (non-promotional) rate. (Not sure of what period it would renew for.) Liz, Wendy and Angela have calendar reminders set so we don’t miss this, and they will also share this information with the new treasurer.
4. President’s Report: None
5. Committee Reports
- a. Archives – Bev Butula: No report. Bev will not be at next meeting. She requests that people forward her any handouts or photos from the meeting for the Archives.
 - b. Government Relations – Jess Moore: Jess was not present, but submitted a report. On November 8, two bills were put before the Wisconsin legislature requiring both school and public libraries to notify parents of children under 16, of what those minors check out from the library. The bills are AB 641 (<https://docs.legis.wisconsin.gov/2023/related/proposals/ab641>) and AB 642 (<https://docs.legis.wisconsin.gov/2023/related/proposals/ab642>).
 - a. Should LLAW comment on these bills or otherwise take any action? LLAW has not typically commented on bills, but has previously commented on potential changes to CCAP and sent a letter of support for the LRB library. The current bills are less related to law libraries and the patrons we serve, and also seem unlikely to pass.
 - b. WLA sometimes responds to legislature related to censorship, etc. LLAW could potentially support WLA’s work or cosign a letter if appropriate. For these bills, we will just wait and monitor their progress for now.
 - c. Grants – Diane Duffey: No report
 - d. Membership – Carol Schmitt: No additional members since Sept. Directory has been sent to Carol Hassler to post (password protected) on the LLAW website.
 - e. Blog/Newsletter – Michelle Wollmann: No report
 - f. Nominating – Amy Crowder: Angela and Amy have been working on interview questions that they will use to promote the treasurer position in the email to members. Will have at least the VP and treasurer positions open for nominating

this year. Amy will be talking with members at the next meeting and reaching out to some people who may be interested.

g. Placement – Sarah Kober: No report

h. Program – Wendy Smith: Meeting next week Thur., Dec. 7 at noon at Godfrey and Kahn Madison/Milwaukee locations. The program will feature the director of Marquette’s Andrew Center for Restorative Justice, who is also the former chief judge of Milwaukee Circuit courts. Lexis sponsored this for \$300, which allowed us to reduce our registration costs from \$15 last year to \$10 this year. The next program will be virtual.

i. Public Relations – Jenny Zook: 7 slots to fill for Inside Track articles. Article on wage theft coming out soon.

j. Web – Carol Hassler: Changed admin email on account to the shared LLAW email account. Working on creating documentation for common tasks. Thanks to Angela for sending updates about the webhost. Next task is looking at how the blog is set up, looking at creating different segments (jobs, etc.) using Wordpress’s categorization features.

6. Old Business

a. Update on payment processing from Web/Treasurer

1. Angela says that there are no vendors that would be a significant improvement on Paypal. Angela spoke with someone at BMO about merchant services. They suggest staying with what we have now. Their services are focused on much higher-volume clients that do point of sale (cash register or online sales) transactions. He also mentioned Stripe and Square, which are similar to Paypal. Their transaction/processing fees are just a smidge less than Paypal’s but the savings are not worth the significant time and effort of setting up a new vendor and account. Paypal is a business account but it has to be tied to a person. It’s currently tied to the person that was treasurer two people before Angela. We can not transfer it to a new person, it would need to be a new Paypal account. Just added Angela as an additional user, have all their contact info, security questions etc.

1. We will revisit payment processing vendors every 3 years or so.

2. Angela notes that the transitional part of switching treasurers is the most work, and it’s easy once you’re in the groove. Angela will help the next treasurer through the transitional phase.

b. Raising Membership Dues

1. Current dues: \$35/year for active members. Sustaining: 3x active member rate. Students/associates: ½ active member rate. Dues were last increased in 2017. Other chapters’ dues: Houston \$40, SoCal \$40, NYC \$50
2. Liz proposes changing to \$50/year for active members, with corresponding changes to sustaining and student/associate members.
3. In addition to covering increased costs, the board would like to spend the additional revenue in accordance with the member survey results (grants, programming).

4. Angela: With increased dues, we may lose some people whose employers don't reimburse membership costs? If we stay at about 50 members, that's an increase of \$750 in revenue.
 5. Bev describes the procedure and timing required to notify the membership of a vote on increased dues.
 6. Wendy moves that we propose to the membership a sequential increase of \$5 in the next 3 years (and related changes to other membership types). Jenny seconds the motion, motion passes. Liz will draft the amendment which will be sent to the membership for a vote.
7. New Business
- a. Meeting Recording Permissions and Record Retention
 1. Carol Schmitt moves that going forward meeting attendees will be verbally advised that the meeting will be recorded or transcribed for the purposes of drafting the minutes. (Zoom also announces this for recordings.) Membership will be notified that the secretary will delete the recording or transcript after the minute drafts are approved.
 1. This only covers the recordings/transcripts captured by the secretary/board – we can not control screen recordings attendees may capture on their own.
 2. Bev Butula seconds the motion, motion passes.
8. Other Announcements: None
9. Adjournment: Elizabeth Manriquez adjourned the meeting at 12:54 p.m.

Respectfully submitted,

Katie Dunn
Secretary

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

As of 11/28/2023

<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	\$ 440.04	\$ -	\$ 440.04
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	\$ 9,738.03	\$ 5,161.12	\$ 4,576.91

FY24 Balance less Beginning Balance				\$ (2,856.38)
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