



Law Librarians Association of Wisconsin

Law Librarians Association of Wisconsin – 4th Quarterly Business Meeting/Program

5:30 – 8:00 pm, May 2nd, 2024

Rosati's Chicago Pizza Oconomowoc

MINUTES

1. **Call to Order:** Liz called the meeting to order at 6:05 pm
2. **Approval of Meeting Minutes:** Laura La Rose moved to approve the 3rd Quarterly Business meeting minutes. Steph Larson seconded. Minutes approved.
3. **Treasurer's Report:** See attached. Checking account balance is \$3,295.31.
4. **President's Report:** Liz Manriquez thanked the membership for the opportunity to serve as president. This year we surveyed the membership, held some great programs, bought a CD, and approved an increase in membership dues.
5. **Committee Reports**
 - a. Archives – Bev Butula: Bev has transferred the LLAW archives (comprising 2 boxes of physical materials) to Scott Park, the new archives chair. Bev will contact Scott soon about archives procedures.
 - b. Government Relations – Jessica Moore: No report
 - c. Grants – Diane Duffey:
 - i. The Grants Committee has met twice recently.
 - ii. At our first meeting, we made decisions about Grants awards for the remainder of this year.
 - iii. We had two grant applicants:
 1. Jenny Zook – AALL Annual Meeting
 2. Shawn King – ELUNA meeting in May <https://el-una.org/>
 - iv. Both applicants are coordinating programs at their respective meetings. We had a total of \$500 to award for any applications, and we decided to award half to each – so \$250 to each applicant. Our incoming president is accepting the \$1,000 which we traditionally offer; therefore, the Grants budget for 2023-24 is officially exhausted!
 - v. The grants committee met a second time to discuss the 2024-25 year. Since we have significantly less budgeted money now than in past years to award to our member applicants for grants, we have decided that we will ask the incoming president to complete a grant application form for attending the AALL Annual Meeting, in order to confirm their need and also confirm how much money they would need (up to \$1,000). We

- would assure that the incoming president has priority over other applicants for their needed money, up to \$1,000.
- vi. Since our budget is now just \$1,500, \$1,000 is of course a significant portion of that amount – and this way we can determine how much money is available to award to other applicants.
 - vii. If you're attending AALL this year, consider attending Jenny's program, "Enough" which will be about working parents and caregivers maintaining work/life balance.
- d. Membership – Carol Schmitt: No report
 - e. Newsletter – Michelle Wollman: No report
 - f. Nominating – Amy Crowder:
 - i. Election results were sent out via email today. With a total of 37 ballots returned:
 - 1. Vice President/President Elect – Sarah Kober
 - 2. Secretary – Katie Dunn
 - 3. Treasurer – Jamie Kroening
 - ii. Consider joining a committee. This is a great way for new members to get involved.
 - g. Placement – Sarah Kober. Sarah will be vacating her chair, let Liz know if you're interested.
- 6. Program – Wendy Smith: Thanks to Jamie Kroening and Jim Mumm for their service on the programming committee. Thank you to everyone for your attendance today.
 - 7. Public Relations – Jenny Zook: Thank you to everyone who has volunteered to write for Inside Track. All of the Inside Track slots have been filled for the year.
 - 8. Web – Carol Hassler: See report under new business.

9. Old Business

- a. Vote passed for dues increase.

10. New Business

- a. Web Site Updates/Plans: Carol is working on some clean-up work with the website. This work includes setting up a page hierarchy, updating or cleaning up links, and investigating ways to use the WordPress blogging platform. Readers can now navigate through past posts on the blog through the LLAW News link under the Publications menu. Together with Michelle Wollmann, Newsletter Chair, Carol is working on a content update plan for the LLAW website to better plan and streamline updates. Other upcoming work on the website includes a rebranding effort to rework the LLAW logo into a versatile set of icons that can be used for the website, social media banners, and square or circular profile images. She is seeking your input on the LLAW brand, as well as the types of information you would like to see included on the website and blog.

11. Other Announcements

- a. Thank you to Thomson Reuters and Jane Lippmann for Thomson Reuters' sponsorship of this event and their support of LLAW.

12. Adjournment

- a. Shawn King moved to adjourn the meeting and Michelle Wollman seconded.
Wendy adjourned the meeting at 6:14 p.m.

Respectfully submitted,
Katie Dunn
LLAW Secretary

LLAW Statement of Accounts - Summary

FY24 (2023-2024)

As of 4/30/2024

<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	\$ -	\$ 1,500.00	\$ (1,500.00)
Membership	\$0.00	\$ 1,897.99	\$ -	\$ 1,897.99
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ 1,073.54	\$ 334.52	\$ 739.02
Public Relations / Articles	\$120.00	\$ -	\$ 118.13	\$ (118.13)
Website Committee	\$200.00	\$ -	\$ 131.86	\$ (131.86)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$2,070.00	\$ 10,404.82	\$ 7,109.51	\$ 3,295.31

FY24 Balance less Beginning Balance				\$ (4,137.98)
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