



LLAW Executive Board Meeting – 1st Quarter

Sep. 11, 2025 - 12:00-1:00pm

MINUTES

Present via Zoom: Sarah Kober (President), Carol Hassler (Vice President & Program Chair, Website Chair/Webmaster), Katie Dunn (Secretary), Jamie Kroening (Treasurer), Wendy Smith (Past President & Nominating Chair), Scott Park (Archives Chair), Jess Moore (Government Relations Chair), Stephanie Larson (Membership Chair), Laura Olsen (Placement Chair), Jenny Zook (Public Relations Chair)

- 1. Call to Order** Sarah Kober called the meeting to order at 12:03 p.m.
- 2. Approval of Draft Minutes – Q4 Executive Board Meeting (Apr. 30 2025)**
Stephanie Larson moved to approve the minutes. Carol Hassler seconded. Minutes approved.
- 3. Treasurer's Report** (see attachments).
 - a. Proposed budget is similar to last year's in most categories. Proposed changes to the budget as distributed for the meeting: [Secretary's note: These changes are included in the updated budget distributed with these minutes]:
 - i. Grants: Typically the grants budget is \$1,500. Last year's (fiscal year 2025) budget was \$2,500 due to a \$1,000 grant being returned from fiscal year 2024. Grants committee requested that the \$446 that was not awarded from the grants budget last year be added to this year's grants budget, rounded up to total of \$2,000 in fiscal year 2026. The board approved this request.
 - ii. Public Relations: budget can be reduced to \$0, as we're no longer printing a poster.
 - iii. Board of Directors: \$158.25 is requested to fund a Microsoft Teams account 1 year subscription.
- 4. Committee Reports**
 - a. Archives - Scott Park: No report.
 - b. Government Relations - Jess Moore: Legal challenges continue in response to the presidential administration's efforts to dismantle the Institute of Museum and Library Studies.
 - c. Grants - Diane Duffey: No report.

- d. Membership - Steph Larson: 44 active members (41 renewed, 3 new/returning members). 3 members will not be renewing (retirement/job change), and will be sending out final renewal reminders at end of this month to the 7 members who have not renewed yet. Discussions continue with UWM SOIS on recruiting field workers, communicating about LLAW. The majority of UW-M SOIS is online students, which makes the pipeline for law librarians difficult. We have not had as much engagement with UW-Madison SLIS.
- e. Newsletter/Blog - Michelle Wollmann: Sarah will contact Michelle about whether she plans to continue as Newsletter/Blog chair.
- f. Nominating – Wendy Smith: Wendy requests that we tell people at the business meeting that they can get in touch with her if they're interested in serving on a committee. We would like to invite new people to become involved.
- g. Placement - Laura Olsen. Placement has posted two announcements so far this year, similar to last year's rate (about 1/month)
- h. Program – Carol Hassler:
 - i. Next Wednesday we are hosting a virtual program on library advocacy. Several people have scheduling conflicts, but we plan to record the session. The board approved opening/advertising this free session to the greater Wisconsin library community (via WLA) if the speaker has no objection. Carol will reach out to him.
 - ii. Future programs:
 - 1. December meeting: seeking a speaker on copyright, possibly from Marquette or UW.
 - 2. February meeting: speaker from WILS about data and statistical analysis and advocacy. Carol will send out a pre-survey to gather questions/needs to address in the session.
 - 3. May: still discussing a topic, possibly networking.
 - i. Public Relations - Jenny Zook: Writers are scheduled through April, but let Jenny know if you're interested in writing. Any topic is fine.
- j. Web - Carol Hassler: See Old Business below

5. Old Business

- a. 2024-25 Annual Goals (Content Management)
 - i. Content management: Carol plans to seek a volunteer or student to work on branding, and has some ideas for making the website more robust.
 - ii. We may want to consider redistributing some of the content management responsibilities for website/newsletter/blog.

6. New Business

- a. Need for organizational Teams or Zoom account (see attachments)
 - i. It's become impractical for LLAW to use board members' institutional Teams/Zoom accounts for meetings and programs, due to restrictions on video/recording in some accounts, scheduling conflicts, and turnover or job

- changes of board members. For continuity, we would like to start an organizational subscription to a web conferencing tool.
- ii. The board reviewed various Teams and Zoom Workplace subscription options, and plans to start a Microsoft 365 Business Standard subscription. This is the cheapest option that includes the ability to host webinars with automatic attendee registration.
 - iii. We will associate the subscription with the LLAW Gmail account for continuity and to allow multiple board members access. The Gmail account is set up for 2 factor authentication but if you log in for the first time, you can contact Carol for the code. It should not prompt you for a code for some time after that.

7. Adjourn

- a. Jenny Zook moved to adjourn the meeting and Stephanie Larson Jenny moved to adjourn and Stephanie Larson seconded. Sarah Kober adjourned the meeting at 12:41 p.m.

Respectfully submitted,

Katie Dunn

LLAW Secretary

LLAW Statement of Accounts - Summary
FY26 (2025-2026)

As of: 9/3/2025

Checking Account		Revenue	Expenses	Totals
Beginning Balance		\$ 3,828.24	\$ -	\$ 3,828.24
Budgeted Amt				
Board of Directors	\$0.00	\$ -	\$ -	\$ -
Archives	\$25.00	\$ -	\$ -	\$ -
Government Relations	\$0.00	\$ -	\$ -	\$ -
Grants	\$1,500.00	\$ -	\$ -	\$ -
Membership	\$0.00	\$ 2,008.32	\$ -	\$ 2,008.32
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ -	\$ -	\$ -
Public Relations / Articles	\$120.00	\$ -	\$ -	\$ -
Website Committee	\$200.00	\$ -	\$ -	\$ -
Operating	\$75.00	\$ -	\$ -	\$ -
Checking Totals	\$2,070.00	\$ 5,836.56	\$ -	\$ 5,836.56
FY26 Balance less Beginning Balance				\$ 2,008.32

Balance of CD as of 9/3/2025:	\$5,442.85
Matures 12/11/2025	
CD \$5000.00 (10/11/2023)	
CD \$5285.51 (11/11/2024)	

LLAW BUDGET FY26
 (June 1, 2025 - May 31, 2026)

COMMITTEE	CHAIRS	FY 2025 BUDGET AMOUNT	FY 25 REVENUE	FY 25 EXPENDITURES	AMOUNT REQUESTED FY 26	COMMENTS
ARCHIVES	Scott Park	\$25.00	\$0.00	\$0.00	\$25.00	Needed for USB drive(s) to maintain storage.
BOARD OF DIRECTORS	Sarah Kober	\$0.00	\$0.00	\$0.00	\$158.25	Microsoft Teams account 1 year subscription.
GOVERNMENT RELATIONS	Jess Moore	\$0.00	\$0.00	\$0.00	\$0.00	
GRANTS	Diane Duffey	\$2,500.00	\$1,000.00	(\$2,046.56)	\$2,000.00	
MEMBERSHIP	Stephanie Larson	\$0.00	\$2,125.26	\$0.00	\$0.00	
NEWSLETTER	Michelle Wollmann	\$0.00	\$0.00	\$0.00	\$0.00	
NOMINATING	Wendy Smith	\$0.00	\$0.00	\$0.00	\$0.00	
OPERATING	Jamie Kroening	\$75.00	\$0.00	(\$25.00)	\$75.00	Needed for WI-DFI annual report filings, ordering new checks, stamps, etc.
PLACEMENT	Laura Olsen	\$0.00	\$0.00	\$0.00	\$0.00	
PROGRAM	Carol Hassler	\$150.00	\$167.19	(\$90.00)	\$150.00	
PUBLIC RELATIONS / ARTICLES	Jenny Zook	\$120.00	\$0.00	\$0.00	\$0.00	
WEBSITE	Carol Hassler	\$200.00	\$0.00	(\$131.86)	\$200.00	
		\$3,070.00	\$3,292.45	(\$2,293.42)	\$2,608.25	
		FY25 Balance less Beginning Balance:		\$999.03		Current as of 09/15/2025



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Microsoft Teams Essentials

\$4.00

user/month, paid yearly

(Annual subscription—auto renews)¹

Buy now

Users and devices ^

Number of devices

Number of users

1-300 employees

Cloud storage limits

10 GB per user

Key Teams features ^

Online meetings (calling and video)



Maximum meeting duration

30 hours

Participant capacity

300

Scheduled meetings



Guest access



Unlimited chat messages, file attachments, and search



Data encryption for meetings, chats, calls, and files



Chat between work and personal accounts



Over 250 integrated business apps for Teams



Screen sharing



Customized backgrounds



Together mode



Immersive spaces



Meeting avatars



Noise suppression



Meeting recordings and transcripts



Live captions

English only⁴

Microsoft Whiteboard and collaborative annotations



Breakout rooms

Webinar hosting with attendee registration and reporting

Productivity apps ^

Word, Excel, PowerPoint, and OneNote for web and mobile³

Word, Excel, PowerPoint, OneNote, and Microsoft Access (PC only) for desktop



Online survey, quiz, and poll creator with Microsoft Forms



Apps to manage tasks, such as Microsoft To Do, Lists, and Planner

Data visualization tools with Visio for the web

Ability to create shareable project workspaces with Microsoft Loop



Email, calendar, and scheduling ^

Ad-free email and calendar with Outlook

Web and mobile only

Custom business email (you@yourbusiness.com), including anti-malware and spam filtering, with Exchange

Kiosk

Appointment and staff scheduling with Microsoft Bookings and Shifts

Storage, content, and search ^

Secure storage and real-time coauthoring and editing across devices with OneDrive

✓

Team sites to share content, videos, and files using SharePoint and Microsoft Stream

✓

User-friendly interface to help users find answers, people, and content with Microsoft Search

✓

AI-powered assistance ^

Advanced grammar and style suggestions to write more clearly and concisely using Editor

Basic features

Ability to create custom chatbots using Power Virtual Agents for Teams

AI chat experience that provides the latest web information, writing assistance, data analysis, and task automation with Microsoft 365 Copilot Chat⁵

AI integration across apps with Microsoft 365 Copilot

Available as an [add-on⁶](#)

AI-powered chat grounded in your work content and context with Microsoft Graph

Available as an [add-on⁶](#)

Identity and access management ^

Advanced identity and access management with Microsoft Entra ID

Free version



Organize your life and work with Microsoft Teams

[Sign in](#)

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ADDITIONAL SERVICES

Improve productivity, efficiency, and security

Microsoft Teams Premium

\$10.00

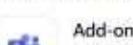
user/month, paid yearly

(Annual subscription—auto renews)¹

[See trial terms²](#)

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Get additional features in Teams for AI-powered intelligence, more personalization, and increased security.



Add-on

Eligible Microsoft Teams license required

Microsoft 365 Copilot

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user/month, paid yearly

(Annual subscription—auto renews)¹

[Sign in to add to plan](#) [Learn more](#)

Integrate your work content and context into AI-powered chat to boost creativity in apps like in Word, PowerPoint, and Teams.



Add-on

Eligible Microsoft 365 subscription required

Microsoft Teams Audio Conferencing with dial-out to USA/CAN

FreeSee country and region availability¹⁰[Add now](#)[Learn more](#)

Use a global audio conference system dial-in number to join a call from virtually any device.



No cost add-on

Eligible Microsoft Teams license required

ADDITIONAL OPTIONS

Explore more Teams capabilities and other offerings



Online meetings

Work from anywhere with the conferencing and communications capabilities of online meeting software.

[Learn more](#)

Instant messaging

Keep the team instantly connected with Microsoft Teams—no matter where the work takes you.

[Learn more](#)

App

Inno



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For home

Maximize every day

Get started seamlessly, focus on tasks, and stay on track with apps and cloud storage across your devices.

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For business

Grow your business

Reimagine the way you work with the collaboration tools you need to reach and exceed your business goals.

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For enterprise

Transform your enterprise

Empower every employee across your organization with a security-focused solution that enhances productivity and drives innovation.

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Frequently asked questions

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01/ [What's the right plan for my business?](#) +

02/ [How can I access premium benefits for Teams?](#) +

03/ [What forms of payment can I use?](#) +

04/ [Once I upgrade, can I go back to the free version of Teams?](#) +

05/ [Can I upgrade some users to Microsoft 365 and keep others on the free version of Teams?](#) +

06/ [Can I buy Teams Essentials through a cloud solution provider?](#) +

07/ [How can I get additional help in setting up Microsoft Teams Phone?](#) +

[1]

Cancellation policies for paid subscriptions may vary based on factors such as your customer status, your product, and your domain selections on Microsoft. You may cancel your subscription at any time in the Microsoft 365 admin center. Certain subscriptions may incur a cancellation fee. [Learn how to cancel your Microsoft 365 subscription](#). When a subscription is canceled, all associated data will be deleted. [Learn more about data retention, deletion, and destruction in Microsoft 365](#).

[2]

After your one-month free trial ends, your subscription will automatically convert to a paid subscription, and you'll be charged the applicable subscription fee based on the subscription term and billing plan you select. Cancel anytime during your free trial to stop future charges. A credit card is required to sign up. [Learn more](#).

[3]

Availability of mobile apps varies by country/region.

[4]

Live captions are available in the English language with Microsoft account identities and more than 30 additional languages with Microsoft Entra identities. For more information, see the [live captions support article](#).

[5]

Copilot Chat is available at no additional cost to all Microsoft Entra ID users with a Microsoft 365 subscription. An Azure subscription is required to use agents, priced on a metered basis.

[6]

Microsoft 365 Copilot may not be available for all markets and languages. To purchase, customers must have a qualifying plan for [enterprise](#) or [business](#).

[7]

The Teams Phone with Calling Plan service component—the domestic calling plan—is sold inclusive of all required taxes and fees, including 911 fees and other transactional taxes that typically apply to communication services in the US. The price includes these taxes and fees. The phone system component is sold tax-exclusive, and any applicable sales tax will appear as a separate charge in the US.

[8]

Teams Phone Calling Plans are available in specific markets. See [country and region availability](#).

[9]

The domestic calling plan includes 3,000 minutes for the US, UK, and Canada, and 1,200 minutes for the rest of the world.

[10]

Available in countries where Teams Audio Conferencing is available for purchase, with exceptions in China and India. See [country and region availability](#).

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What's new

Surface Pro	Account profile
Surface Laptop	Download Center
Surface Laptop Studio 2	Microsoft Store support
Copilot for organizations	Returns
Copilot for personal use	Order tracking
AI in Windows	Certified Refurbished
Explore Microsoft products	Microsoft Store Promise
Windows 11 apps	Flexible Payments

Microsoft Store

Surface Pro	Account profile
Surface Laptop	Download Center
Surface Laptop Studio 2	Microsoft Store support
Copilot for organizations	Returns
Copilot for personal use	Order tracking
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Microsoft Security
Dynamics 365
Microsoft 365
Microsoft Power Platform
Microsoft Teams
Microsoft 365 Copilot
Small Business

Developer & IT

Azure
Microsoft Developer
Microsoft Learn
Support for AI marketplace apps
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Azure Marketplace
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Increase with Large Meeting ⓘ
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- ✓ **Tasks** ⓘ AI-first task management
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(/Opc/Buy?)

NowPlan=Pro&Period=Annual&From=Pro&

Core Features ^

License count (i)	1	1-99	1-
Zoom Meetings (i)	✓	✓	✓
Meeting duration	40 mins	30 hours	3
Participant capacity (i)	100	100 Increase with Large Meeting	3 In
Recording (i)	Local	Local & 10 GB cloud (per license)	L
Team Chat (i)	✓	✓	✓
Zoom Whiteboards	3	3	U

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Frequently Asked Questions

What is a Licensed user and what is a Participant?



How many participants can join the meeting?



How many people can use one Zoom Meetings license?



What is the difference between the Zoom Basic and Zoom Pro plans?



What is the difference between Zoom Rooms and Zoom Meetings?



What is the difference between an Audio Plan and Zoom Phone?



What payment methods do you accept?



Can I pay quarterly or for more than a year up-front?



Do you charge sales or consumption taxes or VAT?



How does the subscription service work? Can I cancel my subscription?



Where can I find a Zoom W-9 for my business?



Where can I find Zoom's Terms of Service?



How does Zoom keep the product secure?



How does Zoom support non-profits?



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