



LLAW Executive Board Meeting – 2nd Quarter

Dec. 4, 2025 - 12:00-1:00pm

MINUTES

Present via Microsoft Teams:

Sarah Kober (President), Carol Hassler (Vice President & Program Chair, Website Chair/Webmaster), Katie Dunn (Secretary), Jamie Kroening (Treasurer), Wendy Smith (Past President & Nominating Chair), Diane Duffey (Grants 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 12:01 p.m.

2. Approval of Draft Minutes – Q1 Business Meeting (Sep. 11, 2025)

Carol Hassler moved to approve the minutes, Stephanie Larson seconded the motion. Minutes approved.

3. Treasurer's Report (See attachment)

Jamie Kroening filed Form 990 and the annual report with DFI and renewed our web domain. Our CD matures December 11. The board voted unanimously to renew the CD for another 13 month term at the new rate of 2.7%.

3. Committee Reports

- a. Archives - Scott Park: No report.
- b. Government Relations - Jess Moore: No report.
- c. Grants - Diane Duffey: The Grants Committee has awarded \$500 to Sunil Rao of the UW Law School, to attend the International Association of Law Libraries Annual Conference in Houston. Sarah Kober thanked Diane for compiling information about grants awarded in the last 10 years.
- d. Membership - Steph Larson: We have a total membership of 47, down 6 from last membership year. We have no current student members. Fewer students are interested in field work (credit-based, unpaid), and unpaid work is not allowed at for-profit law firms. A student finishing their MLIS approached Steph and she shared information about the profession and LLAW with them. Talking to people is very valuable to let them know what our field is about. UW is hosting an intern who is a dual MLIS/JD student. A board member who has filled positions recently reported that they have plenty of applicants for positions, but not anyone who's coming in from the law library perspective. Another board member noted that the hiring

climate has changed a lot in law firms in recent years with many people working remotely or being employed via agencies. Remote positions may be posted selectively in states without laws requiring job ads to disclose salary ranges, but applicants may still be hired from other states.

- e. Newsletter/Blog – Vacant: No report.
- f. Nominating – Wendy Smith: We should start thinking about candidates to step into the VP/Program Chair (President-elect) role for next year. Let Wendy know if you or someone you know is interested.
- g. Placement - Laura Olsen: 4 new positions have been posted so far this term. UW Foundation contacted Laura about a student interested in law librarianship, and Laura met with her.
- h. Program – Carol Hassler: 21 people are registered for the program next week. Two speakers will be in Milwaukee and one will be remote. The next program will be a speaker from WILS on data analysis and library advocacy. WILS will be advertising this to their academic library audience as well, and we will allow non-LLAW members to register. Still brainstorming ideas for final meeting of the year in May. Westlaw is sponsoring our May meeting for \$500.
- i. Public Relations - Jenny Zook: Jenny has writers scheduled for Inside Track through April, and still needs writers for the rest of 2026. Maybe someone would like to write on data center ordinances, or digital media. Let Jenny know if you'd like to write or if you have any ideas of trendy topics to cover. With the new Inside Track weekly schedule, we are open on what topics to write about and Inside Track will slot them in wherever it makes sense.
- j. Web - Carol Hassler: Jenny and Carol discussed and Carol updated the publications page. There are some gaps, especially with Inside Track. Please send any of your publications you'd like posted to Carol.

4. Old Business

- a. Need for organizational Teams or Zoom account: We have established a Teams subscription, and have started using it.

5. New Business

- a. Newsletter Chair discussion:
With Michelle Wollman no longer a LLAW member, the Newsletter Chair is vacant. The board discussed crossover of the Newsletter Chair's responsibilities with the Web and Publicity Chairs, the workload involved in writing regularly for the LLAW blog, UW Law Library's law blog (<https://wisblawg.law.wisc.edu/>) and the difficulty of identifying candidates willing to run for board positions. The LLAW bylaws do not require the Newsletter Chair position. The board voted unanimously to eliminate the Newsletter Chair position and have the Web Chair post any articles written for the blog.
- b. How/where to store LLAW account information – Gmail, Teams, etc.
The board would like to develop a plan to store critical LLAW administrative information (logins, financial account information, etc.) in a way that is secure,

accessible to multiple board members, and compatible with yearly board turnover or in case a board member cannot be reached.

- i. Administrative information includes: Paypal information, bank information, google account login, website login, a spreadsheet of all the programs we've done.
- ii. Some technical options to explore are: Google Drive, storing things on the website in a password-protected location, a password vault.
- iii. Risks discussed included two-factor authentication being associated with a particular board member and the risk of information stored on the web being compromised.
- iv. For the next board meeting, the board will compile a list of the administrative information we need to store and do more looking into the available technical options.

6. **Adjournment:** Jamie Kroening moved to adjourn the meeting and Jenny Zook seconded the motion. Sarah Kober adjourned the meeting at 12:45 p.m.

Respectfully submitted,
Katie Dunn
LLAW Secretary

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

As of: 12/2/2025

Checking Account		Revenue	Expenses	Totals
Beginning Balance		\$ 3,828.24	\$ -	\$ 3,828.24
Budgeted Amt				
Board of Directors	\$158.25	\$ -	\$ 158.25	\$ (158.25)
Archives	\$25.00	\$ -	\$ -	\$ -
Government Relations	\$0.00	\$ -	\$ -	\$ -
Grants	\$2,000.00	\$ -	\$ 500.00	\$ (500.00)
Membership	\$0.00	\$ 2,419.37	\$ -	\$ 2,419.37
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ -	\$ -	\$ -
Public Relations / Articles	\$0.00	\$ -	\$ -	\$ -
Website Committee	\$200.00	\$ -	\$ 19.99	\$ (19.99)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$2,608.25	\$ 6,247.61	\$ 703.24	\$ 5,544.37
FY26 Balance less Beginning Balance				\$ 1,716.13

Balance of CD as of 12/2/2025:	\$5,496.92
Matures 12/11/2025	
CD \$5000.00 (10/11/2023)	
CD \$5285.51 (11/11/2024)	