



LLAW Executive Board Meeting – 3rd Quarter

Feb. 12, 2026 - 12:00-1:00pm

Present

Katie Dunn, Sarah Kober, Diane Duffey, Steph Larson, Jamie Kroening, Jess Moore, Scott Park, Laura Olsen, Jenny Zook, Carol Hassler, Wendy Smith

MINUTES

1. **Call to Order** Sarah Kober called the meeting to order at 12:02 p.m.
2. **Approval of Draft Minutes – Q2 Business Meeting (Dec. 4, 2025)**
Steph Larson moved to approve the minutes and Jenny Zook seconded. Minutes approved.
3. **Treasurer's Report** (see attachment)
Our checking account balance is \$5,226.58 and the current value of our CD is \$5,514.66.
4. **Committee Reports**
 - a. Archives - Scott Park: No report.
 - b. Government Relations - Jess Moore: No report
 - c. Grants - Diane Duffey: We previously awarded \$500 to Sunil Rao from UW Law Library to attend a conference in October. We received an application from Carol Hassler (Vice President / President Elect) for funds to attend LLAW and will be awarding her \$1,000. Following that, our balance will be approximately \$500. We'll be sending out reminders to apply for grants.
 - d. Membership - Steph Larson: With one new student member joining in January, we are at 49 members (down 4 from last term): 45 active, one associate, one student, two sustaining.
 - e. Nominating – Wendy Smith: We have a deadline of March 1 to establish a slate of candidates for next year's officer elections. Ballots should be issued by April 1. We currently have candidates for each position. Katie and Jamie will continue as secretary and treasurer and Carol will be president next year. Franky Newcomb at Marquette, who is currently a member of the program committee, has agreed to be our candidate for vice president. Wendy will put together a ballot through SurveyMonkey or similar.
 - f. Placement - Laura Olsen: This term, we have had six positions posted, two since the last meeting. One is a repost of a position that was not filled.

- g. Program – Carol Hassler: We have 44 people registered for our business meeting next Thursday. About half are LLAW members, half are academic librarians via our speaker's professional connections. The programming committee is putting together plans for the last meeting in May.
- h. Public Relations - Jenny Zook: Franky Newcomb's article on public records was just published. Jenny has authors scheduled through June but is seeking additional authors to fill in after that.
- i. Website - Carol Hassler: Posted previous Inside Track articles. Let us know if anything is missing.

5. Old Business

- a. How/where to store LLAW account information – please see attached list of accounts and “owners”
 - i. We would like to develop a document showing which board positions have responsibility for / knowledge of which logins. Please contact Sarah if you have any additional logins to add to the document.
 - ii. Two factor authentication complicates things – associated with personal phones, etc. Teams account has two-factor authentication.
 - iii. Suggestion: At least two people should have access to everything for backup/redundancy.
 - iv. some accounts allow you to designate backups, backups may not have same privileges as original owner, depending on the account.
 - 1. Gmail/Google can have up to 10 delegated users. In a Google Drive folder, you can add/remove access as needed.
 - 2. Website can have separate accounts.
 - 3. Paypal can have authorized users.
 - 4. Bank account: has other authorized users.
 - 5. DFI/IRS: need to have EIN number, could store login/password somewhere
 - v. Carol looked at shared password accounts - Bitwarden (popular, reputable) allows 2 users for a free account or up to 6 users for \$50/year. We probably don't need an enterprise-level security. We could also use Google Drive to store some information.
 - vi. Bank account takes some paperwork and visiting the the bank to transfer responsibility. The presidency transitions each year, so is there a better person to be the backup? Jamie will check with LLAW's contact at the bank for advice.
 - vii. Sarah will research our accounts for options for authorized users and/or multiple account owners.

6. New Business

- a. Google Drive account to help with the accounts??
(Discussed under Old Business above.)

7. Adjournment

Jamie Kroening moved to adjourn the meeting, Steph Larson seconded. Sarah Kober adjourned the meeting at 12:27 p.m.

Respectfully submitted,
Katie Dunn
LLAW Secretary

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

As of: 2/11/2026

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	\$ 2,244.24	\$ -	\$ 2,244.24
Newsletter	\$0.00	\$ -	\$ -	\$ -
Nominating	\$0.00	\$ -	\$ -	\$ -
Placement	\$0.00	\$ -	\$ -	\$ -
Program	\$150.00	\$ 338.55	\$ 397.33	\$ (58.78)
Public Relations / Articles	\$0.00	\$ -	\$ -	\$ -
Website Committee	\$200.00	\$ -	\$ 103.87	\$ (103.87)
Operating	\$75.00	\$ -	\$ 25.00	\$ (25.00)
Checking Totals	\$2,608.25	\$ 6,411.03	\$ 1,184.45	\$ 5,226.58
FY26 Balance less Beginning Balance				\$ 1,398.34

Balance of CD as of 2/11/2026:	\$5,514.66
Matures 1/11/2027	
CD \$5000.00 (10/11/2023)	
CD \$5285.51 (11/11/2024)	

List of LLAW Accounts and who manages or has access to them as of Feb. 2026

Teams - President & Vice President & Programming & Website

Gmail - President & Vice President & Programming & Website

Wordpress - Website

Website – Website – others? should all blog/website content go thru the Website chair???

Excel list of LLAW members - Membership

Dropbox - Archives

BMO Bank Account & CD - Treasurer

Paypal – Treasurer & Website

DreamHost - Treasurer

WI Dept Fin Ins - Treasurer

IRS - Treasurer