

MidAmerica Association of Law Libraries
Board Meeting
2:00 p.m. May 2, 2011

Present:

Rich Leiter and Stefanie Pearlman, University of Nebraska; Ann Kitchel, Creighton University; Darla Jackson, Oklahoma City University; Rhonda Schwartz, University of North Dakota; Jeri Kay Hopkins, US Courts 8th Circuit; Katie Hahn, Greensfelder, Hemker & Gale, and Joyce McCray Pearson, University of Kansas.

Call to Order: 2:00 pm

Local Arrangements Committee

Joyce discussed a potential MAALLCO meeting to be held on Thursday morning before the conference officially begins. The current schedule of the conference was also discussed. Marianne Wesson, Professor of Law, University of Colorado, is planning on speaking on Thursday evening. Rich is in talks with Bob Berring to have him speak Thursday at lunch. Joyce also talked about having an opportunity to have a Simons media room event on Friday afternoon. This would be an optional reception before the dine-arounds.

New Treasurer

Ann Kitchel was welcomed to the executive board as the new treasurer. She is replacing Courtney Selby. Ann reported that she has been in contact with Courtney and has received the Treasurer materials from her. Ann will transfer the MAALL accounts to a bank in Nebraska.

Archive policy

The new policy clearly identifies the minimum that needs to be sent to archives. It eliminates the archives committee and creates a new position, archives liaison. This person would not be a member of the board. After the secretary's term ends, the secretary would become the archives liaison for the next year. The motion to accept the new archive policy was passed unanimously. The bylaws will need to be amended to reflect the new policy.

AALL

Stefanie will take minutes at the MAALL business meeting since Jeri will not be attending. For the activity table, there are still plenty of items from last year. Stefanie will bring the items to AALL or mail the items to the chair of public relations.

Reports

Education Committee: The committee is meeting the first Tuesday of the month. They are concerned about the number of programs. If there are not enough programs by the end of May, the committee could brainstorm programs and then recruiting people to do them. There will be a Un-conference on Saturday.

Internet Committee: MAALL Markings is ready except for one column.

Government relations committee: The committee had a conference call in February. They discussed the State Library Materials project and the Uniform state laws project.

Approval of Minutes

The Minutes of February 14, 2010 meeting were approved unanimously.

Next Meeting: June 10th at 10 a.m.

Meeting Adjourned at 2:45 p.m.

Respectfully submitted,
Jeri Kay Hopkins, Secretary

Addendum

Mid-America Association of Law Libraries Archive Policy

The Mid-America Association of Law Libraries originated in 1973 to promote law librarianship as well as develop and increase the usefulness of law libraries. The MAALL Archives are intended to be a depository of significant information about the organization and its members.

Location of MAALL Archives

The University of Illinois (<http://web.library.uiuc.edu/ahx/>) is the repository for the AALL archives. As a part of that agreement, the MAALL archives are also housed at the University of Illinois.

Mailing Address:

University of Illinois at Urbana-Champaign

University Library

University Archives

19 Main Library

1408 West Gregory

Urbana, Illinois 61801

A letter briefly identifying the material and describing the activity to which it relates and a detailed inventory of the materials should accompany the shipment.

MAALL Secretary and Archives Liaison

The MAALL secretary is responsible for collecting materials for archives. The Archives Liaison will work with the secretary to organize and send materials to the University of Illinois.

Materials Retained and Transfer Guidelines

The following items will be retained in the MAALL archives:

1. Business Meeting Minutes: Collected twice a year from the AALL Annual Meeting (summer) and the MAALL Annual Meeting (fall).
2. Executive Board Meeting Minutes: Collected twice a year from the AALL Annual Meeting (summer) and the MAALL Annual Meeting (fall).
3. Treasurer Reports: Collected twice a year from the AALL Annual Meeting (summer) and the MAALL Annual Meeting (fall).
4. MAALL Annual Meeting Program.
5. MAALL Newsletter: This item is archived electronically.

Other materials relating important developments and efforts within MAALL can be submitted to Archives at the discretion of the Executive Board.

Secretary's Duties

The Secretary is responsible for collecting the items noted above and working with the Archives Liaison to prepare an annual mailing to MAALL Archives. The outgoing Secretary will advise the new Secretary of his/her archival duties.

Archives Liaison Duties

The Archive Liaison is responsible for contacting the Secretary at the annual fall MAALL meeting or soon afterwards to provide the Secretary assistance with his/her archival duties and to submit material to Archives in a timely way.

Guidelines

The MAALL Archives will adhere to the guidelines provided in the AALL archives policy available at http://www.aallnet.org/about/policy_archives.asp

These policies outline specific items to be transferred, records which should not be transferred, how the materials should be sent, consultation, copying and publication guidelines.

Last revision: March 1, 2011