

SANDALL News

September 2007

President's Column, *by Sheila Corman*

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Fall is fast approaching as the weather, hopefully, begins to cool off. Meanwhile, the start of our SANDALL year has begun with our very successful Fall Institute: "Workplace Victories: Turning Problems into Successes." We had more than 50 attendees and many vendors. We were thrilled to have AALL President Ann Fessenden attend and give a talk about AALL and the future of law librarianship. I know all the people who were gathered at the Town and Country learned something from the speakers while enjoying the excellent food.

Pat Rusheen, our VP/Program Chair is busy working on Brown Bags and the always enjoyable Holiday Party.

As for myself, I'm very happy and honored to be your SANDALL President this year. The Board along with the Committee Chairs is working on making this an interesting year for the members with a variety of programs and opportunities to participate in the chapter.

A big thanks and congratulations need to be given to Victoria Williamson, our PR Chair, who created our new SANDALL brochure while taking on the responsibilities as Assistant Director for Public Services at the County Law Library. The brochure premiered at the Fall Institute and we'll make sure to have it available at all of our SANDALL events.

As a reminder, yearly membership dues were due by August 31st. If you have not yet paid, please send them to our Treasurer, Leigh Inman, as soon as possible. Remember to sign up for the SANDALL listserv if you're not on it. Beginning this year, the newsletter will only be available electronically. In addition, all SANDALL meeting notices and elections will be distributed through the listserv. Sign up so you don't miss any of our events and news.

If you have any ideas, questions or comments, please contact me at scorman@cox.net.

Looking forward to a very successful year,

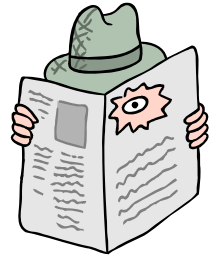
Sheila



Competitive Intelligence Brownbag

By Marianne Sterna, Office of the County Counsel

At the April 16th Brown Bag Mark Gediman, Kim Abbey and Roberta Cabulong presented some tips for conducting Competitive Intelligence (CI) research. Mr. Gediman is the Library Manager for BB&K operating out of their Riverside office. Ms. Abbey is a private consultant specializing in CI projects. Ms. Cabulong is the CI Researcher for the San Diego Office of BB&K. Ms. Abbey and Ms. Cabulong both have a background in market analysis.



Our presenters defined CI as the gathering and analysis of information for the purpose of making a law firm more competitive and profitable. Originally, CI research was used primarily for clients and to learn of the viability of competing law firms. Today CI research purposes have expanded to be used in marketing and business decisions.

There are three schools of thought regarding CI and what the primary emphasis should be. One focuses on analysis, another on research and the last states that analysis and research are equally important. Our presenters stood with the latter school of thought because they say the information first must be accurate and the analysis must be tailored to the need of the requestor.

Importantly, CI research is not done through illegal or unethical methods. Our presenters impressed upon us that the key is knowing where to look and how to present. They encourage fellow librarians to “own” the task and add value to their professional position.

Finally, CI reports are complex in that they require a different format of presentation for each research project. The final report, whether it's a briefing packet or a market analysis needs to bear the name of Library and the presenting librarian.

SDCPLL Attorneys As Authors Speaker Series

By Gina Catalano, San Diego County Public Law Library

The San Diego County Public Law Library is hosting its second annual “Attorneys As Authors” speaker series September 24th - 27th. This event features local attorneys and judges who have written on a variety of interesting topics.

Retired Judge William J. Howatt, Jr. author of numerous articles will speak on the History of the Bench & Bar. Judge Howatt will discuss the legal history and lore of the San Diego Bench and Bar and other stories of historical interest. Judge Howatt's presentation is sure to be entertaining, as he draws from his vast knowledge of local legal history.

Professor Jan Stiglitz, Co-Director of the Innocence Project, will speak about the reasons why innocent people sometimes get convicted of crimes they didn't commit and the hurdles that must be overcome in order to secure their release.

Professor Marjorie Cohn will speak about her book *Cowboy Republic: Six Ways the Bush Gang Has Defied the Law*. Professor Cohn offers a penetrating analysis of the six most important ways in which the Bush administration has weakened the rule of law.

These lectures are \$5 for non-library members and free to members. One hour of general participatory MCLE credit is available for each lecture. For more information on these lectures and for information on our regular legal research classes, please visit our website at <http://www.sdcpll.org>.

Federal Rule of Appellate Procedure 32.1 Sets a New Precedent

By Marianne Sterna, Office of the County Counsel

"What it does, and all that it does, is it allows counsel to cite non-precedential decisions in briefs to the judges that previously decided the case." Mark Levy

AALL presenter

Mark I. Levy is an appellate attorney with Washington DC firm Kilpatrick Stockton, LLP. He has argued over 15 cases before the U.S. Supreme Court, participated in briefing cases in every Federal Circuit and serves on the Advisory Committee for the Federal Rules of Appellate Procedure.

History of Precedential Cases

Before computers, unpublished opinions were public but not readily available. A concern was raised that big litigants could have an advantage by creating a databank of unpublished opinions. So to keep it even the decision was made to prohibit citation on all unpublished opinions.

The Setting before FRAP Rule 32.1

In 1977 the number of decisions that were decided in unpublished opinions was about 37%. Today with docket overload it is about 80% nationwide with a variation in different circuits of 92% (4th) to 57%. So overall the circuits have been deciding more than half their cases in non-precedential decisions.

The Ninth circuit *published* a decision recently that noted it had found twenty unpublished inconsistent decisions with a three way division on the question of the law. Apparently, there is some chaos among the unpublished decisions.

Before Rule 32.1 the circuit courts were either permissive (D.C., 3rd, 5th) with no restriction on unpublished opinions, prohibitory (2nd, 7th, 9th) absolutely prohibiting citation to unpublished cases, or discouraging.

What FRAP Rule 32.1 Does

In its original draft, FRAP 32.1 would allow citation without restriction (retroactively). After much controversy, the rule was redrafted to allow citing to prospective cases only. "A court may not prohibit or restrict the citation of federal judicial opinions, orders or judgments or other written dispositions that have been: 1) designated as unpublished ... and 2) Issued on or after January 1, 2007.



Rise to the Challenge! AALL Annual Meeting in New Orleans

By Cheryl Weeks-Frey

Thanks to the Senior Managers at the San Diego County Public Law Library and a generous grant from SANDALL, I attended the 101st AALL Annual Meeting in New Orleans. Being my first AALL conference, I didn't know what to expect. I had heard stories of vendors galore and program overload, so in preparation I contacted a former co-worker, Amy Hale-Janeke, who lives and works in the host city. I asked Amy for tips on surviving AALL and New Orleans. Amy was kind enough to send me a PowerPoint presentation on surviving AALL, which she had given at a past Conference of Newer Law Librarians (CONELL), and lots of tips for surviving the Big Easy. But nothing could have prepared me for the experience of an AALL Annual Meeting.

First on my Meeting schedule was attending the **Conference of Newer Law Librarians (CONELL)**. CONELL is a mini-conference held the Saturday before the opening of the official Meeting. The purpose of CONELL is to welcome new AALL members, introduce them to the leaders of the Association, meet representatives from the Committees and Special Interest Sections (SIS), and provide an opportunity to meet other new AALL members. CONELL began Friday night with an optional Dutch Treat dinner which offered a chance to meet in small groups with other first time attendees. During CONELL we were welcomed by AALL President Sally Holterhoff and introduced to the AALL Executive Board. Two interactive activities, Speed Networking (think speed dating) and the Marketplace provided the opportunity to meet one-on-one with fellow CONELL attendees and representatives from the multitude of Committees and Special Interest Sections. After lunch, we were treated to a bus tour of the city, including areas profoundly affected by hurricane Katrina.

I'm glad I attended CONELL. It was always nice to see the familiar face of another CONELL attendee among the over 1,700 meeting attendees. Based on my experience, I would recommend attending CONELL to all new members and first time attendees.

I also attended the Lexis-Nexis hosted **Dessert Extravaganza** the night before the official **Opening of the General Session**. Not to be outdone, Thompson West hosted a buffet style dinner at the **House of Blues** a few nights later. The Opening keynote speaker was Supreme Court Correspondent and author Joan Biskupic who talked about her book, *Sandra Day O'Connor: How the First Woman on the Supreme Court Became Its Most Influential Justice*. Then it was on to the programs.

The programs I selected covered a variety of competencies for law librarianship such as Reference, Research and Patron Services, Management, Teaching, and Information Technology. I tried to attend programs that were relevant to my area of librarianship, as well as some "outside my box".

Here is a summary of a few of the programs I attended: **Public Services in the 21st Century: Beyond Traditional Reference Service** – A panel of academic, public, and law firm librarians discussed how they are using new technologies in their libraries. Of interest to public law libraries are the trends affecting them and how to best deal with them. Trends affecting public law libraries are changes in budgets, demographics and technologies. Suggestions for dealing with changing budgets included participating in a co-op or consortium. Changes in demographics have resulted in changes in traffic patterns, a new generation of "Millennials", who have never lived in a world without computer technology, and an increase in pro se, Self-Represented Litigants (SRLs). Pathfinders, FAQs, Court Self-Help Centers and Wikis were mentioned as ways of helping SLRs. Changes in technology have resulted in e-reference and "e-patrons", those patrons who visit the library electronically and expect answers electronically. Having a website with lots of links to online resources was mentioned as a way of providing service to e-patrons. Bottom line was that we, as librarians, will adapt as technology changes.

Everything Old Is New Again: Finding Government Document Collections Reborn Online – This program provided information on both free and subscription online sources of historical and government documents. The Registry of U.S. Government Publication Digitization Projects can be used to find collections of digitized U.S. Government publications. <http://www.gpoaccess.gov/legacy/registry/>. Two sites, University of North Texas Library CyberCemetery <http://govinfo.library.unt.edu/default.htm>, and Rutgers School of Law Library-Camden, <http://lawlibrary.rutgers.edu/gdoc/search.shtml>, were winners of the 2007 AALL Public Access to Government Information Award. Although no handout was provided, the PowerPoint presentation, without the music, is available at http://lib.law.washington.edu/_Cheryl/2007aall.ppt.

Situational Leadership: What Would "Andy of Mayberry" Do? – I attended this program instead of the one I had registered for and it turned out to be one of my favorites. Dressed as characters from the old Andy Griffith show, staff from the University of Virginia Law Library performed four skits, based on lessons learned from episodes of the show, to illustrate examples of

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situational leadership in a law library setting.

Key to situational leadership is to know what type of leadership style (directing, coaching, supportive, or delegating) to apply to different developmental styles (low competency/high commitment, low competency/low commitment, high competency/low commitment, or high competency/high commitment) in any given situation. After each skit there was a discussion on the type of developmental style demonstrated and the leadership style that should be applied. Each discussion was followed by a clip from the Andy Griffith Show showing Andy's use of situational leadership in a similar situation. I will never forget "Barney" not letting "Aunt Bea" check out a book because she didn't have her library card and "Aunt Bea" running off the stage calling ANDY!

Leadership Styles Matched to Development Styles

Developmental Style	Leadership Style
Low Competency High Commitment	Directing (Structure, Organize, Teach, Supervise)
Low Competency Low Commitment	Coaching (Direct and Supportive)
High Competency Low Commitment	Supportive (Praise, Listen, Motivate)
High competency High commitment	Delegating (Decision making freedom)

Networking to Serve Self-Represented Litigants – It is no secret that courts and county law libraries are experiencing an increase in the number of self-represented litigants. This program, coordinated by former SDCPLL director Charles Dyer, explained the work of the Self-Represented Litigation Network (SRLN) and discussed the results of a survey conducted by the AALL Special Committee on Pro Bono Partnerships. There was also a discussion of the changing roles of the courts, community organizations/agencies, and law libraries and the challenges they face helping SRLs. One interesting suggestion was to have a family member or friend, someone not known by staff, tour your law library and have them describe the experience. After their tour, ask them questions such as how comfortable was the experience, how was their experience with staff, and how easily could they find information?

Other suggestions were to:

- ◆ Learn from other businesses such as hospitals and the signage used to communicate information to people under stress;
- ◆ Get assistance from mental health providers on ways to deal with those "challenging" patrons;
- ◆ Refine message on not giving legal advice, don't start with "no".

In addition to the usual PowerPoint presentation, the handouts for this program included a list of resources developed by the national SRLS. Also included was an insightful article by Kern County Law Librarian Annette Heath titled *The Changing Role of Law Librarians*.

What to Count, What to Report: The Revised ABA Annual Questionnaire – I must confess, I am not an academic law librarian or a technical services librarian. Nonetheless, having recently been named to the library's Performance Measures Team, my goal in attending this session was to find out what types of statistics are being reported and compare them to what statistics the team has decided to record. However, the focus of this program was how to answer two recently revised questions on the ABA questionnaire

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which pertain to reporting electronic resources. Apparently this is a hot topic in the world of academic librarians. There was a lively discussion which included librarians from the audience who spoke very passionately about the subject to cheers from fellow audience members. The issue seems to be over questions 3 and 6 and the distinction between ownership and control over an electronic title the library has purchased or assumed responsibility and access to electronic resources licensed or linked to by the library. According to the handouts, the distinction is necessary to accurately count titles the library has purchased or has complete control. The handout offered two possible solutions for counting electronic resources, 1) define a code in the bibliographic or item record, or 2) insert information to any part of the record that is unique to “owned” electronic resources. For those academic librarians dealing with this issue, I strongly encourage you to view the handouts for this program.

From Law School To Real Life: Preparing New Lawyers for the Challenge of Practice – A panel of law firm and law school librarians discussed the challenge of bridging the gap between legal research methods taught in law school and the reality of legal research in practice. Factors contributing to the “deer in headlights” look when new associates are sent to the library include: summer associates who don’t stay long or move on to other firms every year; the trend of an increased reliance on electronic resources over print; and the fact that some new attorneys are unaware of print resources. They noted that there needs to be an integration of legal research databases with law firm knowledge management. The presenters of this program used homemade videos to illustrate some humorous situations involving new associates sent to the law library to do legal research and find out, yes there really are books.

Setting New Precedent: using Unpublished Opinions Under New Federal Rule of Appellate Procedure 32.1 – Federal Rule of Appellate Procedure 32.1, Citing Judicial Dispositions, became effective December 1, 2006 and only applies to judicial dispositions issued after January 1, 2007. Debate on the proposed rule generated over 500 comments from attorneys and judges. The presenter, attorney Mark Levy, summed it up this way:

1. Unpublished opinions will remain non-precedent setting,
2. Rule 32.1 allows citation to unpublished opinions, doesn’t mean citation to them is not recommended, and
3. Unpublished opinions are not binding precedent.

He advised attendees not to over rely on unpublished opinions. They are significant not on black letter law, but on the reasoning behind the decision.

Step Away from the Podium! Tips, Tricks and Technologies for Energizing Training Sessions and Legal Research Classes – The presenter of this program demonstrated software applications and technologies that are available to assist with presentations. Smart Podiums, Electronic Whiteboards, Sympodiums and Table PCs were some of the technologies reviewed. These products ranged from \$600 to over \$10,000. Two of the more reasonably priced technologies reviewed were Presentation Mice, and Wireless Microphones, which range in price from \$100 to \$1,000. Presentation Mice allow presenters to control PowerPoint presentations and computer functions from anywhere in the room. The presenter also suggested using free or inexpensive alternative technologies as an alternative to using Power Point such as:

- * Keynote: <http://www.apple.com/iwork/keynote/> (for Macs)
- * Ovation: <http://www.adobe.com/products/ovation/> (create dynamic PowerPoint slides)
- * S5: <http://meyerweb.com/eric/tools/s5/> (standards-based slides in XHTML and CSS; free)
- * Beyond Bullets: <http://www.beyondbullets.com/> (tips for PowerPoint and other presentations)

Pleased to Meet You-Making Connections That Count – A public law library director, a solo firm librarian, and an academic librarian discussed how to identify networking opportunities. Their hero is Captain James T. Kirk because he always introduced himself. Each panelist told a story about how networking benefited their organization. They also gave suggestions on how to network for each type of organization.

- * Law Firms: Use business cards, join committees, find roles outside the library.

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- * Academia: Join committees, introduce yourself and ask specific, not yes or no, questions.
- * Public Law Library: Prepare an elevator speech (who you are, what you do and why they should care). Be outrageous and form a networking partnership between your library and an unlikely partner. For example, Sacramento Law Library partnered with an animal shelter during library week.

These programs, and the others I attended, were just a handful of the programs offered. The complete program list and handouts, if submitted, are available at the AALL website under Annual Meeting, or <http://www.aallnet.org/events/#>, Educational Programs & Workshops.

After all the programs, meetings and workshops were over we attended the closing banquet which included the usual presentation of awards and passing of the gavel. But I will never forget what happened next...the doors to the ballroom opened and in came two of New Orleans finest on motorcycles, complete with sirens and flashing lights, followed by a drum major with umbrella, whistle and all, followed by The Pinstripe Brass Band, Mardi Gras Indians and floats ridden by bead throwing members of NOALL and SEAALL!

Member News

The **San Diego County Public Law Library** would like to announce our new Assistant Director of Public Services, **Victoria Williamson**. Victoria comes to us with over 20 years of experience in Law Libraries. Her most recent position was Reference Librarian at the University of Laverne Law Library, and prior to that she served as Director of Library Services for Best, Best & Krieger, the largest law firm in Inland Southern California. Victoria holds a Masters Degree from the San Jose State University School of Library and Information Science and a Bachelor of Law degree from the University of Santo Tomas in the Philippines. Please join us in welcoming Victoria we look forward to new and exciting times!

The **University of San Diego Legal Research Center** welcomes two new reference librarians this fall. **Brent Bernau** is joining our reference team as the documents specialist. His previous stint with USD was as the associate director from 1988 to 1992. Before that, he worked at Golden Gate University in San Francisco as the documents librarian and then the public services librarian, and he returned to Golden Gate as director from 1992 to 1997. He has also worked at the Thomas Jefferson School of Law in San Diego and the San Diego County Public Law Library.

USD is also pleased to welcome brand new law librarian **Melissa Fung**, a 2007 graduate of the University of Washington law librarianship program. Melissa's specialty will be foreign and international law. She is a graduate of the University of California at San Diego, where she majored in biology, and she received her law degree from Lewis and Clark Law School, where she worked as a Westlaw student representative and at the library circulation desk. Before starting at USD, Melissa completed a summer internship at Boalt Hall.



California Western School of Law bid a fond farewell to **Mary Garcia** this summer as she embarks on her new life of leisure. Upon asked what her plans for retirement entailed, Mary replied, "Skipping the morning commute and spending time with my husband."

Member Profile



Wassila Almeida-Cabral
Library Administrative Assistant
California Western School of Law

Where were you born and where have you lived?

I was born in Guinea-Bissau (West Africa). I lived in Portugal for many years.

Wow! How many languages do you speak?

I speak Creole, Portuguese, and English and am proficient in speaking and reading Spanish.

What brought you to the United States?

Well, I met my husband four years ago in Portugal. I moved here in January 2004 because my husband lives here.

How do you like working in a law library?

I love it. It's very quiet and peaceful, and the people with whom I work are very nice. It makes work quite enjoyable. I never studied anything related to libraries, but now I am thinking of doing it. That's how much I like working at the library!

Is there anyone who has greatly inspired you in your life?

Not really. I have my own way to do things. I appreciate what some people have done with their lives. For instance, the work that Princess Diana was doing reaching out to those who needed help. Greatly inspired!

Any favorite books or authors?

The Cave by Jose Saramago

Any other hobbies or interests?

Running and TKB (Turbo Kick Boxing). I love to work out. Also, I love to play guitar. I am currently taking acoustic guitar lessons. Besides all of these, I enjoy volunteering. I'm volunteering at SAY San Diego as a mentor. I think that it is important for me to give some of my free time to my community.

SANDALL
Annual Board Meeting Minutes
June 20, 2007

Location: Sheppard Mullin, 501 W. Broadway, 19th Floor, San Diego CA 92101
Time: 12:00pm

Board Members in attendance:
Patricia Rusheen, Vice President/Acting President
Ellie Slade, Past President

The meeting was called to order at 12:15pm by Patricia Rusheen.

Opening
by Patricia Rusheen

Board members approved of the May 22nd Board Meeting Minutes via email, the Minutes will be posted to the webpage.

Treasurer's Report & Membership Committee Report
Read by Patricia Rusheen on behalf of Treasurer, Joshua Jones.

6/15/07 Report:
Checking balance: \$7776.72
Savings balance: \$11.29

This year two \$5,000 CDs were opened at the Bank of America with an interest rate of 4.9%. One CD will roll over into the savings account in November.

We had a full year of programming and we were able to support ourselves as a non-profit organization.

As of 6/15/07, there are 114 members of SANDALL, 23 new members this year. This marks the highest membership rate in SANDALL's history.

Constitution & Bylaws Committee Report
By John Adkins

There were no requests for changes to the Constitution or Bylaws this year.

Employment Committee Report
By Ellie Slade

Ellie noted many retirements this year, including several SANDALL members. She also noticed a trend in the job postings this year, most of the postings were for Public and Academic positions, very few with Law Firms. Also, a majority of the postings were outside of the San Diego area and not law related.

The goal next year is to increase our positions as Law Librarians with the help of the Public Relations Committee.

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Government Relations Committee Report

There was no formal report issued by Committee Chair, Joan Allen-Hart.

It was noted by Patricia Rusheen and Ellie Slade that there was a letter written to Congress about the EPA Library closure.

Grants Committee Report

By Arnold Josafat

Two grants in the amount of \$40 each were awarded to attend the Fall workshop in September of 2006. The grants were awarded to Mary Lynn Hyde and Arnold Josafat.

Two grants in the amount of \$600 each were awarded to attend the Annual AALL meeting. The grants were awarded to Marianne Sterna and Cheryl Weeks-Frey.

One grant from AALL for the cost of the Annual Meeting registration (\$490) was awarded to Patricia Rusheen.

Grant monies awarded this year by SANDALL was \$1280, grant monies awarded by AALL was \$490, for a total of \$1770 in grants awarded.

Newsletter Committee Report

There was no formal report issued by Committee Chair, Tiffany O'Neil.

It was noted by Patricia Rusheen that the newsletter is going electronic and will be distributed via the listserv. Because the newsletter is going electronic, there is no need to solicit advertisers to cover the cost of postage and photocopies. Amy Moberly will continue as the newsletter editor.

Programs Committee Report

By Patricia Rusheen

This was a full year of programs, 12 events in all.

The Spring Social raised \$807.07 for grants.

The program committee volunteers were recognized for all their efforts. The many vendors were also recognized for their support of our programs.

Public Relations Committee Report

There was no formal report issued by Committee Chair, Victoria Williamson.

It was noted by Patricia Rusheen that the Public Relations Committee is preparing to host a table in the exhibit area for the AALL Annual Meeting (2008) in Portland. The committee is working on new brochures and deciding on promotional materials.

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Web Committee Report

There was no formal report issued by Committee Chair, Carol Hyne.

It was noted by Patricia Rusheen that the membership directory will soon be password protected.

Archives Committee Report

By Margaret McDonald

Margaret continues to gather information for the archives.

Service Recognition

All Board members and Committee Chairs were recognized for their service this year.

Installation of 2007/2008 Officers

The following new SANDALL Board Members were sworn in by John Adkins.

Sheila Corman – President (Absent) Luz Villalobos was sworn in on her behalf.

Patricia Rusheen – Vice President

Leigh Inman – Treasurer

Gina Catalano – Secretary

Carmen Brigandi – Past President

The new oath of office is to be placed in the SANDALL archives.

Fall Institute

September 14, 2007 has been designated as the date for the Fall Institute. The overall theme for the fall institute is professional development.

Meeting adjourned at 1:15pm.

Respectfully submitted,
Gina S. Catalana
Secretary

June 21, 2007

SANDALL
Annual Board Meeting Minutes
August 6, 2007

Location: Seltzer Caplan, 750 "B" Street, 21st Floor, San Diego CA 92101
Time: 1:00pm

Board Members in attendance:

Sheila Corman, President
Patricia Rusheen, Vice President
Leigh Inman, Treasurer
Gina Catalano, Secretary

The meeting was called to order at 1:05pm.

I. Welcome to New Board

By President, Sheila Corman

II. Approval of Minutes

Board members approved of the June 20, 2007 Annual Meeting Minutes. The Minutes will be sent to the SANDALL listserv and posted to the webpage.

III. Treasurer's Report

Balances:

Checking Balance \$7154.36

Savings Balance \$5.29

8 month 4.90% CDs (Two @ \$5,000 each) \$10,176.26

Current Membership: 116

Service Fees on Savings Account

There is an issue with Bank of America charging a monthly service fee for the savings account for the last three months. The question arose whether there was an understanding that there would not be any service fees as long as there was a combined total (savings/checking/cds) of more than \$300. Treasurer, Leigh Inman, is going to speak to Bank of America about the charges and see if we can get the charges reversed and see what amount must be kept in each account to avoid future service charges.

Motion made to transfer \$1000 from checking into savings to avoid future service charges. Motion Approved.

SANDALL Expense Reimbursement Form

The expense reimbursement forms need to be updated with the names and titles of the current board members. Treasurer, Leigh Inman to update forms.

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Membership Reminders

Time for membership renewal is upon us. Treasurer, Leigh Inman is to send out notice via email, reminding members of renewal period – with a note regarding the fiscal year.

The SANDALL listserv, through AALL, will not support large attachments. Treasurer Leigh Inman will attempt to use Access to create a SANDALL e-mail list capable of sending out the membership renewal form as an attachment with the membership renewal notice. If this does not work, an email will be sent through the regular listserv pointing to a link to our website with the membership renewal form. Physical mailing of the forms will be a last resort.

Motion to approve Treasurer's report. Motion approved.

IV. Old Business

Renewal of Certificates of Deposit

Question as to whether the CDs should be renewed in November, and if so, in what amount. According to past Board Minutes, there should have been one CD opened in the amount of \$7500.

Treasurer, Leigh Inman to check with Bank of America to see if we can keep one CD (\$5000) open and roll over \$2500 from the second CD – for one CD in the amount of \$7500, and place the remaining \$2500 in Savings.

2007-2008 Programs

Fall Institute

Fall Institute to be held at the Town and Country Resort & Convention Center. Four rooms are reserved, 2 for the presentations and 2 for the vendors. Lunch will be in the Rose Garden. Several vendors have already confirmed attendance at the event. SANDALL has invited the presidents of SCALL, NOCALL and SLA to attend the Fall Institute free of charge.

Registration information to be sent out by Vice President, Patricia Rusheen next week. Registration fees will be \$40 for SANDALL, SCALL, NOCALL and SLA members, \$50 for non-members.

Idea of creating a blog to make communication about the Fall Institute easier.

Brown Bags

The first Brown Bag event will be held in November. The plan is to have 3 Brown Bag events and one ½ day workshop.

Holiday Party

The Holiday Party is tentatively scheduled at the Town and Country Resort & Convention Center, dependent upon the results of the Fall Institute.

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Spring Social

Discussion tabled – no news.

AALL visit to SANDALL

We are in rotation this fiscal year for a visit from AALL. It may be too late to invite AALL to the Fall Institute. It is recommended to invite AALL to the ½ day workshop or the Holiday Party.

Archiving of Newsletters

Discussion tabled.

Membership Database Coordination

Discussion tabled.

V. New Business

Board Meetings

Future board meetings for this fiscal year will be held in the following months (exact dates/time/place to be determined):
November, February, May, June (Annual Business Meeting)

Committee Chair & Budgets

Carol Hyne (Web Committee) and Joan Allen-Hart (Government Relations Committee) could not be reached. All other current committee chairs have been contacted and agree to continue serving. President, Sheila Corman will continue to attempt to reach Carol and Joan.

Review of Budget Allocation

Grants to remain at \$1500
Programs at \$700
PR at \$300
Newsletter, since it is now electronic will not need a budget – budget as \$0.

Liability Insurance needs to be raised to \$200.

Updating of Policies

The policies on the Website need to be updated. The policies in the printed edition of the 2007 membership directory are current.

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Board members are to compare the current policies to the policies on the Website and upload changes as needed.

If there are policy changes/suggestions, the Board is to follow the SANDALL Policies & Procedures Master List “Recording New Policies” procedure.

Grants for Fall Institute

A Motion was proposed to offer three grants for the Fall Institute. Two grants (\$40 each) for SANDALL members and one grant (\$50) for a student enrolled in a Master of Library and Information Science program.

Motion Approved.

Meeting adjourned at 2:05pm.

Respectfully submitted,
Gina S. Catalano
SANDALL Secretary

August 9, 2007



We're on the Web!
<http://www.aallnet.org/chapter/sandall>

SANDALL

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Phone: 619-525-1421
Fax: 619-685-2918
E-mail: alm@cwsl.edu



SANDALL 2007-2008 MEMBERSHIP FORM

Name: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Send Fee and Form to:

Leigh Inman
Thomas Jefferson School of Law
2121 San Diego Avenue
San Diego, CA 92110

Membership Fee: \$20.00 (\$15.00: students)

Make checks payable to: SANDALL

Current Member: Yes ___ No ___ Student?: Yes ___ No ___

Changed address, email address, fax number, etc.? Please check your directory listing and note any corrections here.

Updated data: _____

Are you a member of AALL? Yes ___ No ___

Do you want your name address & email to be listed on the SANDALL WWW directory page?

Yes ___ No ___ Other _____