

Academic Law Libraries Special Interest Section  
Minutes of Executive Board Conference Call Meeting  
November 4, 2005, 2:00 p.m.

Present: Michael Slinger, Chair; Carole Hinchcliff, Immediate Past Chair; Suzanne Thorpe, Vice-Chair/Chair-Elect; Susan Lewis-Somers, Secretary/Treasurer; Carol Bredemeyer, Executive Board Member.

**1. Call to order** – Michael Slinger

The meeting was called to order at 2:00 p.m.

**2. Membership issues** – Michael Slinger

Listserv topical discussions

Michael will follow up on the idea to generate occasional topical discussions of interest to members on the ALL-SIS listserv. He will ask a member, to be determined, to begin generating discussions on the list. It may be prudent to wait to form a committee to handle such topical discussions until after the effort is underway, although a committee would spread the moderating responsibility among more people.

Michael will introduce listserv members to the idea of occasional topical discussions, with the appropriate etiquette reminder, and ask members to suggest viable topics for discussion. There may also be some ideas in the answers to the 2004 Membership Survey Results – Comments, at <http://www.aallnet.org/sis/allsis/surveys/2004/index.html>, Question 11, “What topics should ALL-SIS be pursuing?”

New member kit

Suzanne will ask the Membership Committee to finish the new member kit they have been working on. The Board agrees that they should include a promotional item, such as a pad of Post-It Notes printed with an ALL-SIS design, for each kit.

Suzanne will ask the committee to investigate how much a bulk order of 500 pads would cost, and to design a sample ALL-SIS design. She will also check with AALL HQ to see if there would be any advantage to ordering through AALL.

Michael will draft a letter from the Chair to include in each kit.

Non-member academic librarians

The Membership Committee will compare the current roster of ALL-SIS members, available at the ALL-SIS website, to a list of all AALL members who are academic librarians. The latter can be retrieved by doing a search on the AALL online directory

that limits the type of employment to “law school.” They will create a list of all AALL academic members who are not members of ALL-SIS.

The committee will develop a special recruitment letter to send to any academic librarians, including new AALL academic members, who are not members of ALL-SIS. It will be sent out in the spring and will inform them of the activities of the SIS and extend an invitation to request a new member kit. The committee will follow up with anyone who requests a new member kit.

### Library and law school students

The Membership Committee will also develop a letter to send to any new AALL student members, informing them of SIS activities and extending an invitation to request a new member kit. They will ask Steven Oberhoffer at AALL HQ for a list of the most recent new student members.

The Board may consider expanding the ALL-SIS CONELL Grant to fund attendance for a larger portion of the annual meeting, and not just for CONELL attendance. It would be available for newer ALL-SIS members.

Michael will send a note to the ALL-SIS list asking colleagues to identify students at their law schools to whom we might send letters with information about academic law librarianship as a career option for JDs, about AALL and ALL-SIS, and about the various grants and scholarships available to library school students.

We may want to review an article on becoming an academic law librarian by Lee Peoples in the October 15, 2003 issue of Library Journal.

The Board will discuss these issues further at its next meeting.

### Member biographies

We might also include brief member biographies with short statements in the new member kits, and place them on the ALL-SIS website and in the Newsletter. Such biographies could include librarians that represent various ALL-SIS constituencies, such as newer academic librarians, foreign and international librarians, librarians who teach, administrators, catalog librarians and so on.

The biographies would be designed to interest AALL members in the ALL-SIS and library and law school students in the profession of academic law librarianship. Some of them may be derived from new member profiles developed by the Membership Committee.

Susan will also ask Paul Moorman, the CONALL Committee Chair, to select a few newer members and have his committee write some of the initial biographies. Once the

committee has developed them, Paul will send them on to Leah Sandwell-Weiss and Diane Murley for publication in the Newsletter and on the website.

We might also ask someone to write an article about the program, developed by Penny Hazelton and held at the annual meeting in San Antonio, on becoming an academic law library director.

#### Prices for middle managers' and directors' breakfasts

The Board will investigate the possibility of charging a lower price for ALL-SIS members, than for non-members, to attend the annual breakfasts. Registration for these events is via the AALL annual meeting registration form, so Susan will ask Pam Reisinger if AALL can verify ALL-SIS membership status for those who register for the breakfasts, as they do for the annual meeting registrations, based on AALL membership status.

#### Membership survey

Michael will draft questions along the lines below to add to this year's survey, and Suzanne will ask the Membership Committee to add them:

- Would you use an ALL-SIS blog, if one were created to keep you informed of SIS activities and events?
- Are there any educational offerings you would like to see offered by ALL-SIS?
- Who pays your SIS dues?
- Would you approve of your automatic inclusion as an ALL-SIS member each year when you renew your membership?
- Do you consider the ALL-SIS VIP Program to be important to retain?

The committee will send the final draft survey to the Board for its final approval before it is sent out to the membership.

### **3. AALL Educational Summit**

Michael will send a message about the Educational Summit to the list, with a link to further information about it. The AALL leadership is looking to the SISs for feedback on continuing education programs to offer to the membership throughout the year.

Michael will also send a note to the list, and to the Newsletter, about the two ALL-SIS programs to be presented at the annual meeting, once they have been more fully developed.

### **4. Potential committee revisions**

The Education Committee will be left as it is, as it will become more important in future years as the committee that will develop the ALL-SIS continuing education programs

envisioned by the Education Summit. It will work with AALL to coordinate those programs.

The Legal Research Committee and Legal Research Sourcebook Committee will remain as separate committees for the time being. Susan will ask the Legal Research Committee to post occasional research-related questions to the ALL-SIS list.

The breakfast committees may be changed to single-person operations, but this will depend on the preferences of the chairs each year. It may also be a good idea to appoint host-city members to work with the breakfast committee chairs each year.

The Listserv Committee may be recognized as a single-person operation, with Mark Folmsbee as Chair.

## **5. Annual meeting update**

The preliminary program/meeting schedule has been established by AALL. We will hold an orientation program for new ALL-SIS committee chairs in St. Louis, although it is not yet on the schedule. It will probably be held on Sunday morning.

## **6. Information clearinghouse for library director vacancies**

The Board decided to table the idea of developing a web-based clearinghouse for academic library director vacancies. However, it will discuss the possibility of collaborating with Penny Hazelton on any future programs for members interested in becoming directors. Michael will ask her to consider opening her listserv, now limited to last year's program attendees, to all ALL-SIS members who are interested in joining.

The Board will also consider creating a mentoring program to match newer academic librarians with more experienced members. It will also consider creating a caucus or roundtable for aspiring academic library directors.

## **7. Committee reports**

The Board liaisons will send notes to their committee chairs asking them to send updates on their committees' projects and activities to date.

Suzanne will plan on revising some of the committee charges for next year, as needed. Any current committee chairs who have ideas on revising their committee charges should send their thoughts to Suzanne.

## **8. Next conference call – Michael Slinger**

The next Board meeting will be held on Monday, December 5, 2005 at 2:00 EST.

## **7. Adjournment – Michael Slinger**

The meeting adjourned at approximately 3:30.

Respectfully submitted,  
Susan Lewis-Somers, Secretary-Treasurer