

## Minutes of PLL Executive Board Meeting

July 15, 1995  
(Pittsburgh, PA)

The meeting was called to order at 4:15 p.m., Alvin Podboy, Chair, presiding. Also present were Mary Smith Forman, Martha Goldman, Lucy Curci-Gonzales, Joan Taulbee White, Ann Abate, Sabrina Pacifici, Gayle Lynn Nelson, Karl Gruben, and Joan Jarosek.

Bylaws Committee: the revision was approved by the membership and submitted to AALL; there are no pending requests for additional amendments. The new chair is Carla Evans; Al and Johanna Bizub will be on the committee.

Education Committee: there will be two co-chairs for Indianapolis, Anne Ellis and Martha Goldman, to improve the transition from this year to next. AALL has decided to guarantee two programs to each SIS without screening, and a third slot may be requested but no funding will be given. The theme is "Librarianship: Delivering the Message." Martha has six well-developed programs and will propose all of them; some may be combined if other SISs propose similar topics. Al encouraged her to seek joint sponsorship to avoid preemption.

Mentoring Committee: there is still a need for private librarians as mentors. She wants to make this committee a liaison to the AALL committee.

*PLL Perspectives*: the newsletter had another profitable year, making six in a row and totalling about \$30,000. Both Lexis and Westlaw are going to advertise this year, though all vendors are reducing their advertising budgets. Sabrina has asked contributors to focus on current issues to keep the content practical and useful; she will continue to focus on technical issues as well as other important topics. Each issue will be 24 pages if possible, as this balances articles and advertising. Deadlines this year will be 8/21 for the Fall issue, 12/11 for the Winter issue, 2/12 for the Spring issue, and 4/15 for the Summer issue. It takes about six weeks to assemble the copy, produce it and mail it.

SLA Law Division: membership now totals 534; they did 8 programs at Toronto and a field trip. The next meeting is in Boston, a good site for tours. They have started a newsletter, which is planned to be a quarterly; the next project is a membership directory.

Standards: AALL rejected the proposal to fund an outside contractor to produce the job descriptions, so little has happened this year. Possible standards include a core collection bibliography, a model RFP, technical services standards (based on those compiled by the TS Group), and a procedures manual. Questions were raised about the desirability of AALL sponsorship, to give the standards some weight; funding; whether we can publish anything outside the AALL Publications Committee. Mary asked for a development plan and possibly something on library software in time for the ALA meeting. Money in the budget for surveys could be used, and we have the newsletter and Lawlib as vehicles.

Corporate Group: the directory has been updated this year. They are returning to the round table format this year.

Records Management Group: this year's program is on offsite storage; they hope to set up a listserv this year, with Laura Flynn volunteering to manage it. Next year's topic will be conflicts of interest, philosophy and process; they hope to develop it for the national program and may request funding for it.

Technical Services Group: they are also working on a listserv, to be managed by Michael Cassidy, and have requested \$250 in funding.

Mary reported on this year's programs; we lost a major speaker on Wednesday but Holley Moyer will fill in. There are some conflicts among the individual group meetings but we had no choice. Lunch pre-registrants totalled 313; there will be no sales at the door. Tickets will be distributed at breakfast and at the door. We have signs to thank Disclosure and Alert Publications for their contributions.

Martha reported on the budget; figures are as of May 31, AALL's fiscal year, and she will correct them when she has more information. The ALA conference was our biggest expense; no scholarships or honoraria were given this year. The proposed budget uses a conservative estimate of membership.

#### **Old Business**

Lucy reported on the PLL program for law librarians, which will be in November in New York and in January on the west coast. PLI wants to cosponsor programs with AALL and is offering a small fee based on attendance for the use of the mailing list and AALL's name. Merle Slyhoff is in favor of it and will bring it before the AALL Executive Board.

#### **New Business**

Al wishes to propose a resolution concerning the desirability of mail ballots on the questions of the dues increase, the *Law Library Journal* changes, the composition of the Executive Board, the citation format issue, and the actions of the Washington Representative. Mary pointed out that mixing so many different issues makes the resolution very complicated; Al will explain further when he makes the proposal.

There being no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Cornelia Trubey, Secretary

## Minutes of PLL Business Meeting

July 16, 1995  
(Pittsburgh, PA)

The meeting was called to order by Alvin Podboy, Chair, at 7:45 a.m. The minutes of the 1994 business meeting were distributed in print form on the tables. Al recognized CONELL attendees and new SIS members.

Pat Patterson, our outgoing AALL Executive Board member, spoke about her experiences on the Board and the important topics of the day: technology, citation format, AALL's long-range plan, the fate of *Law Library Journal* and the dues increase. She encouraged all law firm librarians to join committees, be active, and run for office, in order to have our voice heard at the national level. Al then thanked Pat and Tory Trotta for their representation on the AALL Board.

### Committee Reports

Bylaws Committee (Johanna Bizub, Chair) reported that the bylaws amendments passed this spring; there are no pending requests for additional amendments. The new chair is Carla Evans and Al will be on the committee; their goal is to revise the PLL SIS Manual. The revised edition will be circulated to officers and chairs for comment before being submitted to the Board.

Education (Gayle Lynn Nelson, Chair) reported that the co-chairs for Indianapolis, Martha Goldman and Anne Ellis, have developed seven tentative proposals; the format next year guarantees each SIS two program slots in addition to their internal programs. Aimee Ruzicka, the new vice-chair, is working on increasing the submissions for Baltimore.

Mentoring (Jane MacMahon, Chair) reported that next year they will be establishing contacts with the AALL mentoring committee to eliminate duplication of effort. They hope to involve members at the chapter level, possibly proposing guidelines for local participation. Mentors are still needed for this meeting, to take CONELL attendees through the exhibits on Tuesday morning.

Nominations (Barbara Houston, Chair) thanked the committee members for producing an excellent slate and the candidates for agreeing to run for office. The new officers are: Michael Saint-Onge, Vice-Chair/Chair-Elect; Joan Jarosek, Treasurer; Sabrina Pacifici, Executive Board Member.

*PLL Perspectives* (Sabrina Pacifici, Editor) reported another good year, with v. 6's income approximately \$19,000 and expenses only \$12,000, giving us a \$7000 profit. She thanked this year's contributors and asked for news items and articles from everyone, in any format. Al thanked Sabrina for her hard work and praised the quality of the newsletter.

Public Relations (Michelle Schmidt, Chair) reported on PLL's exhibit at the Association of Legal Administrators meeting in Orlando. Seven firm librarians staffed the exhibit and talked to many administrators about librarians and library services. One goal for the future is to pull committee members from the locales of the ALA meetings.

SLA Legal Division (Connie Pine, Chair) reported that the Division's membership is up to 534 in just two years and it is larger than half of the other 27 divisions. They put on eight programs, a reception, and a field trip at the Montreal conference and the officers attended leadership training. The first newsletter issue appeared in April. Planning for the 1996 meeting in Boston is underway, as are plans for a membership directory.

Salary Survey (Claire Engel, Chair) reported on their work on this year's AALL survey; it is finished and in the mail, due back to Chicago by September 1. Committee members met in Chicago in May with Roger Parent, CCH (who is funding the survey), the SLA, and the consultant who will be compiling the data and reporting the results; they also met with focus groups of private, academic, and state/court/county librarians to refine the questions. The important task for all members now is to answer the survey, as its usefulness depends on lots of data. The geographical breakouts will only be reported if there are sufficient responses. Al encouraged everyone to participate.

Standards (Karl Gruben, Chair) reported that the committee's work was stalled due to lack of funding from AALL. Today's committee meeting will revise the plan and he hopes to begin collecting data on job descriptions.

### **Group Reports**

The Corporate Group (Aimee Ruzicka, Chair) updated their membership directory after the Seattle meeting and will issue it in early fall with e-mail addresses added. Due to the low attendance at last year's meeting, with an outside speaker, the group will return to the round table format this year. She also asked for ideas for program proposals for Baltimore.

The Records Management Group (Jeanne Reynolds, Chair) reported that the handout from the Seattle session was requested steadily throughout the year. This year's session will be on offsite storage. They are also working on a listserv for the group.

The Technical Services Group (Carol Dawe, Chair) reported that the technical services standards developed by the group and approved by the PLL Board were sent to committee by the AALL Executive Board and may never be seen again. The text will be put on Lawlib and can be used by anyone. This issue is finished for now, but may be revisited some years down the road. The group is proposing to put up a listserv, called Lawtech, which will be open to all (since some academic librarians are interested) and should focus more on legal problems than Autocat does. Michael Cassidy is doing the development work. Sign-up information will be distributed once the Executive Board approves and the list is actually up.

### **Officers' Reports**

Mary Smith Forman, Vice-Chair/Chair-Elect, reported that the preliminary figures for this morning's program are good but that no questions for the speakers were received in advance. Questions may be left at the back of the room or asked in person at the meeting. Lunch tickets for those who prepaid are available at the table outside; the lunch is sold out and tickets cannot be bought at the door. The Executive Board meeting is today at 5:15 p.m. and

is open to the membership. The Education Committee meeting is at 4 p.m. and welcomes program ideas. The committee sign-up sheets are available on the table outside; please sign up and participate.

Cornelia Trubey, Secretary, reported that two mail ballots were held this year, for the bylaws revision and the election. Only about 500 people voted in the election, about a third of the membership; each vote counts, so exercise your right next spring. On behalf of the Board, a letter was sent to the AALL Statistics Committee urging geographical breakouts; as this will be possible if enough of us return the survey, all are encouraged to do so. A motion was made and passed to destroy the election ballots.

Al delivered Johanna Bizub's report as Past President. Our presence at the ALA meeting was superlative, both the exhibit and the law library program at which Karl Gruben spoke. We will try to get on the program for New Orleans also, and try to get a discount on the registration fee for librarians. We do need to keep sending the past president to this meeting as a public relations activity.

Martha Goldman, Treasurer, reported that the budget is in excellent shape; most of our revenue derives from vendor advertisements in the newsletters. Expenses this year were \$20,000 as of the end of May, AALL's fiscal year; the balance is \$25,000.

The Chair's report first thanked our representatives on the AALL task forces and councils for their efforts. This year, we have passed the bylaws revision, supported the national conference, represented PLL at ALA, and drafted a resolution requesting the development of model uniform Internet legislation that AALL has sent to a special committee. He thanked Disclosure for underwriting the breakfast, Alert Publication for support for our speakers, and all our newsletter advertisers. He then thanked his firm and his staff for allowing him to spend so much time on PLL business.

### **New Business**

Al proposed a resolution concerning the desirability of mail votes on AALL's official positions on important topics, arguing that votes at the annual business meetings are not representative of the entire organization and that some issues, like the citation format question and stances taken by the Washington representative, do not come to the membership at all. Several members spoke both for and against the resolution. Al asked for a show of opinion; the resolution failed. He then encouraged everyone to attend the Business Meetings and express their opinions there.

Al then turned the gavel over to Mary Smith Forman, the new Chair, who thanked Al for his work this year and presented him with a gift in appreciation. She encouraged the entire membership to get involved in section and professional activities and especially to vote in section and national elections.

The meeting was adjourned at 9:15 a.m.

Respectfully submitted,  
Cornelia Trubey, Secretary

## **Minutes of PLL Executive Board Meeting**

July 16, 1995  
(Pittsburgh, PA)

The meeting was called to order at 5:15 p.m., Mary Smith Forman, Chair, presiding. Present were Alvin Podboy, Michael Saint-Onge, Joan Jarosek, Joan Taulbee White, Sabrina Pacifici, Anne Ellis, Carol Dawe, Ann Abate, and Karen Schuh.

Anne Ellis, Education Committee, reported that we have seven solid proposals ready to go to AALL. The Committee will select the two for our guaranteed slots from those not selected by AALL; decisions should be made by the end of September. We can also have a third slot, on Wednesday afternoon, but must either use our own members or pay for speakers, as there will be no funding from AALL for this slot. We might focus more on the groups on Sunday, possibly even do the business meeting at lunch; Michael will stay in touch with Anne on these issues. Mary suggested having essentially two education committees at any one time, each named for the convention they are working for, and retain the learning by moving some members on to the next committee.

Mary will ask the Standards Committee (whose meeting conflicted with this one) to focus on job descriptions and a prioritized list of other standards wanted by the membership.

### **Old Business**

Budget item: Sabrina has requested \$1,000 for the newsletter. She would like to purchase a laptop computer to enable her to work on the newsletter more efficiently and to reduce the time required to produce an issue. Questions arose as to ownership and insurance; PLL would remain the owner and Sabrina will investigate the possibility of a rider to her homeowner's policy. The Board tentatively approved up to \$3,000 for this purchase, the details to be settled after more information is gathered.

Budget item: we had no applicants for scholarships, despite announcements in the newsletter. Mary proposed a special Scholarship Committee to formulate procedures and standards for selection and to promote the program. The budget amount is \$3,000.

Budget item: each Group may have each year up to \$250 for internal purposes (not speaker expenses), on request to the Board; this amount does not accumulate from one year to the next.

The Board then accepted the budget as amended.

### **New Business**

Carol Dawe, Technical Services Group, requested \$250 for expenses associated with starting up their listserv. If these costs are split with Technical Services SIS, then the amount needed would only be \$125. The Board approved up to \$250.

Jeanne Reynolds, Independents Group, has requested an honorarium of \$500 to bring in a speaker from ALAS for next year's convention. Mary has asked Jeanne to confer with the Education Committee, as this might be a national-level or SIS-level program. The Board approved the request, to be used only if the other options fail, as a special appropriation.

Al for the Public Relations Committee asked whether we might want to produce some SIS merchandise for sale in Indianapolis or items for Library Week next spring, since AALL will not be selling anything. Sabrina and Joan will look into this issue, as well as some promotionals for ALA. Al will also ask Peter Beck about sending out a press release on our new officers. There was some discussion about improvements to the brochure, such as a membership application form; Sabrina will look into this issue and possibly recruit someone to do it for us.

There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully submitted,  
Cornelia Trubey, Secretary