

REVISED 9/8/04

Minutes of the Academic Law Libraries SIS Executive Board 2003-2004 Meeting
Saturday, July 10, 2004 4:00 p.m. in Boston, Massachusetts

Present: Sally Wise, Chair; Carole Hinchcliff, Vice-Chair/Chair-Elect; Kit Kreilick, Secretary/Treasurer; Suzanne Thorpe, Executive Board Member, Merle Slyhoff, Past Chair, Michael Slinger, Incoming Vice-Chair/Chair Elect and Susan Lewis-Somers, Incoming Secretary/Treasurer .

1. Call to Order– Sally Wise

The meeting was called to order at approximately 4:05 p.m.

2. Since Merle had to depart for another meeting, it was agreed that her reports would be moved to the top of the agenda.

3. 25th Anniversary Celebration Report– Merle Slyhoff

Merle first reported on the plans for the 25th Anniversary celebration. There will be a small photo collection at the ALL-SIS booth. It appears that Shaun Esposito did not have any suitable photos available. There will be a tri-fold board on the table highlighting past members and activities. Ellen Platt will have 25th Anniversary ribbons available on Sunday. There will be a printed ALL-SIS Trivia Contest available; the deadline for return will be Noon on Monday, July 12, so there will be time to 'grade' the quizzes and decide a winner. The prize for the Trivia Contest is a \$25 gift certificate from Barnes and Noble. There will also be anniversary balloons for the ALL-SIS booth and they will also be at the Harvard reception. At Harvard, the past chairs will get flowers and Merle plans to take a photo of the group. BNA has agreed to provide birthday cake at the reception as well. Merle has invited the AALL Board, Susan Fox and the Academic VP s from Lexis and Westlaw as well.

4. Education Task Force Report – Merle Slyhoff

The next report was on the Education Task Force that Merle started during her tenure as Chair. The group is now working on 4 projects:

a) They are working to create a clearinghouse website of academic research guides, using library school interns to contact the various academic libraries and request direct links.

b) They plan to foster local 'brown bag' lunches in various locales, combining academic and private librarians to talk about what certain types of library employees (ILL staff, support staff, single-librarian staff) do in their jobs, share information and useful tips, and see how academic libraries can help the private libraries.

c) The task force will provide a resource area on the ALL-SIS webpage for non-law academic librarians and solo academic librarians who need to know the basics about legal research.

d) They would like to be made a permanent committee rather than a task force. With that report, Merle left the meeting and we returned to the top of the agenda.

5. Review of Business Meeting and Breakfast Agenda–Sally Wise

Sally reviewed the agenda for the General Business Meeting on Sunday morning. She plans to ask only those committee and task force chairs with substantive accomplishments this year to report to the group as a whole. It was agreed that Kit would do the minutes for the meeting, but Susan would try to provide back-up, especially during the discussion of the ABA Standards revision which might be hard for one person to track. The group reviewed the handouts to be made available on the tables. Unfortunately the handouts reproduced by Kit did not arrive at Boston College as planned on Friday, so Kit and Sally will be making a reduced number of copies at Kinko's before the meeting tomorrow morning. There will be handouts from BNA about the buses to the Harvard Reception as well.

6. Committees, Task Forces, etc. (Old Business)

Sally then moved to other old business.

Visiting Librarian Project:

The board discussed how to respond to Rich Leiter's request to seek official association endorsement and certification for the Librarian Visitation Project. There was a sense that we need to know if members of PLL-SIS would find this helpful in any way, and might be interested in having academics visit their libraries or sending staff to academic environments. A suggestion was made that we might offer a clearinghouse for those seeking visitors/visitorships on our website, like the FCIL has done. It was agreed that Sally would mention the status of the project at the Business meeting but further action would wait for the new board. One possibility is to appoint liaisons to the PLL- SIS and SCC-SIS, or to arrange some kind of joint meeting (conference call?) with their boards to discuss the possibilities.

Continuing Status/Tenure of Law Librarians Task Force

It was agreed that a more formal proposal is required from Brian Huddleston about an association resolution endorsing tenure-track status for all academic law librarians. ~~law library directors and continuing status for other librarians~~. While Brian has done a good job of collecting information on his website, it was felt we still need more data. Carole will follow up with Brian and the new board will consider the matter again later.

Webmaster - multiple access to website possible

Sally reported that due to David Burch being on vacation when we needed to fix links on the Boston webpage, we discovered that more than one person may have the access information for our portion of the website. Reggie Swanigan will only give the information to the designated SIS Webmaster-- unless a request is made by the chair in an emergency, as happened here-- but the information may be shared so that there can be a back-up webmaster when needed.

6. Reception Update - Suzanne Thorpe

Suzanne reported that everything looks good for the Tuesday reception at Harvard. Both Harvard and BNA have been most helpful, it sounds like we will have great food and drink, and BNA is providing some birthday cakes for the celebration. Terry will have an entertainment

‘surprise’ for all. The FCIL reception will also happen at Harvard at the same time, but in the Treasure Room; there will be local folks available to point people in the right direction. Bus information will be available at the business meeting and at the ALL-SIS table.

7. Event Sponsorship – Sally Wise

Sally noted that West provided \$4000 this year for the Breakfast. She guaranteed 250 persons based on the RSVPs received by Headquarters, which required us to ~~so we will have to~~ kick in an additional \$1000 to cover the total cost of \$5000. We need to figure out a way to factor in a percentage of ‘no-shows’ so that we guarantee a realistic number. ~~We should try to get a headcount this time so we can make a better estimate next year.~~ Lexis is covering the ~~gave us \$5000 for the Middle Managers Breakfast. The~~ and Directors are paying for their own Breakfast. There were 141 RSVPs for the Middle Managers Breakfast. As noted earlier, BNA is doing the Reception this year, and there have been 300 RSVPs, but we expect many folks will turn up who did not RSVP. BNA has requested a change in the rotation next year, which is being left to Carole to work out.

8. ALL-SIS Strategic Plan - Sally Wise

Sally noted that it is time for the next board to review the Strategic Plan again, especially in light of the new planning underway at the Association level. It has become clear that a different style of strategic plan is needed because five year time frames are no longer responsive to our rapidly changing times. The current plan is on the website.

9. SIS Council Report - Sally Wise and Carole Hinchcliff

Sally and Carole attended the SIS Council meeting earlier in the day. It looks like there will be an increase in SIS dues from \$12 to \$15 beginning next year; dues are split 50-50 with AALL. There was some discussion of the problems with SIS membership records, especially for election ballots; ours was not the only SIS with problems. The association plans to move to electronic elections next year and the Council will encourage the Board and headquarters staff to work to resolve these issues before this happens.

10. Farewell to Merle and Kit - Sally Wise

Merle having already left, Sally noted that this would be Kit’s last Board meeting, and thanked her for her efforts.

11. Adjournment - Sally Wise

The meeting adjourned at approximately 5:20 p.m.

Respectfully submitted,
Kit Kreilick, Secretary-Treasurer