

**Minutes of PLL 1998-1999 Executive Committee Meeting  
July 16, 1998, Anaheim, CA**

The meeting was called to order by Glen Gustafson, Chair, at 1:30 p.m. Those attending were the current Board members, Kathie Sullivan (Vice-Chair/Chair-Elect), Claire Engel (Treasurer), Holly Mohler (Secretary), Lee Nemchek and Lori Weiss (Board Members), and Anne Ellis (Past Chair). Also present were Jan Brown, Michelle Schmidt, Jill Porter, Lee Carnes, Lauri Flynn, Lauren Geraghty, Connie Dickson, June Mac Leod, and Jane McMahon.

## COMMITTEES

Glen Gustafson reviewed committee activities:

ALA Programs (Chicago Meeting): Jenny Kanji has five proposed programs for the meeting. Kathie Sullivan will attend the meeting this year, and Glen suggested she get in contact with Roger Parent because he gets the program registration information. Kathie will register as a full registrant, but there will be a reduction in the registration fee, as part of a reciprocal agreement with AALL. Claire Engel stated that she spoke with Roger Parent to recoup our costs for last year's registration fee. David Rogers is the Local Arrangements Chair and, as soon as we know what the exhibit hours are, he will get volunteers to staff the booth. Kathie suggested having other PR materials available at the booth, such as the PLL Standards and Guidelines. Information about what programs have been accepted will be made available by August 1.

Bylaws: The Executive Board wants to extract non-essential AALL requirements from the bylaws and move them into the PLL/SIS procedures manual. This would allow us to hopefully streamline the ballot procedure, perhaps even going to an electronic ballot in the future. There was a discussion of the implications of electronic balloting. Although it could potentially save \$3,000 a year, it may not give all members a chance to vote. However, no changes to the balloting process can take place until the bylaws are amended.

Consumer Advocacy: Jean O'Grady has been appointed as incoming Chair and will continue with the CAPLL Alerts. The process of committee members sending them to the listserv as they arise will stay the same, remaining informal and timely. The committee will be contacting major vendors to inquire about their Y2K compliance and publish the results. Some librarians might have already compiled some of this information, so they will see if they can obtain some of this information from other librarians. The committee will also work on trying to get our top 12 book vendors to include electronic access/contact points on their web pages, a clickable button linking to Customer Service, so that we will be able to cut down on phone access. Until now, most vendor web page Customer Service focus on sales and marketing, not complaints or problems. Jean also wants to focus on the Price Index/List, identifying titles and tracking pricing information. Glen offered to help identify titles, and Kathie Sullivan said that Rich Leiter would be willing to take any firm's electronic catalog and run it against his database to see if we can come up with a core list of titles. Then, all that would need to be done would be gather pricing information and, years later, a fluctuation index would need to be done.

Education Committee (Washington, D.C. 1999): Connie Dickson has two workshops and five program proposals ready to submit, and five or six more that are still in the planning stages. There was a general discussion of next year's schedule and where PLL programs and activities might fit into it, including a discussion about having a PLL program on Sunday. Connie urged everyone to get more proposals in.

Grants: This committee will continue with the same procedures as last year, with Cornell Winston as Chair. There was a discussion about whether, since all of the money from grants comes from the PLL budget, we could solicit or encourage people to make donations for grants. It was suggested that we might target smaller vendors that work with private law librarians, vendors that often do not advertise or sponsor large events for us, but could make a smaller contribution.

Mentoring: This committee, with Jane McMahon as Chair, will continue to be in close contact with the AALL Mentoring Committee and continue to support CONELL activities at the annual meeting. Lots of good contacts are being made in this area, and it was reported that there were 88 attendees at CONELL this year.

Newsletter Advisory: Jan Brown will continue as Editor. Since layout and financing of the newsletter continue to be a focus, Chair Michelle Schmidt has been looking into electronic mounting of the newsletter on the web page, as well as the possibility of including the newsletter on Lexis and Westlaw. Developments on this activity will continue to be monitored over the course of the year. Howard Trivers, Advertising Co-Chair, will work on expanding our scope of vendor support for the newsletter.

Public Relations: Glen asked Jill Porter to chair this committee and she will look at the PLL Standards and Guidelines, to see if we could create a nice, glossy trifold brochure of them, to use as a handout for ALA and ABA activities. June MacLeod stated that they are already published in a pullout format, as part of the AALL Tool Kit, and they are pretty current.

Resources/Information in Private Law Librarianship: Lauren Geraghty is the incoming Chair of the committee. The committee will be divided into three teams that will identify subject areas to be included in our publication, and then be divided into major subparts and begin formulating ideas on how to arrange the materials. It was noted that a lot of the contents of this publication may already exist, and it might just be a matter of identifying and finding them. The committee will pass materials on to an Editorial Board afterwards, and the Executive Committee will be discussing what the final product should look like, including looking at issues such as what format it will be in or who will publish it.

Standards and Guidelines: June MacLeod will be refining the document she co-authored with Alice McKenzie, assisted on the committee by Al Podboy. A lot of what she will do depends on what comes out of the AALL core competencies. She has reviewed SLA's document and will review other association's documents throughout the year.

Technology: The committee will be chaired by Krystyna Cherry. Holly Mohler will continue to serve as Webmaster. Each committee and group now has their own page to put information on, and the plan is to expand what is on those pages, loading the page with relevant content.

Task Force on the Strategic Plan: Martha Goldman will continue as chief nudge.

## OLD BUSINESS

There was no oldbusiness.

## NEW BUSINESS

Michelle Schmidt mentioned that she has seen web pages that have graphics on them, donated by vendors (i.e. CCH, Lexis-Nexis), and maybe we could pursue this, if there is not someone on the Technology Committee, or within PLL, that wants to and can do this for the web page. She also suggested that we might look into a scrolling banner at the top of the page urging people to donate to the PLL grants.

Lee Nemchek reported that the Records Mangement Group met Sunday and explored on an unofficial level setting up a liason arrangement with ARMA and/or Legal ISG, for programming purposes. Glen encouraged this, stating that one of the goals of the Strategic Plan is to target other associations.

The 1998-1999 Budget was discussed and Treasurer Claire Engel reported that it looks better than it did, after she made some revisions to it, but we still have reason to be concerned. There was a motion to adopt the budget and it was seconded and passed. Claire reminded everyone that when expending funds and getting reimbursements, we must go through the Treasurer, not AALL.

Glen Gustafson adjourned the meeting at 3:17 p.m.