

PLL PERSPECTIVES

THE QUARTERLY OF THE PRIVATE LAW LIBRARIES SIS OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES Volume 12 Issue 1

FALL 2000

CONNELL 2K: FIRST IMPRESSIONS FROM A WET-BEHIND-THE-EARS LAW LIBRARIAN

by Andrew Martin, Baker & Hostetler LLP, Washington, D.C.

When I staggered into Salon A of the Marriott Hotel in Philadelphia looking for the Conference on Newer Law Librarians, I was bleary eyed and still trying to think through the several layers of cotton wrapped around my cerebral cortex. I had missed the deadline for pre-registering for CONELL, and I was hoping that someone would drop out of the program at the last minute and I could sneak in. Consequently I was there at the crack of dawn, after having driven five hours the previous night through a thunderstorm that had shut down the East Coast.

The first thing that swam into focus through the murkiness of my vision was, predictably enough, the coffee. I lunged at it, brushing aside some of the other attendees trying to get to the continental breakfast. After bludgeoning a fellow CONELL attendee with what I believe was a scone, I stepped up to the registration table.

Fortunately for me, the same storm that had made my drive up from DC the previous evening into an epic journey not unlike *The Old Man and the Sea* or *Moby Dick*, had also delayed quite a few people flying into Philadelphia, and there was plenty of room in the conference. I was handed a program and a playing card and warned of dire consequences should I lose the playing card. I had faith that this would make sense after a couple more cups of coffee.

CONNELL is meant for people who are new to the field of Law Librarianship. Since I had been a law librarian for only two months I was completely new to the field and figured that this would be a good place to get my feet under me and get acquainted with the jargon and intricacies of the field. (Earlier that day I had told someone to “Go Shepardize yourself.”)

Impressively, the entire AALL Executive Board was in attendance. Not only that, they looked relatively human for such an early hour. Robert Hu, the head of the Mentoring Committee, spoke in welcome, as did Margie Axtmann and Anne Matthewman. This could be interesting, I thought. Anything that was attended by the complete Executive Board should be taken very seriously.

Then a tall, white haired gentleman wearing a blue baseball cap came running down the aisle, shouting like a cheerleader at a pep rally. My sleep-

fogged brain wondered what sort of witches' brew of prescription pharmaceuticals he must be on to be so upbeat and energetic this early in the morning, and more important, where I could get the recipe.

Later I determined that this Tony Robbins on speed was in fact Al Podboy, Director of Libraries for Baker and Hostetler LLP, based in Cleveland. Coincidentally enough, I work for Baker and Hostetler in Washington DC, which made him my ultimate boss. I fervently hoped that he wouldn't hold me to his own high standard for energy and sprightliness early in the morning. I stepped out and got some more coffee.

The playing card we had all received turned out to be the key to a “Get to Know Your Fellow CONELL Attendees” exercise. Everyone with the same card grouped up and met with a member of the AALL Executive Board. Each group was supposed to come up with a list of potential candidates for the next face to be carved on Mt. Rushmore. Our candidate was supposed to embody “leadership,” in keeping with the conference theme of “Gateways to Leadership.” The group I was in settled on “Underdog,” but our choice was disqualified when a sharp-eyed member of our group pointed out that cartoon superheroes were ineligible. My arguments that Underdog displayed the most sterling qualities of leadership to which Law Librarians should aspire went unheeded.

As corny as this exercise sounds, it was very useful as a get-to-know-you game. I met several people in my CONELL section with whom I spent time throughout the rest of the convention, and we not only took in the Hall O' Vendors and the sessions, but also had fun traipsing all over the city and exploring South Street, Antiques Row, *etc.* together.

After this exercise, we split up and tramped into the next room to explore the Marketplace section, where the various Special Interest Sections and Committees had set up shop. People behind cryptic acronyms like CS-SIS and RIPS dispensed information and goodies. Pens! I got tons of PENS! And MOUSEPADS!! This was my first conference, and I didn't know that the array of wares being foisted upon us here would pale in comparison to the orgy of logo-embazoned goodies that awaited us in the Vendor Hall across the street. In addition to amassing a collection of gold foil-wrapped chocolate coins impressive

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PLL PERSPECTIVE DEADLINES

Fall: August 15 **Winter:** October 15
Spring: January 15 **Summer:** April 15

West Group is proud to support the AALL-PLL by laying out its quarterly newsletter, *PLL Perspectives*.



FROM THE CHAIR

by Ann Jeter, Jackson Walker LLP Dallas, TX

Sometimes (like today) I show my sadomasochistic side during my library tours for new associates or clerks. I tell them that I have been a law librarian for as long as they've been alive. On the bright side, maybe one or two of the "youngsters" might be awestruck by the enormous amount of wisdom I've accumulated over the vast span of my career.

Anyway, what that has to do with a first president's column is to remind me of what a different group PLL is now from what it was ... well ... over 20 years ago. If you little nippers can believe it, 20 years ago some of us were huffing about having to take relief receptionist duty and complaining about how hard it was to change the roll of silver paper that went into the printer that was actually part of the Lexis terminal. Now our members are moving way beyond the library into records management, docket control, web mastering, knowledge management and even CIO positions. Some control budgets over a million dollars, direct managers who direct other staff members, and run our operations pretty much like a "business unit," as we think about cost recoveries and income generation.

PLL has evolved as well, both because of our own efforts and because of the changing dynamics of AALL as an organization. Some of the changes PLL worked for have meant that SISs are actively involved in the annual meeting program-planning process. PLL members regularly serve on the AALL executive board. Thanks to Jane McMahon's hard work we have a strong mentoring program that helps new members become oriented to AALL and find those role models that can inspire them to work toward "being all they can be." We can communicate at lightning speed on our listserv; and information is easily accessible to any PLL member from our web page. In 1997 we entered the "big time" with a three-year strategic plan; and using this as a framework, we formed CAPLL, which strongly influenced the re-direction of AALL's CRIV. With the generous support of Lexis-Nexis, we were able to provide our members with a valuable Toolkit for marketing the library. We have established a strong, positive working relationship with the ABA section on the Economics of Law Practice thanks to Hazel Johnson. By her presence on the ALA's program this last year, Lee Nemchek has opened the door to working more closely with that organization.

Finally, and arguably most important, our SIS's relations with vendors has undergone an enormous change. We are learning to maintain that delicate balance between representing our organizations as consumers and working in partnership with vendors to advance our profession and meet the needs of our patrons. Vendor support now reaches well beyond funding food and social events (not that those aren't wonderful) and provides us with the ability to offer meaningful grants to new law librarians and other librarians who might not otherwise be able to attend the annual meeting. Vendors help us produce *Perspectives*, funded our new multitasking survey and directory,

and will make it possible to re-issue a bigger and better marketing toolkit.

So where does that leave us for 2000-2001? Many of the accomplishments I've just been talking about were set out in our now-expired 1997-2000 strategic plan. With the visible results we obtained from the first strategic plan, I believe it's time to set some new goals, and to work even harder on others on which we haven't made as much progress. With the help of Martha Goldman's force, the executive board will be reviewing the plan, thinking about the relationship of PLL's plan to AALL's new strategic plan, and identifying our next set of priorities.

One of the first strategic planning issues the board will look at is the value and function of several committees: RIPLL (Resources/Information in Private Law Librarianship, established to get practical answers to requests into members' hands); Standards and Guidelines (expected to function as a liaison with AALL's standards committee, making sure that the competencies unique to private law libraries are represented); and CAPLL (Consumer Advocacy for Private Law Libraries, formed to assist our members in becoming more knowledgeable consumers by conducting price studies, product reviews and consumer alerts). All of these committees were established to meet serious needs of PLL members, so it will be very important to hear from you about whether those needs still exist, and whether these committees are the best way to address them.

Second, one of the successes of the previous strategic plan was development of the marketing toolkit, which was designed to provide materials for practicing librarians to use in communicating their value to their organizations. The need to market is still a real issue that we all face every day. Having a current edition of the toolkit will be a great help. Michael St. Onge is heading the toolkit revision effort. He'd like to know what pieces have been especially helpful to you? What pieces are outdated? What others should be added? What experts should do the writing?

Finally, another never-diminishing need is our need to cultivate a positive relationship with one of the most important people in our workplace—the legal administrator. An excellent opportunity for getting ourselves in front of ALA in a positive way is our booth at the ALA convention. Last year's booth was a great success due to the efforts of CoALL members, who set up and manned the booth during the convention. AALL is now going to be providing further support by funding half of the cost of the booth space each year. We have some wonderful literature to hand out that provides professional, substantive help to administrators. We have the support, we have the entree. Let's take advantage of this great opportunity to get the word out about our value.

As you can see there is a lot of work to be done, and a lot of opportunity to build on the successes of our hardworking members. There is still plenty of room for volunteers. And let us know what YOU need from PLL! ■

AD

A NEWBIE AT AALL

by Diane E. Burress, Heller, Ehrman, White & McAuliffe, Seattle, WA

I was a newbie, a newly minted MLIS, when I attended Gateways to Leadership. My overarching purpose was to put the law librarian's role in perspective both socially and practically—to develop a sense of what it means to belong to the law librarian community and to learn how to do the job. The Conference fulfilled that aim, but it gave me much more. I came away impressed with the collegiality and collaboration that I now know is the norm among law librarians. I observed with pride the level of respect accorded to my teachers and mentors from the University of Washington Information School and the Gallagher Law Library. I realized how well their instruction and guidance prepared me for doing legal reference work, something I took for granted before the conference. I developed a deeper appreciation for the quality of my AALL chapter, Law Librarians of Puget Sound.

I also benefited from seasoned practitioners who generously shared their stories, experiences, insights, and knowledge with me, both formally in seminars and informally at meals and parties and in the hallways. I

am grateful to them all.

Here is some of their advice:

- *Heed your mentors.*
- *Keep your resume current.*
- *Volunteer for a committee in your local AALL chapter.*
- *Know who to keep happy in your workplace.*
- *Market yourself.*
- *Remember names.*
- *Talk less. Listen more.*

Finally, I left the Conference with a warm sense of welcome into the community and a clear assurance that law librarianship is the right choice for me. So, thank you, PLL Travel Grant Committee, Global Securities, Inc. and LIVEDGAR for the PLL Travel Grant that helped make my attendance at the AALL Annual Meeting and Conference in Philadelphia possible. ■

PRIVATE LAW LIBRARIES REVENUES AND EXPENSES 10/1/1999–8/31/2000

Beginning Balance 10/1/1999	21,865.84
Revenues	
Advertising	8,550.00
Contributions	7,690.00
Total Revenues	16,240.00
Expenses	
Newsletter	10,608.22
Election	2,098.27
Meeting Rooms/AV	547.13
Awards	909.00
Honoraria	500.00
Miscellaneous	30.00
Total Expenses	14,692.62
Ending Balance 8/31/2000	23,413.22

Respectfully submitted by Lauri Flynn, PLL Treasurer

AD

AD

AMERICAN ASSOCIATION OF LAW LIBRARIES PRIVATE LAW LIBRARIES SPECIAL INTEREST SECTION BUSINESS MEETING

July 16, 2000

by Jeanne S. Korman, Weil, Gotshal & Manges LLP, Miami, FL

The 2000 Annual Business Meeting was called to order by President Kathie Sullivan at 7:20 a.m.

Old Business: Motion was made, seconded and approved to accept the minutes of the 1999 Washington, D.C., business meeting as submitted.

New Business: Kathie Sullivan introduced the current Executive Board and then introduced incoming President Ann Jeter and the new Board Members for 2000-2001. She recognized corporate sponsors who have provided support for programs and events for the SIS: CCH for the continental breakfast and coffee; the Lexis Library Relations Group for lunch, particularly recognizing Jennie Kanji and Mike St.Onge; Anne Ellis and West Group for the Leadership Reception; Global Securities for again providing grant money for an ongoing travel grant fund they established last year; BNA and Kami Hedges for publishing the multi-tasking directory.

Secretary's Report: Holly Mohler thanked the Nominating Committee and Anne Ellis and Johanna Bizub who took over mailing the ballots. Over 1,500 ballots were mailed.

Treasurer's Report: Lauri Flynn noted that the Treasurer's report would soon be on the webpage. AALL's fiscal year begins in September. The PLL beginning balance last year was \$14,000. There was a total of \$32,000 in expenses during the last year. The starting balance for this year is \$22,000. The SIS has a current income of \$16,000. There have been low expenses thus far. \$900 was given in awards; \$8,000 for newsletter expenses. The current balance is \$20,000, and the SIS is in good financial shape. Kathie Sullivan commented that some expenses have not yet been charged and some income not yet credited.

COMMITTEE REPORTS

By-Laws: Johanna Bizub reported that it cost \$2,000 to mail special envelopes. The idea of electronic polling was toyed with, but AALL is not yet ready for this. She will continue to work on this. The By-Laws Committee worked to bring PLL into compliance with other special interest sections. They are hoping for more participation and fewer expenses.

Technology: Kathie Sullivan presented the report. She recognized Terry Psarras for his work on the SIS website. The visitor count as of July 12th was 723. The design of the website will continue to change and information will continue to be added. There is some thought of putting *Perspectives* on the website; but if this is done, the hard copy will not be discontinued. Terry

will continue to nag committee chairs for information for the website, including committee charges. Kathie was happy to announce that Terry will continue in this position next year.

Mentoring: Jane McMahon reported that this is the first opportunity the Committee has had to announce grant recipients on the website. Please check the SIS website for mentoring opportunities. There is a great need for mentors.

Public Relations: Kathie Sullivan presented the report for Amy Eaton. She was sure everyone saw the call for time capsule materials on the list. Kathie suggested everyone go by the table in the exhibit hall to see the time capsule. Public Relations did a good job of publishing articles on the website. The Committee has begun a revision of the SIS brochure.

Grants: Stephanie Paup recognized the members of the committee. There were only four applicants for grants. The committee is working with mentoring to set up grants for CONELL. Kathie Sullivan commented that we have money. It's too bad that only four people applied for the grants. Please encourage people to apply.

Newsletter: Kathie Sullivan presented the report for Rachel Jones. A thank you was extended to Jan Brown, the editor; Rhonda Fisch, ad manager; and the people at WestGroup who do the art layout, Lisa Goblirsh, Terry Storholm and Lori Hedstrom. Rachel also thanked Alert, Live Edgar and Global Securities for continuing ads. Rachel noted the need for columnists. The newsletter is looking for correspondents around the country—East Coast, West Coast, and Midwest. Please contact Jan Brown if you would like to volunteer for one of these positions. A brief discussion of the revenue for *Perspectives* was presented: The cost compared to projected revenue is \$.50 per issue. It is not an income generator for the section, so please do not think the SIS makes money from this.

Standards & Guidelines: Co-chair Al Podboy noted that this has been an interesting year. Lexis has offered money to publish the new Standards & Guidelines. Lori Hedstrom gave many robust ideas to a less than robust discussion. The committee concluded that the current standards are satisfactory. The committee recommends that this not be a standing committee, but be called every three to four years to conduct a review. The formal committee report will be on the website. There is a committee meeting on Tuesday morning to discuss where the committee is going. Kathie Sullivan commented that the committee should look at the Core Competencies to see how our standards and guidelines fit into those proposed.

Association of Legal Administrators' Program: Kathie Sullivan reported on the PLL/ALA program. The relationship with ALA is tenuous at best. It is important to send a representative to the meeting and to have a booth at the conference. Kathie found late in the game that the PLL has a booth at the ALA conference. The local PLL group came through and staffed the booth and took care of necessary arrangements. Linda Rose served as local arrangements person in Denver. Margie Axtmann funded the booth out of the President's discretionary funds. The recommendation will be made that AALL put funding for the ALA convention in the association budget. Peter Beck was recognized for his help. It is necessary to take advantage of early registration to get better placement of the booth in the exhibit hall. Guidelines should be put together for the group that will staff next year's booth. It was suggested that someone from the booth stand in the aisle in the exhibit hall to stop visitors and talk with them. Whoever staffs the booth should write questions down and staple them to the business card of the person asking the question. The card should then be sent to AALL.

Lee Nemchek reported as a speaker and on attendance as an ALA member. Lee was pleased the AALL came through with a booth. Her accepted program was on records management. ARMA did not staff a booth this year, so our booth served as a backup to speakers who provided the program. Lee made some recommendations: 1) get better booth location, 2) continue to submit relevant program ideas to ALA and 3) try to identify any ALA members among AALL members. She believes ALA tends to prefer programs submitted by ALA members. Lee also noted that speaking was scary and intimidating. She felt she was not respected as an expert in the field. We must work on changing the perception of the law firm librarian. Now that we have had a booth and a speaker at ALA we must keep the momentum going.

Kathie Sullivan had to submit a report on the ALA program, which is on the section website. She hopes this will be continued at the Baltimore ALA meeting. The Baltimore people will be contacted for help. Jennie Kanji & her team were thanked for getting proposals together and for fighting to get them accepted.

ABA Law Practice Management: Hazel Johnson reported that there are 20,000 members of the section. This is a diverse group, one of the most diverse in the ABA. Its activities include publishing, technical conferences and education programs at quarterly meetings. There is a good ongoing relationship. Their magazine is launching a new column on technology and needs the names of people to rotate as columnists. Four law librarians' names were given: Ricky Anderson, Michelle Schmidt, Nancy Herbert, and Genie Tyburski. The first column will be in the Sept/Oct issue. Hazel is working with publishing now. She asks for ideas for books and materials that PLL members would like to see. She views her position as that of a facilitator. Her appointment was for three years, but she has agreed to stay on for one more year. Please let her or Bob Oakley know if anyone is interested in serving in this position.

Strategic Plan Task Force: Martha Goldman reported that no major activities were undertaken this year. The 1997 plan was designed to carry PLL until 2000. It is now in need of an overhaul. The process has bogged down. In response to requests for suggestions or ideas, fewer than five suggestions have been received. Please send her any suggestions at magoldman@jonesday.com. She will be representing the committee at the Wednesday morning Executive Board meeting and would like ideas to take to that meeting.

Education 2000: Joanne Dugan reported that the section had a successful crop of programs this year. Fifteen programs were submitted and thirteen were accepted. Most programs that were considered important were accepted. This year each SIS was guaranteed a Sunday program, which gives the SIS an opportunity to put on programs it feels are important. A lot of input from members is needed to keep the momentum going.

Education 2001: Janice Henderson and Roseanne Shea are co-chairs for Minneapolis. Roseanne reported that they need people who are willing to coordinate programs. Please think about volunteering and get in touch with them. Fifteen to sixteen ideas have been submitted at this point. Please come by and talk to them about helping. Their meeting is a 7 a.m. on the 17th.

GROUP REPORTS:

Multi-location: No report

Solo: No report

Corporate: No report

Records Management: Lee Nemchek reported that this was a busy year. The highlights were representing this group at three professional meetings: ALA - Records management. Materials and handouts were prepared and were well received; AALL—Multi-tasking in PLL and a networking session afterwards—a one-hour gap between; ARMA in Law Vegas in October—Legal Record Retention Policies. The group is proud to present the PLL Multi-Tasking Directory. Copies will be available at the PLL Activities table and at the BNA booth. Morrison & Foerster funded everything for the directory except the printing that was funded by BNA. Additions and deletions to the directory will be published in *Perspectives*. A salary survey was also part of this project and will also be published in *Perspectives*. On the public relations front there have been on-line discussions. The business meeting will be held on Monday at 7 A.M., and preliminary salary survey data will be one of the topics discussed. Kathie congratulated Lee on getting this done in a period of less than twelve months.

Technical Services: Betty Roeske announced that the business meeting would take place at 5:15 p.m. on Tuesday. The Technical Services SIS has contacted the group to help develop a procedures manual. All volunteers are welcome.

Independents: Kathie Sullivan reported for Ruth Balkin that the business meeting will be held from 5-6 p.m. today and that materials are available at the activities table.

Intellectual Property: Jeff Berns reminded everyone of the 7 a.m

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AD

AMERICAN ASSOCIATION OF LAW LIBRARIES PRIVATE LAW LIBRARIES SPECIAL INTEREST SECTION EXECUTIVE BOARD MEETING

July 19, 2000

by Jeanne S. Korman, Weil, Gotshal & Manges LLP, Miami, FL

In Attendance: Ann Jeter, Kathie Sullivan, Terry Psarras, Al Podboy, Pat Neff, Jeanne Korman, Lauri Flynn, Martha Goldman, Stephanie Paup, Joanne Dugan, Monica Wilson, Jan Brown. Chair Ann Jeter called the meeting to order at 7:05 A.M.

Chair: Ann announced that she would like to use the time to go down the list of committees and offices so we know what to expect next year. The biggest job at the moment is to make the committees move forward. As chair she has three priorities: 1) ALA, 2) Toolkit and 3) Strategic Plan.

BNA will fund the entire cost of the luncheon next year, although a small fee will continue to be charged. This is extra money that will be used to fund the cost of a good speaker. Kami Hedges of BNA suggested Tim Green, who has remade his role. Green is in charge of all the accounting libraries at Ernst & Young, which has multi-disciplinary practices. The suggestion was made that this might be a one o'clock program rather than a luncheon program. Kathie noted that approval will have to be obtained and all necessary forms completed. The proposal should state a strong desire to have the same room as the luncheon and include a clear indication of the number of attendees expected. The luncheon cost averages \$30-\$50 per person. Two hundred eighty-six were guaranteed this year and two hundred seventy-nine were served. This year's cost was \$35.00 per person. Treasurer Lauri Flynn said the cost is estimated for the budget, including the speaker cost.

Treasurer: Lauri Flynn noted that the Treasurer's report is due in the fall. Unused grant money will remain in the section account.

Grants: Stephanie Paup reported that the committee is going to get help from GSI on program design. Randy Thompson and Kathy Fletcher, committee members, are writing an article on applying for a grant from a smaller firm as a way to publicize the grants process. To further publicize PLL grants, Kathie Sullivan suggested that the section committee work with the AALL grants committee. Stephanie reported that she has made efforts, including asking for a link with the AALL grants page, but to date there has been no response. Ann will bring this issue up at the Board level or, perhaps, work through the SIS council. There were only five applicants this year, one had to withdraw and one was not a section member. The application process will be changed so that it will no longer be a one-time-only grant. Recipients of grants will be asked to write articles for *Perspectives*. Kathie Sullivan expressed concern that

first-time applicants be given priority. She will write a proposal for the board outlining such a procedure. Stephanie also reported that there is the possibility of more grants. The need for publicizing the availability of grants and various methods of doing so were discussed.

ALA Programs: Ann is going to contact her office administrator, who is the outgoing president of ALA, for recommendations for programs and exhibits. Kathie Sullivan suggested that section members write articles for the ALA journal. It would be useful to identify AALL members who belong to ALA. The help of headquarters could be enlisted or a query concerning ALA memberships could be posted on LawLib. Al Podboy discussed the ALA practice of allowing vendors to sponsor programs outside of the normal ALA programs. The SIS might be able to use this route to do programming at ALA. The information would have to be put under the doors of attendees to announce the program, but funding should be available for this. Al also wondered if there was money available in the treasury for giveaways in the exhibit hall. An issue of *Spectrum* on management, cost cutting or something similar could be given away. The Resource Guides should also be available at the ALA bookstore with order forms at the table.

By-Laws: There will be not any activity.

Education: Monica Wilson reported that although there are some problems with finding coordinators for programs, generally everything seems to be ok.

Mentoring: Al Podboy reported that the focus of the committee is changing. He is making an initiative to work with other SIS groups to form a committee within the SIS council. One member asked about the role of the mentor, which Al indicated was entirely up to the mentor. The committee worked through conference calls this year. Al talked to Roger Parent in November about having a closed discussion list that would also include membership. The committee is placing a letter describing mentoring in the SIS training manual. The committee will try to use committee news and articles in *Spectrum* and *Perspectives* to spread the word.

Newsletter Advisory: Jan Brown reported for Rachel Jones, the committee chair and advertising chair. American Lawyer Media has offered help in various ways, which will be outlined and sent to the committee. More money may be needed if the regional representatives write, since the number of pages will expand. The advertising rate has not been raised. The idea of theme issues was discussed, perhaps two such

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Section Business Meeting continued from page 8

meeting on Monday. Recent mergers in patent providers and the impact on pricing will be discussed. Dialog will sponsor a luncheon for IP librarians on Tuesday. More on that will be announced at the Monday meeting.

Kathie Sullivan made a motion to accept the reports as presented. The motion was seconded and accepted.

Other Business: Kathie reminded everyone of the PLL luncheon. No more tickets are available. Kathie asked for a moment of silence in memory of Ronnie Kasowitz.

The meeting was then turned over to Ann Jeter, incoming PLL Chair, for her remarks. Ann acknowledged the contributions of the outgoing board members. She will undertake three major projects in the upcoming year: 1) Strategic Plan: The original plan has served a good purpose for three years. Martha's group will advise the section on three things: Committees-CAPLL, which revitalized CRIV may now be unnecessary; RIPLL, the same comment holds true for RIPLL; Standards & Guidelines, review of our guidelines with new guidelines being developed by AALL. 2) Relationship with the American Association of Legal Administrators: We have made good progress this year, but we must create a positive image and relationship with ALA 3) Revision of the Toolkit: Lexis has provided a very large sum of money to reprint this product. Roger Parent contacted PLL to reprint the Toolkit, but it became apparent that several things were out-of-date. There is also confusion about the difference between the Resource Guides and the Toolkit as the look of the two pieces is very similar. The Resource Guides were designed to help librarians and the Toolkit to help administrators. The executive briefing, which was designed to be given to the managing partner, was included in both products. The Toolkit revision task force will be chaired by Michael St. Onge. Questions such as copyright will be addressed, as will determining which pieces need revision and if new pieces need to be added. Finally, they will recruit authors. The decision was made to keep the focus of the Toolkit as PR for librarians to use with our administrators. We must get the word out about the Toolkit. We hope it will look sharp and help us in our day-to-day work.

Ann described the thinness of our volunteer force. We need more volunteers. Ann also reminded old and new committees to meet as shown in the program. Please let the professional development committee know if there are any programs you would like to see. Your input is also requested on core competencies.

Ann's motion to adjourn was seconded and passed. The meeting was adjourned at 8:40 a.m. ■

Executive Board Meeting continued from page 10

issues a year. Lauri Flynn wanted to know if there would be an increase in postage if pages were increased. Deadlines for issues are the 15th of the month two months before each issue is due out—January for March, April for June, October for December. The deadline announcements in the newsletter are going to be moved to a more prominent place. A question was raised concerning inclusion of ads if the newsletter is placed on the web site and the existence of any type of policy concerning this. Terry Psarras reported that the full text of the latest issue had been placed on the web site and that this would probably be a continuing practice. Ads were not included in the web site version.

Nominations: Elizabeth Petty is the chair.

Public Relations: Ann Jeter would like the committee to get more involved with the ALA program and also to work on the Toolkit.

SLA Liaison: There is no one currently in this position, but Ann will handle this in the near future. A suggestion was made to send PLL programming to SLA and in turn to encourage them to submit programs to us.

Standards & Guidelines: Al Podboy reported problems in getting people together for phone conferences. He made an announcement of the committee meeting at the business meeting and still no one showed up. Al recommended that the committee be disbanded as a standing committee. The by-laws committee must be consulted on dissolution of a standing committee. He further recommended that the committee be folded into the Toolkit committee. The committee should become a task force that is called into action every few years. Kathie stated that she believes there is a difference between core competencies and standards and guidelines and would like to see a statement or report comparing the two. Ann Jeter and another person, preferably someone serving on the core competencies committee, will review these documents and memorialize the findings.

Strategic Plan: Martha Goldman reported that CAPLL now appears to be obsolete since CRIV has been beefed up. The Toolkit and Resource Guides may have subsumed the objectives of RIPLL. The goals of both these committees have been accomplished. Martha solicited comments from members on the strategic plan. She also suggested that the Executive Board set a time frame, perhaps three years, for review of the strategic plan and call up the task force at that time. The plan should evaluate environment, strengths, weaknesses, needs, etc. Martha also reported that she has received a report dated December 1999 from the Strategic Initiatives group. The report has been posted on the PLL web site. Martha suggested that members read the section on the PLL/SIS with particular attention to the strategies outlined.

The meeting was adjourned at 8:45 a.m. ■

AD

MULTITASKING NETWORKING DIRECTORY NOW AVAILABLE

News from the Chair of the Records Management Group
by Lee R. Nemchek, Morrison & Foerster LLP, Los Angeles, CA

The Private Law Librarians Multitasking Networking Directory was unveiled at AALL in Philadelphia in July, and copies were available free of charge at both the PLL table in the Activities Area and at the BNA booth. This 76-page, spiral-bound directory, which was sponsored/supported by both The Bureau of National Affairs and Morrison & Foerster LLP, includes entries listing the names, titles, institutional affiliations, and responsibilities of eighty-seven private law librarians who are responsible for managing administrative departments in addition to, or instead of, the library. The entries are arranged in four sections: 1) alphabetical by last name 2) alphabetical/geographical by firm name, 3) geographical by city, state and country, if applicable, and 4) names cross-referenced under more than 14 different administrative areas of responsibility.

If you did not have an opportunity to obtain a copy of the Directory and would like one, I will send one to you for the cost of shipping. I can send out the Directory via UPS or FedEx if you supply an account number. If you prefer the cheaper route, send a self-addressed, 9-1/2" x 6-1/2" mailing envelope with \$1.21 in first class postage affixed.

Enclose this envelope in a larger mailing envelope, and address as follows:

Lee R. Nemchek
Information Resources Manager
Morrison & Foerster LLP
555 W. Fifth Street, Suite 3500
Los Angeles, CA 90013

As is always the case with directories, as soon as one is printed, people change jobs, names, phone numbers, etc., and revisions must be made. PLL Perspectives will be the official vehicle for publicizing additions, deletions and changes to the Multitasking Networking Directory between editions. If you are currently listed in the Directory and you need to make a change in your entry, or if you are not currently listed but would like to be included in future editions and revisions, an "Add/Change Form" is provided for your convenience in the Directory on pages 73-76. You may use this form, or you may e-mail entry information to me at any time. The first quarterly list of Directory revisions is provided below. Please copy this information and keep it with your Directory for future reference.

NEW ENTRIES

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Continuing Legal Education

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Archives Management

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Records Management; Docket/Calendar

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Records Management; Conflicts; New
Business; Docket/Calendar

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Records Management

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Records Management; Conflicts;
New Business; Docket/Calendar;
Legal Assistant Supervision

CHANGED ENTRIES

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Records Management; Conflicts;
New Business

DELETED ENTRIES**Thomas Fleming**

[no longer working in private law library environment]

Wanda McDavid

[no longer working in private law library environment]

CONNELL 2K continued from page 1

enough to make me feel like a buccaneer, I made some very useful discoveries, such as exactly what “PLL” stands for. (Turns out it’s Private Law Libraries. I made a mental note to join.)

Expert section: I was a little late making my way back from the Vendor Section, stopping on the way to pick up some literature from one last SIS and grab one last handful of chocolate gold coins (Arr., Matey!). Consequently, I found myself having to grab one of the only remaining open spots at an unlabeled table. As everyone stared at each other blankly across the table, it quickly became apparent that we were short not only a topic, but also an expert.

Fortunately, Al Podboy noticed this and snagged a passing expert by the elbow. He swept down on us, still propelling the perplexed expert by the arm. He plunked her down and instructed her to tell us something “expertish.” Lacking a topic, she proceeded to impart to us a wealth of experience gleaned from years of conventioning. We learned that if we forsook the LEXIS or Westlaw lanyards and pinned our badges to our shirts or blazers, we should be sure to pin it to the right lapel rather than the left. This allowed people who have met you but who can’t remember your name for the life of them to take a surreptitious glance at your nametag during the handshake before heartily bellowing out your name.

We got several other invaluable tips at that session, such as the value of going through your Conference program and planning your schedule and what sessions and meetings you would attend, and the importance of picking up *Frankly Speaking*, the daily newspaper of the conference, to check out last-minute schedule and room changes. Our expert turned out

to be a Philadelphia native who was able to give us advice of a more practical nature as well, such as where to get the best soft pretzels, etiquette for ordering a Philly cheesesteak and the important differences between a “hoagie” and a “grinder.”

After drinking deeply at this font of knowledge, we were herded next door to listen to the sage advice of Timothy Hunt, Susan Lewis-Somers and Rachel W. Jones as they gave us tips and tricks for acclimatizing to the rarefied atmosphere of the legal librarian. Being rookies, all of us, we dutifully scribbled down the advice of these veterans and marveled at how much Tim Hunt resembled Christopher Walken when he got really into his material. It was uncanny.

After these speeches, the CONELLites were hustled onto buses to be taken to lunch at Bookbinders, a very nice restaurant that is a fixture in Philadelphia. The bus ride took us through the historical section of downtown Philadelphia, past the Franklin House, Independence Hall and down to the waterfront. I was very impressed. I had thought that Philadelphia was a sprawl of sub-industrial wasteland, an entire city made up of the nastier bits of Trenton. How wrong I was!

CONNELL was a thoroughly enjoyable experience. It allowed the greenest of law librarians a chance to get their feet under them before plunging into the chaotic fray of the AALL Conference. We got valuable advice and helpful hints, and we got to know both our fellow neophytes and the leaders of AALL. By the end of the program, it could be truly said that I knew my SIS from a hole in the ground. ■

WORKING TOGETHER

SLA's Legal Division and the AALL Private Law Libraries Special Interest Section
by Lori Hedstrom, West Group, Eagan, MN

At the June and July 2000 annual meetings of SLA and AALL, the Legal Division of SLA and PLL sponsored a joint program. At each meeting a panel of representatives from each organization, most of whom were Chairs or Past Chairs, presented general information and engaged the audience in a spirited discussion of how the groups could cooperate in the future. By far the most popular ideas related to joint programming.

One of the most important things our professional associations provide to law librarians is continuing education. Although some chapters currently offer joint programming with the local affiliate of the other organization, the majority of the participants in our discussions were interested in annual meeting programs that could be offered at both meetings. The pool of volunteers seems to be shrinking due to increased workloads and hectic private lives, so programs that could be presented at both meetings are appealing.

Although many law librarians are members of both organizations, they are usually more active in one or the other. The following outline of the program proposal process for each association is offered to show that although AALL and SLA have different procedures, they have much in common.

Planning for both associations' annual meeting programs starts as soon as the current annual meeting ends. The annual meeting is a great place to brainstorm ideas and discuss potential speakers with colleagues. Each organization offers a very helpful Program Planner's Handbook on its web site, and that's the best place to start.

Legal Division programs must be approved by the Chair of the Division only. There is no form to fill out but a proposal may be discussed verbally, sent via e-mail, or put in memo form. It is a fairly collaborative process where members may suggest speakers, topics, or take responsibility for all aspects of the program. Up until now all program functions have rested with the Chair, but for the first time this year there is a separate Program Chair to assist with planning. SLA allows vendor sponsorship of any program to offset the cost of audiovisual equipment, speaker fees, etc. and the Vendor Relations committee handles this aspect.

Full-day or half-day workshops at SLA may be proposed only as Continuing Education courses, which do require a written proposal. See <http://www.sla.org/professional/hot.html> for an explanation of what is to be included. It is very similar to the AALL program form, which requires an abstract of the program contents, probable speakers, level of difficulty, and learning outcomes. Continuing Education courses are selected by the Strategic Learning and Development Center at SLA headquarters (<http://www.sla-learning.org>). Deadline for submission of proposals this year was September 15.

The AALL Annual Meeting Program Selection Committee reviews proposals and selects programs that are consistent with the theme of each annual meeting. Forms for submission of workshops and programs are available under "Annual Conference" on the web page (<http://www.aallnet.org>). The AMPSC is made up of a chair, an Executive Board Liaison, an AALL Staff Liaison, and seven members who represent different types of law libraries and organizations. This year's deadline was August 14.

Since most law librarians attend only one or the other of the annual meetings, having joint programming at both meetings allows the greatest number of people to be exposed to the best speakers and the most important topics. Drafting the proposals can be "translated" for both associations rather than starting from scratch for each. A small group can work together on a creative idea, interesting speakers, and an innovative take on presentation. And a program selected by both associations is likely to be an excellent session! ■

AD

SIGHTS AND SOUNDS AT CONELL

by Melanie Harshman, Winstead Sechrest & Minick P.C., Austin, TX

The Conference of Newer Law Librarians (CONELL), held in Philadelphia on Saturday, July 15 just prior to AALL, was a wonderful way to begin my involvement in AALL and the annual meeting. I had the opportunity to connect with others in our profession, meeting and talking with both experienced and newer law librarians. AALL President Margie Axtmann and AMPSC Chair Anne Matthewman greeted us with details on the theme and programs of the annual meeting, after which we had the chance to roam the AALL “Marketplace,” talking with SIS and committee representatives and getting to know the association. The highlights of the day for me, however, were the final two events: an “Ask the Experts” session and a panel discussion on tips for job success.

“Ask the Experts” provided an excellent opportunity to visit with law librarian experts in areas such as public services, management and administration, solo librarianship, foreign, international, comparative law, and technical services. I picked up several great tips at the management experts’ table, with Jean Holcomb of the King County Law Library in Seattle and Charlie Dyer of the San Diego County Public Law Library. The following were among their many useful recommendations:

- Always find opportunities to celebrate success, not only with year-end bonuses or other financial rewards, but also with other forms of recognition such as pats on the back or an hour off here or there
- Keep your eye on major issues—get the little things that cause stress out of the way, such as the ever-present copy machine problems

- Be clear in communicating the library’s mission and goals, both internally within your staff and to the outside world
- Always listen
- Benchmark an organization that is about three steps ahead of where you are, so you are always moving forward
- And finally, HAVE NO FEAR!

This fantastic “Ask the Experts” session was followed by a panel discussion, “From Rookie to Veteran: Tips & Advice for Job Success.” The panel was tremendously helpful in considering “time management”—not in the traditional sense of prioritizing and organizing tasks, but in the sense of managing your time to make the most of every opportunity. One of the panel participants, Tim Hunt of the New York State Supreme Court, presented us with the “SMART” approach for job success: Smile, Market yourself, Appreciate and bring out the best in others, Remember names, and most thought-provoking, Talk less, listen more. Listening more leads to what Tim called “conversation generosity”—not always monopolizing other people with your thoughts and ideas, but rather, being more giving in a conversation.

I would highly encourage anyone interested to apply for future CONELL grants through PLL. The event provided a welcoming environment for newcomers to connect with each other, the association and experienced law librarians. It was a wonderful kickoff to my first AALL meeting, and I can’t imagine going to AALL for the first time without having the great introduction to the profession that CONELL offers. ■

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