

# PLL PERSPECTIVES

THE QUARTERLY OF THE PRIVATE LAW LIBRARIES SIS OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES Volume 10 Issue 1

FALL 1998

## A MESSAGE FROM AALL PRESIDENT JIM HELLER

College of William and Mary Marshall-Wythe Law Library  
Williamsburg, VA

I am honored—truly—to have this opportunity to communicate directly with the members of the PLL-SIS, by far the largest and more active of AALL's Special Interest Sections. I have had the good fortune to work closely with several PLL members these past few years—with recent chairs Hazel Johnson, Mary Smith-Forman, Mike Saint-Onge, and Anne Ellis—and know firsthand of your good work. Hazel currently serves as AALL's representative to the ABA Law Practice Management Section (ABA LPMS) and is on the 1999 Annual Meeting Advisory Task Force. When I chaired AALL's Education Committee in 1994-95, Mary coordinated PLL-sponsored educational programs for the Pittsburgh conference. And I appointed both Anne and Mike to AALL's Professional Development Committee this year. With leadership such as this, how could PLL—and AALL—go wrong?

Jan Brown asked me to write about the vision thing. Certainly not an easy thing to do, considering that my "ultra-thin" eyeglasses are still 3/8" thick (I just measured them). But I think it's safe to say that the theme of the 1999 Annual Meeting, "At the Crossroads: Information Management, Technology, and Policy," reflects many of the issues law librarians face as we move to the next century, as we strive to deal successfully with the challenges brought about by technology and changing information policies. We do this through education and training, by working closely with our colleagues in the legal and information communities, by being informed of and having a voice in information policy issues, and by sharing ideas with each other. Some specifics?

By the time you read this, Tim Coggins and the Annual Meeting Program Selection Committee (AMPSC) will have identified more than 70 programs to be offered in Washington. The tentative "tracks" the Program Selection Committee has identified—Management, Technology, Information Access and Policy, Foreign and International Law, Technical Services, and Non-Legal (business, medical, statistical) Information,

and Substantive Law—reveal the wide array of programs that should appeal to all sectors of our diverse membership. Two of your colleagues, Victoria Kahn (Tucker, Flyer & Lewis) and Kathie Sullivan (McNamee, Lochner, Titus & Williams) sit on the 1999 Program Selection Committee.

AALL's educational initiatives are not limited to our Annual Meeting. The Professional Development Committee (PDC), on which Anne and Mike are serving, is charged with developing other programming opportunities for our members. PDC will realize its ambitious agenda with people like Mike and Anne on board.

We can advance our personal and professional needs and interests—and, indeed, those of our library patrons—by working closely with other associations and groups within the legal and information communities. The 1999 Annual Meeting Advisory Task Force, whose members include Hazel and Mike, has been designed for this purpose. The task force will collaborate with other associations such as the Association of American Law Schools, the Association of Legal Administrators, the ABA LPMS and Judicial Division, and the Digital Future Coalition, with library associations including ALA, MLA, and SLA, and the publishing industry. It will collaborate with governmental officials and agencies to develop active participation in Washington, and we hope, in future annual meetings, to build newer and stronger bridges between law librarians and others. Further evidence of our collaborative activities is the new AALL/National Center for State Courts Task Force, which will explore how we can work with the NCSC to benefit our members.

Law librarians all recognize the importance of our para-professional staff to our libraries. I have asked Tim Coggins to plan a one-day para-professional forum to be offered in conjunction with the Washington Meeting. PLL member Carolyn Ahearn (Wiley Rein and Fielding) and Steve Margeton (Catholic University) have agreed to coordinate the

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# PLL PERSPECTIVES

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

## FROM THE CHAIR

By Glen Gustafson, Sheppard, Mullin, Richter & Hampton, Los Angeles, CA

**D**uring my service as Vice-Chair of PLL I have been able to get out of my usual routine of fighting small administrative fires and administering reference triage to focus on larger initiatives. Communication (both interpersonal and broadband), appropriate levels of technology and service to community are subjects about which I have serious concerns.

Development of communication devices in the electronic age has benefited us all to the point where e-mail is now the preferred method of communication. In 1997 the volume of electronic mail surpassed the volume of snail mail. We have shrunk the time frame of exchanging ideas and documents from days to hours to minutes. Many of us no longer hand-deliver a news article or a case to an attorney's office because it is faster and more convenient to attach an electronic document to an intra-office e-mail.

With listserv technology we can contact large groups of people who share professional concerns. We can run a short opinion sample or organize a large committee.

The problem with the new communication model is that not everyone who shares a community of professional concerns chooses to participate. Of the total membership of PLL, about 1/3 of the members cannot be reached by the PLL-SIS listserv. Many members do not include e-mail information in their AALL membership profile, e-mail addresses are not current or law office systems filter incoming e-mail. If you are reading this newsletter and you have not received e-mail from the PLL-SIS list, you should check your directory listing at [www.aallnet.org/handbook/database.html](http://www.aallnet.org/handbook/database.html). If your listing is not current, you can send an e-mail to [updates@aall.org](mailto:updates@aall.org).

Like snail mail, the telephone has become a slower commercial technology ("push 5 for customer service"). However, while e-mail is vital to our current communications needs, the telephone continues to reach out and touch us. The informality of getting a group together for a conference call can break down barriers to problem solving or gathering ideas.

Technology, or rather the sorting out of appropriate levels of technology, is not new to the economic community. In 1973 E.F. Schumacher wrote a book called *Small is Beautiful*. While it was essentially a theoretical discussion of the question of the appropriate level of economic technology, we can update the thesis by paraphrasing. There are appropriate levels of technology which run from DOS to Microsoft x.x, but just because the technology is driven by the need to be the biggest enterprise in its field, it does not mean that we need it. There is a place in the pantheon of consumer products for appropriate intermediate levels of technology.

That goes for research services as well. Much of the time we jump on Lexis, Westlaw, and Dialog to get the answer to our research needs, but we should not abandon the smaller vendors who can provide the same information at lower cost.

Service to community is my final observation for this column. As I have traveled to various venues to participate in Association business, I have seen the hard work that committees and task forces have done to bring people together for the purpose of professional education. In February, I was on a panel at the SCALL Annual Institute. The topic was Relations with Vendors. I suggested that vendor web sites should not be oriented to product sales only, but should include a connection to the vendor's accounting and customer service departments. Access by web page should be able to enhance the efficiency of dealing with customer problems.

In April, I attended the 1998 AALL & Electronic Publisher's Symposium. Judy Meadows lead the symposium on Disintermediation. As librarians and publishers move from paper products to electronic formats, our customers will need assistance in information technology literacy. The end-user of legal information in electronic formats will need to be instructed in the most efficient use of those products. In breakout groups we identified key issues in product development, adult learner requirements, and the librarian's role in the process of connecting end-users to pertinent information at a reasonable cost.

In April, I also attended the Association of Legal Administrators Annual Meeting. AALL and PLL sponsored a booth at the meeting. Jane Huston did an excellent job of coordinating Boston Librarians who answered questions and provided resource material for legal administrators from private law firms, court and government offices. Joan Axelroth and Jenny Kanji presented separate programs. Jenny has submitted five programs to ALA for the Chicago meeting next year.

These are outstanding examples of Law Librarian outreach to vendor and management communities. Other librarians have accepted my request for involvement in PLL activities. They are the committee chairs and committee volunteers. Please visit the PLL web site at [www.aallnet.org/sis/pllis/committees98.html](http://www.aallnet.org/sis/pllis/committees98.html). You can still get in on the action by contacting committee chairs.

Now, as I move into the Chair, I have to say that our Executive Committee meeting on Wednesday in Anaheim at which we set the agenda for 1998-1999 was exciting. Our committee chairs were really energized. With the focus of our Strategic Plan 1998-2000, we are well on our way toward the goals that have been set. I hope that I can keep up.

## THE MAGIC OF ANAHEIM

### AALL: Initiation in Anaheim

by Amy C. Padfield, Bogle & Gates, PLLC,  
Seattle, WA

**T**he 91st AALL conference in Anaheim was my very first AALL conference. I am truly indebted to PLL Grants Committee for making my attendance possible. The conference was everything I thought it would be and more!

In the past I have attended SLA annual conferences, so I expected it would be a fantastic opportunity to hone my still developing skills as a law librarian. I was not disappointed. The sessions I attended were practical and interesting. Of the sessions I attended, I was most impressed with Linda Millemann's entertaining and exceptionally informative presentation, "Providing Quality Customer Service: The Tattered Cover Standard of Outstanding, Exceptional Service."

Naturally, I gained invaluable knowledge from the presentations and individual speakers. However, the most rewarding aspect of the experience for me was the wonderful people I met who are law librarians. I attended CONELL. I recommend that anyone new to the association attend this program. I not only met useful contacts, but I also made what I expect to be lasting friendships. My choice of career was reaffirmed over and over again by all the warm friendly people I had the opportunity to meet who have made the same career choice.

Attending the AALL conference was a rewarding and fulfilling experience professionally and personally. As a result I feel more in touch with the association. I intend to volunteer for committees and become more active to continue this feeling of connectedness beyond the week-long conference.

### Reflections on Anaheim

By Aimee T. Ruzicka, Chubb Group, Law &  
Business Library, Warren, NJ

**W**hat's not to like about southern California? I left the hair dryer, umbrella and uncomfortable shoes at home and took off for AALL's ninety-first annual meeting in Anaheim, trying to forget that this was my twenty-something continuous attendance at same.... The jury's still out on the new meeting format (programming Sun.-Tues. with SIS events on Wed.) only because so many people apparently felt pressured to leave immediately after programs on Tuesday.

I think the Knowledge Management programs on Sunday went very well and gave attendees a good feeling for yet another area where law librarians can lead or participate or, at least, inform their firms what is going on "out there." OK, OK, I did have a vested interest in this program. I STILL think it came off pretty well!

Walt Crawford of RLG gave an interesting presentation at the PLL-SIS luncheon on Wednesday—he countered that tired old argument that the Internet is bound to replace all other information mediums. His thesis is that the newer mediums simply add to the older ones, and they can all work together in harmony if we leave them alone. I happen to agree with this with the exception that every now and then a newer medium does render another one obsolete (remember when Beta vs. VHS was cocktail conversation?).

What would an annual meeting be like if we were not plied with food from our vendor friends? I think all the vendors have deals with gyms around the country to capture AALL members the Monday after the conference ends!

CU in Washington D.C.?

*THE MAGIC OF ANAHEIM, continued*

## California Dreaming: AALL Reality

By Merilyn Marshall-Cullen, Richards & O'Neil,  
New York, NY

**I**n the immortal words of the Beach Boys, "Everybody's gone surfing!" (Web surfing, that is.) There were many "good, good, good vibrations" from the uniformly excellent AALL programs this year. We surfed the Net, investigated desktops of the future, managed knowledge, learned licensing, talked copyright, learned from AALL Opening Luncheon speaker John Perry Barlow that we are guerrilla fighters on the barricades of free expression in cyberspace. Beach Boys redux: "Round, round, round, round, I get around!"

Many kudos to the programming committee and AALL for listening to the membership and providing stimulating, in-depth, dynamic programs. Every session I attended had knowledgeable speakers, both members of our association and experts in other fields. The inclusion of other disciplines added fresh ideas, perspectives and energy. I heard only positive comments from colleagues. I, for one, yearned for more programs. They were that good!

The choices for keynote speakers were superb. The idea of ME (or any of us) as a freedom fighter in the confines of the law firm/university/county/government law library OR as a manager of an institution's written, verbal and intuitive knowledge, was exhilarating. The underlying message was that it's a good—no—it's a GREAT time to be an information professional!

A word about being a "California Girl," at least during meeting week. I wish we "all could be California Girls" AND GUYS as friendly, organized and creative as the Local Arrangements committee, chaired by Aleta Benjamin. A beach party and Hollywood premiere; I knew I wasn't in New York City any more.

As always, the company of colleagues was a highlight for me. I met new friends at programs and parties. I networked with old friends, who are now far-flung friends; all of us moving on to new opportunities. I was delighted by the convention halls filled with legions of successful librarians.

Beach Boys finale: "Let's go surfing now, everybody's learning how." Everybody IS learning how, and I'm riding out on the first wave with my colleagues... Thanks AALL!

*THE MAGIC OF ANAHEIM, continued*

## Anaheim Convention Highlights: Opportunities in the Exhibit Hall

By Ruth G. Balkin, Balkin Library &  
Information Services, Rochester, NY

**W**hat's the one most valuable resource at the AALL conference—the one thing you can accomplish in person that cannot be done as effectively, if at all, over the phone or by e-mail?

As an independent law librarian, my main function in the business is to get business (some librarians called me a “rainmaker”). The best way to do this is through networking and building relationships. This is very difficult by phone or through e-mail.

Therefore, I spent three full days in the exhibit hall at the conference. Sunday morning I organized my questions and materials, reviewed the program booklet and marked up the vendor list. My job was not to pick up literature but to make connections and create and develop personal contacts. Over the three days I talked to someone at almost every booth even if it was just to introduce myself and trade business cards. I annotated all the business cards I collected from vendors and librarians. Vendors and librarians were enthusiastic about a book project I am working on and gave helpful hints and suggestions.

Personal contact with vendors and librarians helps us in many ways. One librarian suggested authors for a client's newsletter. Another will provide information on teaching legal research on the Internet in law schools. I found resources for several research projects we are working on. Our staff will be following up with clients about their listings as a result of my review of West's Legal Directory. After the convention, I called a vendor I had met to discuss a tricky research project.

I wasn't there to complain but to learn more about the vendors—their problems, focus, future. They are always on the lookout for new ideas. Their biggest challenges are technology, training and dealing with the mergers (sound familiar?). They love hearing from us and need feedback. One asked for a copy of an article I had written quoting the founder of her company.

For the first time, the opening reception was held in the exhibit hall, which gave me even more time to visit. Since a lot of people were busy dancing, the vendors had more time to talk about their products and problems.

Although I wasn't really looking for new products (that's our library management director's job), general impressions from other librarians were that there weren't many. Products were repackaged. West Group celebrated KeyCite's first birthday.

A lot of technology was evident. New “technology centers” this year from CCH, Lexis and West were nice. They gave more time and comfort to preview systems and products and interact with vendor representatives.

There were some new vendors as well as new types of vendors. Several document delivery companies and smaller publishers (process server directory, rules books, newspapers) exhibited for the first time.

The overall theme was the beach, the sun and the surf—with a few animals thrown in for good measure—chameleons on a copier and dinosaurs at a company still handling only print materials. (I wonder who won the chameleon Beanie Babies).

Vendors and librarians showed the usual enthusiasm and interest. The vendors were pleased with the traffic. One person mentioned that law librarians are focused and serious about previewing products.

Results of asking everyone questions varied from good to outstanding. I got lots of new ideas for articles and improving and growing our business. We have started building valuable relationships, including invitations to visit one vendor and two librarians in Paris. I'm looking forward to Washington; however, my increasing activity with committees will cut back my time in the exhibit hall next year.

*Message from the President, continued from page 1*

forum. I hope you will consider sending some members of your staff to Washington to participate in this special event.

We all appreciate the need for skilled law librarians, as well as our ability to recruit talented individuals to our profession. The new Task Force to Enhance Law Librarianship Education will help position AALL as the leader in law-related library school education, with the goal of exploring ways to ensure that library school students have opportunities to take law related courses. PLL member Roberta Shaffer (Covington and Burling; adjunct Professor at Catholic University's Library School) will serve on this task force.

The PLL-SIS and its members have an important leadership role in our profession and in AALL. Your energy and creativity—evidenced by your successful strategic plan—is a model for other AALL entities. I salute you for your contributions, and hope this message gives you some insight into my goals as a member of AALL's Executive Board, and as President. I look forward to working for you, and with you.

*Jim Heller*  
AALL President

## TREASURER'S REPORT

by Claire Engel, Nelson Mullins Riley &  
Scarborough, Columbia, SC

**A**s of April 30, 1998, the PLL Treasury had a balance of \$13,640.74. We are projecting that we will begin the new fiscal year (Oct. 1, 1998) with \$13,800 in the Treasury. Let me place this in context. FY1996-97 (Oct 1, 1996) began with a balance of \$33,433.14 and the following fiscal year started with a balance of \$17,070.39. Clearly PLL funds are decreasing.

What caused and continues to cause the depletion of our funds? In 1996-97 PLL funded the AALL Toolkit and experienced significant losses on *PLL Perspectives*. Losses on *PLL Perspectives* continue. The hard work of Rachel Jones and John Davey have helped to significantly reduce the losses. Next year we anticipate only a \$3,000 loss.

We now spend approximately \$5,000 per year for our presence at the ALA and ABA, \$2,000-3,000 per year on elections, and approximately \$2,500 per year in AALL grants.

During the next year the Executive Committee will be looking for ways to better control expenditures and to increase income. Suggestions are welcome!

## MINUTES OF PLL BUSINESS MEETING July 15, 1998, Anaheim, CA

By Holly J. Mohler, PLL-SIS Secretary  
Long & Levit, LLP San Francisco, CA

The meeting was called to order by Anne Ellis, Chair, at 10:07 a.m. Anne introduced the PLL-SIS officers. She acknowledged and thanked Global Securities and Phil Brown for sponsoring the breakfast. Anne then asked for a motion to accept the minutes of the last business meeting, as printed in *PLL Perspectives*; the motion was made, seconded and passed.

Anne asked everyone to stand and observe a moment of silence in memory of colleagues who passed away this past year.

### EXECUTIVE COMMITTEE REPORTS

Anne read the goals of the 1996 "Strategic Plan 1997-2000" and noted what has been done so far to accomplish them. She closed by thanking the PLL Executive Board.

Claire Engel, Treasurer, reported that, as of April 1998, we had income of \$4,247, expenses of \$7,676.65, and a current balance of \$13,640.74.\*

Jean O'Grady, Secretary, reported on the election results. A motion was made, seconded and approved to destroy the ballots.

Michael Saint-Onge, outgoing Past Chair, thanked everyone for the opportunity to serve as part of the PLL leadership.

Glen Gustafson, incoming Chair, mentioned the increase in his traveling this year. He then discussed the PLL-SIS listserv, which was created this past year as a closed list for one-way announcements.

### PROJECT REPORTS

Martha Goldman reported on the PLL Strategic Plan. She stated that two of the five basic objectives got under way this year. The first included using the listserv to resolve publisher issues, dealing with consumer/publisher issues through the CAPLL Committee, and establishing a PLL liaison to CRIV. The second, targeting employers, included developing the Resource Guides and having PLL members present programs at ALA this year and at ABA next year. Work was also begun on marketing the Toolkit and researching the value of the law librarian.

Glen Gustafson spoke about our strategic partnership with the Association of Legal Administrators (ALA). The Chairs of the ALA Committee for the past meeting in Boston were Joan Axelroth and Jane Huston, and the Chair of the ALA Committee for the next meeting in Chicago is Jenny Kanji. Last year PLL put on two excellent programs, one on space

planning and one on managing library resources. Glen thanked Barbara Holt and Peter Beck for planning the booth. He emphasized the importance of posting information on AALLNET to draw legal administrators to us for information and resources.

Hazel Johnson's report on the strategic partnership with the ABA Law Practice Management Section began with the announcement that there would be a drawing at the end of her report for door prizes. She stated that the year-old relationship with this section is thriving. AALL was the co-sponsor of TechShow this past March, and AALL members helped in the Internet area. Tom Fleming will be presenting a program at the ABA in Toronto. Hazel's appointment to the TechShow Planning Board should increase the number of programs of interest to law librarians. Jim Heller's aim for next year's AALL meeting (in D.C.) is to partner with others to present programs and do those programs at the ABA meeting next year. Presentations will be made to those state bar associations which have Law Practice Management advisors to show how we can help with their programs. Hazel concluded by presenting an autographed copy of G. Burgess Allison's *Internet Guide for Lawyers* to Michael Saint-Onge and then holding the drawing for three ABA/LPM books. Hazel announced that Donna Heroy of Alert Publications had offered three one-year subscriptions to her publications as door prizes, and three more winners were chosen.

Holly Mohler reported on the PLL web page for the Technology Committee. Information for all of the PLL committees was added. It was decided to publish some articles from *PLL Perspectives* on the web page. More links were added to places where privatelawlib-1 is archived. The web page is now one of those featured on AALLNET, thanks to Jason Hinkle; and people are contacting Holly about putting their articles or publications on it. Holly will continue as web master and will work closely with the technology committee.

Michael Saint-Onge spoke about the AALL Resource Guides, first clarifying that he is the editor of this series, not the author. The Resource Guides are a series of eight publications targeted towards managing partners and law firm administrators. The first three guides have already been published, and the next two will be available in October.

### COMMITTEE REPORTS

Gayle Lynn-Nelson for the **Mentoring Committee**—The committee sent out 17 new member kits and assisted with CONELL.

Jan Brown for *PLL Perspectives*—Anne Ellis asked for a round of applause for Jan for her two years of service as *PLL Perspectives* editor and announced that she will be staying on during the search for a new editor. Anne presented Jan with a gift as a token of appreciation.

Joan Jarosek for the **Newsletter Advisory Committee**—Joan began by stating that *PLL Perspectives* had increased income last year from

\* See page 8 for the complete Treasurer's report

*Minutes of PLL business meeting, July 15, 1998, continued from page 10*

advertising due to the efforts of Rachel Jones and John Davey. Joan and Anne Ellis have been told by Peter Beck at AALL that our costs are appropriate for a newsletter of our caliber. Anne Ellis has secured West Group to do the layout and design for the newsletter, which will save \$700-\$900 per issue.

Druet Klugh for the **Grants Committee**—There were five grant recipients this year and Druet read their names.

Martha Goldman for the **Nominations Committee**—This year, the committee, composed of herself, Mary Forman and Aimee Ruzicka, found candidates for three positions—Executive Board Member, Secretary, and Vice-Chair/Chair-Elect.

Anne Ellis for **Research/Information in Private Law Libraries (RIPLL) Committee**—Anne reported that this committee is focused on preparing a practical, how-to book for private law librarians. Glen Gustafson has assembled a large committee which will work on getting this initiative going.

Kathie Sullivan for the **Consumer Advocacy for Private Law Libraries (CAPLL) Committee**—Goals for the year were to create a link with CRIV, through Chris Graesser and to publish articles and product reviews in *PLL Perspectives*. Although they did not publish product reviews, they did post a CFR CD-ROM comparison on the web page.

Medium and long-range goals are to publish articles, which may be reprints from *PLL Perspectives*, geared towards the practicing bar in other publications; continue to put consumer information and product reviews on the web page; and encourage links to our web page from other organizations. The committee will continue its work next year with incoming Chair Jean O'Grady.

Nancy Adams for the **Education Committee** (Anaheim)—The committee which Nancy co-chaired with Tom Duggan, started with 50 ideas for programs and worked up 15 proposals. Nine programs and one workshop were selected. After the selection, the committee worked to coordinate the programs by locating speakers, doing paperwork, etc.

Donna Purvis for the **Education Committee** (Washington, D.C.)—The committee, co-chaired by Connie Dixon, began work in January and met again here. Some of the program proposals are "Year 2000," "Collaborative Knowledge Sharing" and "60 Sites in 60 Minutes". There are three workshop proposals, including one on Integrated Library Systems and Part 2 of McQueen/Intranets.

Anne Abate for the **SLA Liaison**—Karl Gruben read Anne's report. The SLA Legal Division now has 1,000 members, however, Anne does not believe that this diminishes the strength or leadership of AALL. AALL presented a program at the SLA meeting in June, and five PLL members were speakers. Anne hopes to work towards joint AALL—SLA programming opportunities.

Alice McKenzie for the **Standards and Guidelines Committee**—Alice McKenzie spoke for the committee, co-chaired by herself and June MacLeod, stating that the standards were part of the AALL Toolkit in 1996 and are also available on the PLL web page. The standards provide guidelines for hiring a law librarian; and like any job description, they need annual review.

Mark Estes for the **Task Force on Research on the Value of the Law Librarian**—The committee has a proposal for a study and is looking for new opportunities for funding.

#### GROUP REPORTS

Joanie Cassidy for the **Independents Group**—Joanie said that she was assisted this past year by In-coming Chair Ruth Balkin. The new Vice Chair is Susan Rubenstein. Two articles were published in *PLL Perspectives*, and another is being written. The group also presented a program here, entitled Business Ethics for Librarians.

Jeanne Reynolds for the **Records Group**—Jeanne reported on the workshop which was presented at this meeting and on their business meeting.

Betty Roeske for the **Technical Services Group**—Betty announced they joined Washburn University in November, and their new listserv, ts-sis, was created.

Anne Ellis for the **Multiple Location Libraries Group**—This group had 15-20 attending its meeting this year. They have started a listserv and information on how to subscribe will be posted on the PLL web page. There is an RFP out from the Professional Development Committee of AALL for a program on the topic of multiple location libraries.

Michael Saint-Onge for the **Solo Librarians Group**—Michael stated that 43 people attended the group's first meeting, and some great ideas were presented. A listserv has been set up and information on how to subscribe will be posted to the privatelawlib-l listserv. A "Managing the Solo Library" program is being planned.

There was no old business.

Anne Ellis introduced the new officers: Kathie Sullivan, Vice-Chair/Chair-Elect; Holly Mohler, Secretary; and Lee Nemchek, Board Member.

Anne Ellis then passed the meeting to Glen Gustafson, who thanked the outgoing Chair, Anne Ellis, and presented a gift to her. He thanked outgoing Board Member Karl Gruben, Secretary Jean O'Grady and Past Chair Michael Saint-Onge, and presented each of them with a gift. Glen read the names of the incoming PLL Committee Chairs. He invited everyone to attend the PLL luncheon, and the meeting was adjourned.

## EXECUTIVE COMMITTEE MEETING

July 11, 1998, Anaheim, CA

by Jean O'Grady, Wilmer, Cutler & Pickering,  
Washington, DC

**A**ne Ellis called the meeting to order at 4 p.m. Reading of the 1996-97 Minutes was dispensed with, and a motion was made to adopt the minutes as published in *PLL Perspectives*. Secretary Jean O'Grady reported on the results of the 1998-99 election.

Claire Engel, Treasurer, provided a report on the Fiscal Year which ended 5/31/98 and submitted a proposed budget for 1998-99. There was a brief discussion of ways to reduce costs and increase revenues.

President Anne Ellis reported on the Strategic Plan and suggested that the Executive Committee meet next year to amend it.

Vice Chair/Chair-Elect Glen Gustafson reported on his various speaking engagements in the past year.

### COMMITTEE REPORTS

**CAPLL**—Kathie Sullivan reported for her active committee. A link to CRIV was established. Several articles were contributed to *PLL Perspectives*, and CAPLL alerts became a regular feature on Law-Lib and Private Law Lib.

**Newsletter Advisory**—Joan Jarosek reported that they focused on financial issues and the need to increase advertising and to get prompt payment from vendors who do advertise. West Group's support for *PLL Perspectives* will reduce costs. There was discussion on licensing reprints from *PLL Perspectives*. Issues included pricing and establishing systems for invoicing and collections.

**Technology**—Holly Mohler reported on the PLL web page.

**Multilocation Libraries**—Anne Ellis indicated that there would be an organizational meeting for this group on Sunday.

**Solo Librarians**—Michael Saint Onge reported that this group would have an organizational meeting on Wednesday.

### NEW BUSINESS

**PLL Perspectives Future**—Joan Jarosek led the discussion. Possible cost control initiatives discussed were mailing bulk rate; looking for a less expensive printer; using less expensive paper; increasing subscription prices for non-members; conducting an electronic survey of members regarding electronic subscription with results reported in *PLL Perspectives* and comments solicited.

**Balloting Process and Cost**—Jean O'Grady reported on current balloting costs and suggested a bylaws amendment to reduce costs. Bylaws Committee Chair Lee Elliot Carnes will investigate this possibility.

MINUTES OF PLL 1998-1999  
EXECUTIVE COMMITTEE  
MEETING

July 16, 1998, Anaheim, CA

by Holly Mohler, Long & Levit, LLP San Francisco, CA

The meeting was called to order by Glen Gustafson, Chair, at 1:30 p.m. Glen reviewed committee activities:

**ALA Programs** (Chicago Meeting)—Jenny Kanji has five proposed programs for the meeting. Kathie Sullivan will attend this year. David Rogers, Local Arrangements Chair, will get volunteers to staff the booth.

**Bylaws**—The Executive Board wants to extract non-essential AALL requirements from the bylaws and move them into the PLL/SIS procedures manual to allow us to streamline the ballot process. Electronic balloting was also discussed.

**Consumer Advocacy**—Jean O'Grady as incoming Chair will continue the CAPLL Alerts. The committee will contact major vendors to inquire about their Y2K compliance and will publish the results. It will also work on trying to get our top 12 book vendors to include electronic access/contact points to Customer Service on their web pages, in order to deal not only with sales but also complaints and problems. Jean also wants to focus on the Price Index/List, identifying titles and tracking pricing information.

**Education Committee** (Washington, D.C. 1999)—Connie Dickson has two workshops and five program proposals ready to submit and five or six more still in the planning stages. There was 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.

**Grants**—This committee will continue with the same procedures as last year, with Cornell Winston as Chair. There was a discussion about whether we could solicit or encourage people, particularly smaller vendors, to make donations for grants.

**Mentoring**—This committee, chaired by Jane McMahon, will continue to be in close contact with the AALL Mentoring Committee and continue to support CONELL.

**Newsletter Advisory**—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 it on Lexis and Westlaw. Howard Trivers, Advertising Co-Chair, will work on expanding our scope of vendor support for the newsletter.

**Public Relations**—Jill Porter will chair this committee and will look into putting the PLL Standards and Guidelines into a brochure to use as a handout for ALA and ABA activities. June Mac Leod noted that they are already published in a pullout format, as part of the AALL Toolkit.

**Resources/Information in Private Law Librarianship**—Lauren Geraghty is the incoming Chair of the committee which will identify subject areas to be included in our publication and begin formulating ideas on how to arrange the materials.

**Standards and Guidelines**—June Mac Leod will be refining the document. June has reviewed SLA's document and will review other associations' documents throughout the year.

**Technology**—The committee will be chaired by Krystyna Cherry.

NEW BUSINESS

Michelle Schmidt mentioned that she has seen web pages with graphics donated by vendors (i.e., CCH, Lexis-Nexis), and suggested we might pursue this. She also suggested that we look into a scrolling banner at the top of the page urging people to donate to the PLL grants.

Lee Nemchek reported for the Records Management Group.

The 1998-1999 Budget was discussed and Treasurer Claire Engel reported that after she made some revisions it looks better than it did, but we still have reason to be concerned. A motion to adopt the budget was made 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.

PLL TECHNICAL SERVICES  
ROUNDTABLE:  
Disks and Internet Updates

By Betty Roeske,  
Katten, Muchin & Zavis, Chicago, IL

The topic of the Technical Services Roundtable was "How to Handle Titles that Come with Disks or Internet Updates." Chairperson Betty Roeske led the discussion. Due to scheduling conflicts, attendance was light.

The majority of the libraries represented either hold the disks and wait to hear from IS about loading them onto the LAN or send the disks to MIS hoping that they will be loaded. One Library leaves them with the books. No one has encountered having updates available on the Internet.

Jayne McQuoid, Head of Cataloging at Loyola University Law Library in Chicago, has gotten permission from her University Systems personnel to load the disks herself. She keeps records of the path for each disk and labels the books to indicate that the disk is available in the Student Computer Lab. Faculty have access from their offices as well. They are able to download the forms to a disk. The program began in May and Jayne is planning to monitor disk usage next year.

## FROM THE CHAIR OF THE RECORDS MANAGEMENT GROUP

by Jeanne Reynolds,  
Kemp, Smith, Duncan & Hammond, El Paso, TX

**T**he AALL annual conference is over for another year, and now we're looking ahead to Washington, D.C. in 1999. The workshop in Anaheim was a great success. My thanks again to our great speakers—Lee Nemchek of Morrison and Foerster and Beth Chiaiese of Baker Robbins Co. in Chicago. Several of you have inquired about the availability of the handouts. I have not yet heard from AALL headquarters about this. By the time *PLL Perspectives* comes out, I hope to know more and to be able to follow up with each of you.

I hope you were able to attend the conference in Anaheim. I thought it was one of the better conferences in terms of programming. One program in particular stands out: the session by John Montana on "Managing Electronic Communications." Mr. Montana gave an outstanding presentation on the admissibility of electronic evidence (basically, the medium is NOT the message...if a document meets the definition of a business record, regardless of format, it can be discoverable). Additionally,

he discussed the dangers and risks a law firm faces when it does not have policies and procedures in place to control electronic documents, including e-mail and documents in its word processing software. It was an informative program that left one wondering how to go about implementing such policies and procedures. Well, Susan Lisi is proposing a program for 1999 about electronic risk control systems. When she called me about co-sponsoring, I agreed that this was a program that the Records Management Group would readily support.

I presented the Group's annual report at the PLL business meeting. There are several items we plan to work on this year. At our business meeting, we discussed the possibility of establishing a liaison with ARMA, and perhaps, exploring the possibility of sharing programming. Lee Nemchek and Beth Chiaiese have submitted a program proposal for the Association of Legal Administrators' annual meeting on records retention in law firms. We also discussed moving our listserv, Legalrec-1, over to the Washburn folks. There's definitely more activity on Legalrec-1 these days, so if you don't already participate, please let me know; or contact Lauri Flynn, at Bank of America in San Francisco, for instructions on joining. As you may know, we have a link on the PLL web page, but it needs some jazzing up. If you have any interest in this area, please let me know.

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