

2012 GD-SIS Business Meeting
AALL Annual Meeting, Boston, MA
July 24, 2012
Packet

Table of Contents:

Agenda.....	1
2011 Business Meeting Minutes.....	2
End-of-Year Treasurer’s Report.....	5
Grants Committee Report.....	6
Nominations Committee Report.....	8
Public Relations Committee Report.....	9
Publication’s Committee Report.....	10
Webmaster’s Report (Available at Meeting – in future at).....	11
Proposed Language Change to Current Bylaws of GD-SIS.....	12

**American Association of Law Libraries
Government Documents Special Interest Section
2011/2012 Business Meeting and Breakfast
Tuesday, July 24, 2012**

1. Welcome, 7:20 a.m. – Eric Parker, Chair
2. Introductions
 - A. VIPs
 - C. Sponsors
3. Approval of Minutes of the 2011 Meeting in Philadelphia
4. Secretary/Treasurer’s Report – Jenny Wondracek
5. Advocacy Committee Report – Larry Meyer
6. Grants Committee Report – Jill Sidford
7. Nominations Committee Report – Larry Meyer
 - A. Announcement of 2012/2013 Officers
 - B. Motion to Accept Results and Destroy Ballots
8. Public Relations Committee Report – Marlene Harmon
9. Publications Committee Report – Ed Hart
10. Webmaster Report – Eric Young
11. Seattle 2013 Educational Programs – Camilla Tubbs, Program Committee Chair
12. GPO Update – Mary Alice Baish, Superintendent of Documents
13. GPO Update, Part 2 – Jane Sanchez, Director of Library Services & Content Management
14. Old Business
 - A. Bylaws: Progress update, and vote on proposed change to allow for e-balloting
 - B. Strategic Planning
15. New Business
 - A. Funding a GD-SIS officer to attend FDLP in October?
 - B. Anything else?
16. Adjournment

**American Association of Law Libraries
Government Documents Special Interest Section
2011 Business Meeting and Breakfast
Tuesday, July 26, 2011**

The meeting called to order by Chair Dee Wood at 7:30am

Those Present and who signed the Attendance Record:

Jada Aitchison, Patricia Behles, Mike Bernier, Emily Carr, George Carter, Valerie Carullo, Miriam Childs, Esther Eastman, Astrid Emel, Janet Fischer, Joel Fishman, Galen Fletcher, Stacy Fowler, Marlene Harmon, Edward Hart, Sally Holterhoff, Yan Hong, Robin Haun-Mohamed, Kate Irwin-Smiler, James Jacobs, Peggy Jarrett, Karin Johnsrud, Julie Graves Krishnaswami, Rosemary LaSala, Sue Lyons, S. Lynn McClelland, Larry Meyer, Jennifer Morgan, Eric Parker, Carla Pritchett, Michael Roffer, Rosalind Romain, Mercedes Serrano, Rhonda Shafner, Jill Sidford, Kimberly Simpson, Melanie Solor, Mark Strattinger, Duane Strojny, Vanessa Uribu, Leonette Williams, Jennifer Wondracek, Dee Wood, Genevieve Zook

The Chair added two items to the agenda:

- Item 12A - DLC Update from JJ
- Strategic planning from Eric Parker

The Chair introduced our two VIP guests: James Jacobs, Chair of the Depository Library Council and the Hon. Keith D. Davis, Superior Court Judge for the County of San Bernardino and President of the Board of Trustees for the San Bernardino County Law Library. Judge Davis was not present at the breakfast.

The Chair introduced our guests from the GPO: Robin Haun-Mohamed and Mary Alice Baish, Superintendent of Documents.

The Chair recognized and thanked representatives from the four sponsors of our breakfast: Michael Bernier from BNA, Shane Marmion from W.S. Hein, Inc., and Mercedes Serrano from Wolters Kluwer. Lexis was also a sponsor but did not have a representative at the meeting.

Approval of minutes: Larry Meyer moved and Carla Pritchett seconded a motion to approve the minutes of the 2010 business meeting.

Treasurer's Report: As of May 31, 2011, the final balance is \$32,729.01. Larry Meyer moved and Carla Pritchett seconded a motion to accept the Treasurer's Report.

The Secretary/Treasurer offered a proposed budget for 2011/2012 to the membership. There was discussion of the pros and cons of adopting a tentative budget. It was suggested that any budget include guidelines to capture institutional memory and past practices. No decision on adopting the budget was made.

The Secretary/Treasurer reported on the project to digitize the GD-SIS paper records. All paper records, which go back to 1991, have been digitized. These files will be burned onto a CD-ROM with a copy going to the incoming Secretary/Treasurer and a copy to the AALL archives at:

University of Illinois at Urbana-Champaign
University Library
University Archives
19 Main Library
1408 West Gregory

Urbana, IL 61801

The AALL retention policy states that invoices should be kept for three years. The Secretary/Treasurer asked for permission to shred all paper documents older than three years. Larry Meyers moved that the incoming and outgoing Secretary/Treasurers develop a policy for retention of documents in consultation with the Executive Board. Scott Matheson seconded the motion.

Committee Reports

Larry Meyer -Advocacy Committee - report as submitted.

Jill Sidford - Grants Committee – introduced those who received travel grants during the past year.

Fall 2010 Depository Library Council Meeting: Scott Matheson and George Carter

Spring 2011 Depository Library Council Meeting: Susan Lyons and Janet Fischer

AALL 2011 Member Grants: Esther Eastman, Jennifer Wondracek

2011 Veronica Maclay Grant: Valerie Carullo

The Maclay grant winner was printed in program and listed on display in the exhibit hall. The members of the Grants Committee were introduced. Jill asked for information on Veronica Maclay and wishes to add a page about her on the website

Larry Meyer - Nominations Committee – Elections were held for Secretary/Treasurer and Vice-Chair/Chair Elect. Both elections were uncontested. Jennifer Wondracek was elected Secretary/Treasurer and Janet Fischer was elected Vice-Chair/Chair Elect. Larry asked for a motion to accept the election results and destroy the electronic ballots. Scott Matheson so moved and Peggy Jarrett seconded the motion.

Jennifer Bryan Morgan - Public Relations Committee – Jennifer introduced her committee members and introduced our new mascot, Addie the Eagle. Her committee set up tables for CONELL and in the exhibit hall. The committee created a new color brochure. Scott Matheson won the competition to name Addie, and also designed the new logo. The gift basket drawing was won by Charles J. Condon, Associate Dean for Information Services and Law Library Director, Associate Professor of Law, Appalachian School of Law.

Ed Hart - Publications Committee – We had six new State Bibliography releases this year, with two more ready to send to Hein. A bibliography for Hawaii, a new bibliography, is in process. The bibliographies, including past editions, are now included as part of Hein Online's new Spinelli's Reference Library. Jurisdocs has two new editors: Camille Tubbs and Kate Irwin-Smiler. Ed thanked his committee members.

Jennifer Wondracek - Webmaster report - since Jennifer has been elected the new Secretary/Treasurer, our new webmaster will be Eric Young.

Kate Irwin-Smiler moved and George Carter seconded the motion to accept all committee reports

Incoming Vice-Chair/Chair Elect Janet Fischer made a plea for programming ideas for 2012. Proposals are due to AALL by 9-15-2011. Instructions for submitting proposals will be sent out next week.

Report from Mary Alice Baish, Superintendent of Documents:

Only Mary Alice Baish and Robin Haun-Mohamed were able to attend AALL this year. GPO does have a travel ban in place, and has no exhibits this year at either AALL or ALA conferences. The appropriations outlook for 2012 is bleak. The proposed budget from House has significant cuts to the printing budget and the revolving

fund, which includes funding for FDSys. The GAO has been asked to study the GPO including the feasibility of privatizing all the printing done by GPO. GAO's report is due to congress by 1-31-2012.

A new bill has been proposed that mandates all agencies submit their congressionally-mandated reports electronically including a copy to the GPO. This will be a valuable new collection of reports that have not been submitted to the GPO in the past.

PACER: A memorandum of Understanding was signed with the Administrative Office of the Courts to develop a collection of federal court opinions. This project is in beta testing. It is not yet known if this will include US Supreme Court reports. Training on PACER is developing. The prior PACER pilot project will not come back due to security breaches.

The Fall DLC meeting is scheduled for Oct 17-20, 2011 in Washington DC. The hotel is not yet chosen. The meeting will include discussion of the future of FDSys.

GPO is using social media: Facebook, Twitter, and YouTube videos.

The "First 150 Years" book has been distributed to depository libraries, and additional copies will be available for purchase at the Fall DLC meeting.

Comments from VIP James Jacobs, Chair of the Depository Library Council:

The Federal Depository Library Program is still strong and active. With the reduction to one conference per year, council has broken into several interest groups to make communication faster with the FDLP community.

Eric Parker, Vice-Chair/Chair Elect, addressed the meeting regarding strategic planning, and suggested that our bylaws be examined to see if they need to be updated, Eric asked for volunteers. Larry Meyer, Ed Hart, Kate Irwin-Smiler and Joel Fishman responded. Our last Strategic Plan was adopted in 1998. Larry Meyer suggested that Sally Holterhoff should head this up.

Chair Dee Wood thanked the members for their activity and help, and thanked Immediate Past President Rosemary LaSala and Secretary/Treasurer Janet Fischer for their help to her over the past year.

Member Comments:

Susan Lyons encouraged the Executive Board to work with the Government Relations Office to push back federal cuts to the FDLP program.

Kate Irwin-Smiler, co-editor of Jurisdocs, asked members to submit material for publication in Jurisdocs.

Dee Wood turned the meeting over to Eric Parker, the incoming Chair. Eric presented Dee with a gift to thank her for her service to the GD-SIS.

There being no further business, George Carter moved and Kate Irwin-Smiler seconded a motion to adjourn.

The meeting adjourned at 8:35am.

Respectfully Submitted,
Janet Fischer
Secretary/Treasurer

End-of-year Treasurer's Report

Prepared by Jennifer Wondracek, University of Florida, Lawton Chiles Legal Information Center

Dates Covered: 5/31/2011 - 7/16/2012

Item	Debit	Credit	Subtotal	Total
Starting Balance				\$ 32,729.01
Revenues				
SIS breakfast sponsorship		\$ 1,200.00		
Dues		\$ 3,050.00		
Spinelli's Law Librarian Reference Desk Royalties		\$ 4,500.00		
Print Bibliography Royalties		\$ 1,752.00		
Total			\$ 10,502.00	\$ 43,231.01
Expenses				
AALL Misc Expenses	\$ 156.67			
VIP AALL Travel Grant	\$ 1,498.67			
AALL Travel Grants: Carullo, Eastman, Wondracek	\$ 2,959.72			
AALL Speaker Expenses: Tauberer	\$ 126.11			
AALL GD-SIS Breakfast	\$ 3,228.12			
AALL Sign, Room & AV Fees	\$ 1,000.42			
DLC Travel Grants: Fowler, Glassmeyer	\$ 1,318.36			
Total			\$ 10,288.07	\$ 32,942.94
Final Total				\$ 32,942.94

Grants Committee 2011/2012

Submitted by Jill Sidford

MEMBERS: Jill Sidford (chair), Nancy Cowden, Peggy Jarrett, Gail Whittemore, Eric Young

This year the Government Documents-SIS continued the practice instituted at the July 2009 business meeting by awarding two member grants to attend the fall Federal Depository Library meeting. No Spring Depository Library Council Meeting was held in 2012. This year the board maintained the amount of the grants at \$750. per grant. In the fall of 2011 we offered and awarded two (2) \$750. GD-SIS member grants to attend the Fall Federal Depository Library Conference and Council Meeting in Crystal City, VA.

In the Spring of 2012 we offered and awarded the Veronica Maclay grant to one library school student a grant in the amount of \$1,000 for attendance at the AALL annual meeting in Boston, MA.

At the 2010 business meeting it was suggested that our Maclay Grant winner should be listed in the AALL Awards program. All of the pertinent forms and information was provided to the AALL within the deadlines to make sure this grant was included in the printed program. Additionally the special member grant recipient information was provided to the AALL Awards committee for listing in the Awards program and other grant publicity produced by the Association. We also made a special request to the chair of the Awards Committee to make certain that all listings of GD-SIS awards clearly reflected that the GD-SIS is an separate entity and not a subsidiary of the Tech Services SIS [which appeared to be the case in 2011].

This year the board supported the proposal initiated at the July 2010 business meeting of the GD-SIS that an annual grant be awarded to GD-SIS members to assist in attending the AALL Annual Meeting. The board agreed to award two of these grants in 2012 in the amount of \$1,250. apiece. The specific criteria for making the grant award adopted in 2011 was again employed in awarding the grants for 2012. Grant criteria are:

1. Grant recipient must be a member in good standing of the GD-SIS
2. Grant recipient will write a newsletter article for Jurisdocs
3. Grant recipient will attend the GD-SIS Breakfast/Meeting
4. Grant recipient will attend at least one GD-SIS sponsored program

Also grant applicants should explain their need for the grant.

2011-2012 GRANT AWARDS

2011 Fall Federal Depository Library Conference and Council Meeting held in Crystal City, VA. Grant recipients :

Stacy Fowler, Technical Services Librarian, St. Mary's University Law Library

Sarah Glassmeyer, Director of Content Development the Center for Computer-Assisted Legal Instruction (CALI), Chicago

There were two applicants for these grants.

2012 Veronica Maclay Grant

Michelle Hook Dewey is the recipient of the Veronica Maclay Grant to attend the July 2012 AALL Meeting and CONELL in Boston. Michelle is a library student at the University of Illinois at Urbana-Champaign.

This year, the Grants Committee received a total of 8 applications for this grant.

2012 GD-SIS Annual Meeting Member Grant

Grant recipients:

Miriam Childs, Head of Technical Services, Law Library of Louisiana, New Orleans

Ed Hart, Head of Technical Services, University of Florida, Gainesville

The Grants Committee received 6 applications for this grant.

GRANTS PROCEDURES

The fall member grants and special member grant announcements were all posted and advertised on the AALL GD-SIS web site and listserv. In addition to a first announcement, either one or two follow-up announcements were sent to the list to remind people of availability and application deadlines. The Veronica Maclay Grant was advertised on the AALL GD-SIS web site and listserv. Additionally, each of the Grants Committee members posted messages about it on national and regional email lists that he/she belongs to.

The application process continues to be done completely via the GD-SIS web site. The applicant fills out a web form, and (if applicable), his/her recommendation writer writes his/her recommendation on a different web form. Each form transmits the application (or recommendation) information to all members of the Grants Committee via email.

THANKS

My sincere thanks to Nancy Cowden, Peggy Jarrett, Gail Whittemore, and Eric Young for their service on the committee. I valued their wisdom and am grateful for the quick responses they provided while working under tight deadlines. I knew by their comments that they carefully studied each application and gave each applicant careful consideration before making their selections.

I also want to thank Eric Young our webmaster for his assistance, quick turn around to get the announcements posted. I also wish to thank the members of the board who supported a generous grant program again this year.

PLANS FOR 2011/2012

If our treasury permits I request that in 2012/2013 we maintain the same number and amounts of grants as those awarded in 2011/2012. I request that the amount of the Maclay grant be equal to the amount of the GD-SIS Annual Meeting Member Grant. In 2011 the amount of the GD-SIS Annual Meeting Member Grant was \$1250.

Respectfully submitted,

Jill Sidford
Librarian
Shearman & Sterling LLP
Washington, DC
July 2012

Nominations Committee Report

Mr. Chair:

The 2011-2012 Nominations Committee had one open position for the Spring 2012 ballot, that of Vice-Chair/Chair-Elect. The Chair contacted numerous members of the SIS regarding running for the position or suggesting others as potential candidates. Of those contacted, Camilla Tubbs of Yale Law School Law Library agreed to run for the position. Due to a request from AALL to delay our election, the election was run from May 3rd to 17th. Camilla Tubbs received the most votes. I would request that at our breakfast meeting the results of the election be accepted and a vote to destroy the electronic ballots be taken.

Special thanks from the Committee Chair go to Committee Vice Chair Rosemary LaSala for her assistance this year and Vice-Chair/Chair-Elect Janet Fischer who graciously downloaded and created the voting list. Of final note, to the incoming GD-SIS Chair, it has been my pleasure to serve as Chair of the GD-SIS Nominations Committee for a number of years. However, I have been appointed to a three year term on the AALL Nominations Committee and would respectfully request that I no longer serve on the GD-SIS Nominations committee. I would further recommend that Rosemary LaSala be asked to chair the committee this upcoming year.

It has been a pleasure these last few years to serve the GD-SIS as Chair of the Nominations committee and look forward to seeing everyone in Boston!

Respectfully submitted,

Larry Meyer

San Bernardino County Law Library

Public Relations Committee, GD-SIS

Chair, Marlene Harmon

The Public Relations Committee of the GD-SIS, 2011 - 2012, included members Astrid Emel, Marlene Harmon, Rosemary LaSala, Lynn McClelland and Jennifer Morgan. In order to promote the mission and activities of the GD-SIS, the committee members provided decorative and take-away materials for the GD-SIS tables in the CONELL Marketplace and in the Activities Area during the Annual Meeting. These materials included the following: a brochure describing the charge and activities of the GD-SIS; a schedule of Annual Meeting programs sponsored by the GD-SIS; pencils embossed with "Government Documents SIS"; copies of the Constitution and Our American Government (published by GPO); and a blue table skirt embossed with "Government Documents SIS" (provided by Rosemary LaSala). The committee also sponsored a raffle for a gift basket of GD-SIS themed items in the Activities Area of the Exhibit Hall.

The committee revised and updated its brochure this year, incorporating the GD-SIS "Addie the Eagle" mascot developed in 2011.

In addition, committee members staffed the tables at the CONELL Marketplace and in the Activities Area in order to meet with colleagues face-to-face to promote membership to the SIS, to answer questions, and to describe GD-SIS activities such as awarding grants, advocacy efforts, and publishing the state bibliography series.

GD-SIS Publications Committee Report for 2011/12

Chair: Edward Hart

Members: Emily Carr Esther

Eastman Galen

Fletcher Janice

Greer Sonnet

Ireland Leslie Wilson

Marek Waterstone

Eric Young (ex officio as Webmaster)

The Committee's primary task is coordinating the compilation of state bibliographies.

Bibliographies:

Our partnership Hein as our distributor continues. For our inclusion in the Spinelli's Law Librarian Reference Desk we received a royalty of \$4,500. Hein reports 292 print copies of the bibliographies were sold earning the SIS an additional royalty of \$1,752. Total royalty earned was \$6,252.

We had four updated bibliographies released this year and at least one more ready for release during the Boston meeting. Volunteers are working on fifteen bibliographies for future release.

The releases since July 2011:

3-95	State Document Bibliography: Alabama / Compiled by Blakeley Beals	2012
3-94	Nebraska State Bibliography of Legal Resources Annotated: A Selective Bibliography / Compiled by George Butterfield, Matthew Novak, and Brian Striman	2012
3-93	Washington State Documents: A Bibliography of Legal & Law-Related Sources / compiled by Peggy Roebuck Jarrett and Cheryl Rae Nyberg	2011
3-92	Pennsylvania State Documents: A Bibliography of Legal & Law-Related Material / compiled by Joel Fishman.	2011

With heartfelt thanks, we should all say "Job well done." to the compilers working on behalf of the SIS to get these bibliographies put together.

Webmaster's Report Available at Meeting

Proposed language change to current bylaws of GD-SIS:

Change current Article VII, Section 1 from:

Section 1. Bylaws of the Section may be adopted, amended, or suspended at the annual meeting of the Section by a majority vote of those present and voting. Or, bylaws may be adopted, amended, or suspended through a mail ballot. Whenever the bylaws are to be changed by mail vote, the Secretary shall mail ballots to every member in good standing of the GD/SIS. Such ballots shall state the text of the proposed change, the purpose of the change, and the date by which ballots must be returned to the Secretary. Proposed changes in the bylaws by mail must receive a majority vote of the ballots returned to the Secretary in order to pass. Tie votes shall be considered failure to pass.

to:

Section 1. Bylaws of the Section may be adopted, amended, or suspended at the annual meeting of the Section by a majority vote of those present and voting. Or, bylaws may be adopted, amended, or suspended through a mail or electronic ballot. Whenever the bylaws are to be changed, the Secretary shall mail or make available electronically ballots to every member in good standing of the GD/SIS. Such ballots shall state the text of the proposed change, the purpose of the change, and the date by which ballots must be returned to the Secretary. Proposed changes in the bylaws by mail or electronically must receive a majority vote of the ballots returned to the Secretary in order to pass. Tie votes shall be considered failure to pass.

2011-2012 AALL GD-SIS Webmaster's Report

WEBMASTER: Eric W. Young

CURRENT STATE OF SITE

The Section's web site continues to be available at <http://www.aallnet.org/sis/gd/>. During the past year, I have not made major changes to the Section's web site, though I have worked to keep the site current. The site continues to serve an important role for the Section, serving as the distribution vehicle for *JURISDOCS*, the Section newsletter, as well as other news and announcements about the Section. Another important function of the website is to advertise our SIS's grants and to provide an online vehicle for submission of grant applications.

I did spend time "cleaning-up" the site's files by eliminating un-needed files.

FUTURE IMPROVEMENTS

The biggest change forthcoming involves AALL's mandated move to its new content management system which will occur post this meeting. Below is AALL Director of Information Technology Christopher Siwa's statement as it relates to this change.

I want to give everyone an update regarding the migration of SIS websites into our content management system (CMS). Our vendor (Syscom) has finished converting the SIS design templates into working templates, and the next step for us is to review these templates. The initial phase of this project is taking longer than anticipated, but we want to ensure that we're rolling out a functional product, and we plan to send out a more detailed timeline regarding the migration soon.

In the mean time, please review your websites and start deleting files that are no longer needed. Once we're ready to proceed with the next steps, Syscom will perform a one-time dump of all SIS content into the CMS. Files that do not have to be uploaded will save us time, and it will save you time during the review and clean-up process.

It has been a privilege to serve as the GD-SIS Webmaster for the 2011-2012. Unfortunately, other commitments prevent me from continuing. But, I am happy to continue in this role until a replacement can be found.

Respectfully submitted by Eric W. Young, 2011-2012 Webmaster, on the 24th of July, 2012