

Business Meeting Minutes

Sunday, July 17, 2005

Marriott RiverCenter, San Antonio, Texas

Call to Order

The 2005 Business of the Research Instruction and Patron Services Special Interest Section (RIPS-SIS) was called to order at 6:40 p.m. by SIS Chair Pamela Melton.

Old Business

A. Committee Reports

The following committees submitted reports:

1. Web Page

On behalf of Melissa Serfass, Pamela Melton reported work is ongoing to update and add content to the SIS's web page. Eric Gilson of Rutgers-Camden is the new chair of the Web Committee.

2. Public Relations / Recruitment

Peggy McDermott, chair, thanked all RIPS-SIS members who responded to pleas to staff the activity table in the exhibit hall this year.

She reported on activities at CONELL and noted that the Public Relations Committee contacts all CONELL members who express an interest in the RIPS-SIS.

Finally, she noted that, the last Baby Puron having been given away, the Public Relations Committee will be selecting a new promotional item to give away in 2006.

3. Patron Services

The committee reported that work is ongoing to compile sample policies.

4. Nominations

Melissa Serfass, reporting for chair Kelly Browne, congratulated Kelly for compiling a wonderful slate for the seats of Vice Chair/Chair-Elect, Secretary-Treasurer, and Member-At Large. She also thanked all of the candidates who ran for office in 2005 for their contribution to the SIS.

5. Program

Deanna Barmakian reported that, for the 2005 annual meeting, the RIPS-SIS submitted eight program and workshop proposals, of which AALL accepted four.

6. Newsletter

Jennifer Murray reported that the committee successfully published three issues in 2004-2005. The newsletter included a revived member news feature, and a new book review column with a hoped-for focus on general library publications. She also reported that Michelle Rigual of the University of New Mexico will be taking over as newsletter editor for 2005-2006.

6. Teach-In

Gail Partin reported that the Teach-In, now in its 13th year, remains as popular as ever. Libraries of

all types submitted research training materials for inclusion in the Teach-In Kit, and Thomson/West continued to sponsor the printing and mailing, printing the kits in full color. Somewhere between 500 and 700 kits were sent to libraries for National Library Week.

LexisNexis's give-away for library week – sticky note pads this year – is also overwhelmingly popular. Last year LexisNexis received more requests than they could fill. This year, to keep costs down and make more pads available, LexisNexis and the Teach-In committee agreed to go to the “sticky note” format, and LexisNexis was able to fill request for 25,000 to 26,000 pads.

This year the RIPS-SIS is partnering with the ALL-SIS, which is creating a web-based collection of teaching materials. Materials submitted to the ALL-SIS site can be vetted for inclusion in the Teach-In Kit, and the ALL-SIS site can be an online repository for Teach-In materials.

Pamela Melton added that the tables of contents for many past Teach-In Kits are on the RIPS-SIS web site, and that some items are available for downloading.

Finally, Gail solicited submissions for the 2006 Teach-In Kit.

B. Briefs in Law Librarianship Series (BILLS)

Bobbie Studwell reported that the Briefs in Law Librarianship Series, which publishes practical publications presenting policies and background information on discrete topics, is up to its eleventh survey, and that all published surveys are available from Hein.

Bobbie presented honoraria to this year's authors of Briefs in Law Librarianship. David Armond was honored for his Survey on Commercial Document Delivery Practice, and Vic Garces was honored for his Survey on Collection Development Policies and Selection Practices.

Bobbie reported that several surveys are in the works. These upcoming surveys deal with faculty liaison services, internet training practices, and public internet policies and practices.

C. Annual Report to the Membership

Pamela Melton, outgoing Chair, delivered the annual report to the members.

The first RIPS-SIS online election was a success, and participation was about the same as in the last election conducted by paper ballots.

The RIPS-SIS newsletter is now distributed online only. This has reduced costs substantially for the SIS. The SIS has been able to use these savings for a contribution of \$600.00 to the Strait minority scholarship fund and has plans to use additional savings to create a grant to attend the AALL annual meeting. The preferred recipients will be RIPS-SIS members, and the grant, in addition to covering all or part of the AALL registration costs, will pay for RIPS-SIS dues for a year. Grant recipients will be honored at the RIPS-SIS business meeting.

During the fall, the SIS will be trying to identify a person to attend the 2006 Annual Meeting as part of AALL's VIP (Valuable Invited Participant) program. This program allows an SIS to invite a non-librarian with connections to law libraries to the AALL annual meeting. AALL covers the full registration for the invitee, and the SIS covers travel costs. The Chair solicited ideas for VIPs to whom RIPS could extend invitations.

The RIPS-SIS has been involved in planning for the 2006 AALL Centennial celebration, and the Executive Board is exploring ways to participate in the variety show or in other centennial activities.

AALL has asked each SIS to send a member to a summit to be held in September of 2005 to discuss the educational goals of the AALL and its special interest sections. The Executive Board has asked the

outgoing chair to represent the RIPS-SIS at this summit.

The outgoing chair introduced the new officers and board members. They are:

Jessie Cranford, Vice Chair/Chair-Elect

Jennifer Murray, Secretary-Treasurer

Lynn Murray, Member-At-Large.

Ron Wheeler continues as Member-At-Large.

D. Treasurer's Report

The Treasurer, Lee Ryan, reported that, as of May 31, 2005, the RIPS-SIS had a balance on hand of \$6,453.38. Income for the period from June 1, 2004 to May 31, 2005 was \$4,208.00. Expenses for the period from June 1, 2004 to May 31, 2005 totaled \$2,005.88. An adjustment of \$214.20 was necessary to reconcile the RIPS-SIS records with the records of the AALL Headquarters. A copy of the complete Treasurer's Report is attached to these minutes.

New Business

There was no new business.

Closing Statements

The outgoing Chair, Pamela Melton, thanked all the members of the RIPS-SIS who contributed over the past year. Special thanks went to the rest of the Executive Board for their support – and prompt responses to emails – during the year.

The outgoing Chair also presented the RIPS business meeting door prizes—a \$25 gift card from Starbucks and a \$25 gift card from Barnes & Noble. The winners were: D.R. Jones and David Armond.

Incoming Chair Deanna Barmakian presented outgoing Chair, Pamela Melton, with a bobble-penguin and a Waterford crystal bowl as tokens of appreciation for her service. Pamela ceremonially passed Puro the Penguin to Deanna to signal the formal beginning of Deanna's service as Chair of the RIPS-SIS.

In closing remarks, SIS Chair Deanna Barmakian thanked Pamela Melton for her service to the SIS and hailed here as “one of the most enthusiastic, creative, fun, speediest-in-responding-to-emails, and best put-together” law librarians she has ever known.

Deanna welcomed new members, noting that the RIPS-SIS is known as an easy SIS to get involved in. She solicited any and all ideas for the SIS for the coming year from members in all types of libraries.

She announced the following new committee and task force chairs:

Eric Gilson, Web Page Committee

Holly Lakatos, Patron Services Committee

Lynn Murray and Christopher Vallandingham, Research Text Task Force

Marc Silverman, Research Instruction

For the newsletter, the goal for the coming year is to institute new columns. Contribution can be quite short, and the newsletter publishes only 3 times per year, so this opportunity to publish ought not require too much time. Deanna asked any interested contributors to contact her.

The new Chair encouraged all members to participate in planning RIPS-SIS programs and roundtables for

the next AALL annual meeting. She reported that in 2006, RIPS and other special interest sections will be allowed to schedule programs, events, roundtables and committee meeting in competition with the annual meetings educational programs.

Deanna reiterated Pamela's remarks about AALL's VIP (Valuable Invited Participant) program, and she too solicited ideas for stakeholders to whom the RIPS-SIS might tender an invitation.

Deanna offered final thanks to all who served in the RIPS-SIS during the previous year, to all who came to the business meeting, and to all who plan to participate in the SIS in the coming year.

Adjournment

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Lee Ryan, RIPS-SIS Secretary

American Association of Law Libraries
Research Instruction and Patron Services Special Interest Section

Treasurer's Report
2004 – 2005

Balance on hand 6/1/2004 **\$ 4,465.46**

Income

Dues \$ 4,008.00

Sales: Teach In Kits & BILLS \$ 200.00

Total Income **\$4,208.00**

Expenses

Food & Beverages - 2004 bus. meeting \$ 195.79

Joint Reception - 2004 annual meeting \$ 373.98

AV & Related Labor - 2004 bus. meeting \$ 258.30

Promotional Items - 2004 annual meeting \$ 661.84

Gift for Outgoing Chair \$ 41.80

Honoraria (BILLS authors) \$ 90.17

Newsletter (postage - July 2003 invoice) \$ 384.00

Total Expenses **\$ 2,005.88**

Excess revenues over expenses \$ 2,002.12

Adjustment to reconcile SIS balance **- \$ 214.20**
with balance as stated by AALL HQ

Balance on hand 5/31/2005 **\$ 6,453.38**

Respectfully submitted,

Lee Ryan
RIPS Treasurer 2004-2005