RIPS-SIS
2018 Business Meeting Report
June 14, 2018 – Virtual Webinar
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I. Welcome (A. Drake)

II. Approval of the Minutes of the 2017 RIPS-SIS Business Meeting (A. Drake)

III. Announcements (A. Drake)
   a. AALL Annual Conference Events (Baltimore, MD)

   i. Saturday
      1. 6:45pm: Dine-Around Dinners with TS/OBS/RIPS/CS Special Interest Sections, TBA (hosted by TBA)

   ii. Sunday
      1. 7:45-8:45am: RIPS Executive Board Meeting (Hilton Poe A)
      2. 12:45-2:15pm: RIPS Standing Committees Meeting (Hilton Holiday Ballroom 3)
      3. 2:30-3:30pm: Diverse Interactions: Addressing Race and Implicit Bias in Legal Research Instruction (BCC Room 337-338)
      4. 5:15-6:15pm: RIPS Legal Research Competencies Roundtable (Hilton Poe AB)
      5. 5:15-6:15pm: RIPS Patron Services Roundtable (Hilton Calloway AB)

   iii. Monday
      1. 3:30-4:45pm: RIPS-SIS Meet n' Greet (Hilton Paca)
      2. 5:00-6:00pm: RIPS Research Instruction Roundtable (Hilton Poe AB)

      b. Penguin Raffle (A. Ahlbrand)

IV. RIPS Executive Board Projects
   a. Strategic Planning Committee (A. Drake)
   b. Institutional Knowledge Project (P. Gatz)
   c. Website Migration (A. Drake)
   d. Secretary/Treasurer's Report (A. Drake)

V. RIPS Committee Reports
   a. Grants (A. Lipford)
   b. Legal Research Competency (R. Mattson)
   c. Legal Research Teach In Kit (C. Condit)
   d. Nominations (R. Schard)
   e. Online Training (S. Roddy)
   f. Patron Services Committee (G. Tung)
   g. Program Committee (A. Ahlbrand)
h. Public Relations & Recruitment Committee (A. Deese)
i. Research Instruction (H. Joy)
j. RIPS Law Librarian Blog (J. Baker)

VI. Welcome to New Board Members & Acknowledgement of Board Member Service (A. Drake)
a. Incoming: Vice Chair/Chair Elect – Genevieve Tung
b. Incoming: Member-at-Large – Karen Skinner
c. Outgoing: Immediate Past Chair – Katie Crandall
d. Outgoing: Member-at-Large – Susan Nevelow Mart

VII. Acknowledgement of Committee Service (A. Drake)

VIII. Welcome to New Committee Chairs (A. Drake)

IX. Questions (A. Drake)

X. Closing (A. Drake)
RIPS–SIS 2017 Virtual Business Meeting Minutes
June 2017

I. Welcome
   a. Chair Katie Crandall welcomed members to the first RIPS Virtual Business meeting. Crandall reminded members that the meeting was held virtual by request of the membership, the recording will be available to all registered attendees, and there will be a survey after the meeting.

II. Approval of the Minutes of the 2016 Business Meeting in Chicago, IL
   a. The minutes were approved by a majority of members attending the virtual meeting.

III. Announcements
   a. AALL Annual Conference Events (Austin, TX)
      i. Saturday July 15, 2017
         1. Dine-Around Dinners with TS/OBS/RIPS/CS Special Interest Sections, TBA (hosted by incoming Chair Alyson Drake; incoming Member-at-Large Paul Gatz, and incoming Secretary/Treasurer Katie Hanschke)
      ii. Sunday July 16, 2017
         1. RIPS-SIS sponsored program: Understanding the Human Element in Search Algorithms: 11:30-12:30pm ACC-Room 17AB
         2. RIPS-SIS Patron Services Roundtable: 12:45-1:45pm Hilton-Room 415A
         3. RIPS-SIS Legal Research Competencies Roundtable: 5:15-6:15pm Hilton-Room 415A
      iii. Monday July 17, 2017
         1. Meet & Greet: 4:00-5:00pm ACC-Room 14
         2. RIPS-SIS Research Instruction Roundtable: 5:00-6:00pm Hilton-Room 415A
      iv. Send information on other programs presented by RIPS members to Emily Lawson at ewoolard@central.uh.edu
   b. Penguin Raffle - Alexis Fetzer provided information on the Penguin raffle:
      i. All attendees of today’s business meeting and the Meet & Greet on Monday July 17th will be entered to win the stuffed penguin.
      ii. Winner will be chosen at the Meet & Greet.

IV. Approval of the RIPS Bylaws
   a. New bylaws were distributed electronically prior to meeting.
   b. Members approved the new RIPS bylaws by a majority.

V. Committee Reports – Detailed committee reports were distributed with the meeting notice and are available online.
   a. RIPS Board Projects
      i. Bylaws
1. The Board worked on updating the bylaws. Crandall thanked the Board for working on the bylaws and Vice Chair/Chair-Elect Alyson Drake for compiling and editing the final copy for voting.

ii. Website Review Taskforce
   1. Vice Chair/Chair-Elect Alyson Drake discussed the website review taskforce, and the Board’s approval of recommendations to change the RIPS website. The webmasters will be moving forward during the summer to implement changes.

iii. AALL Knowledge Center
   1. Member-at-Large Emily Lawson reported on the status of the revamping of the AALL Knowledge Center. The project is intended to make the content created by all SISs accessible to all AALL members through a repository. Currently a taxonomy for describing the work of the SISs is being created and will be ready by September 2017.

b. Secretary Treasurer’s Report
   i. On behalf of Secretary/Treasurer Amy Taylor, Chair Katie Crandall noted that the current balance is approximately $1,000 higher than the same time last year.
   
   ii. The full treasurer’s report can be found in the 2017 Annual Report, distributed prior to the meeting.

b. Committee Reports
   i. Grants Committee Report: Presented by Chair Katie Crandall on behalf of Committee Chair Marin Dell, noting that a total of $4,000 was awarded and congratulating the recipients.
   
   ii. Legal Research Teach-in Committee Report: Committee Chair Ashley Ahlbrand discussed the two concurrent projects this year: the current Teach-In Kit and the digitization of the kits that were created only in print. Both projects will be on the website before the annual meeting. Ahlbrand is seeking assistance in locating a copy of the original Teach-in Kit created in 1993. Anyone with a copy should reach out to her. The plan for next year is to brainstorm how to increase contributions to the kits and to make the online materials easier to search. Ahlbrand thanked her committee, her co-chair Becka Rich, and webmaster Maribel Nash.
   
   iii. RIPS Law Librarian Blog Report: Blog Editor Jamie Baker noted that 2016 had the highest readership ever and 2017 is on track to surpass those numbers. Ten bloggers will contribute next year, four returning and six new. The blog has been submitted for inclusion in the ABA Blawg Directory and Baker hopes the blog will be selected for an ABA Top 100 Blawg in the near future. Baker thanked all contributing bloggers for a successful 2016-2017 year.
iv. **Patron Services Committee Report:** Committee Chair Genevieve Tung commended her committee for a nice year. The committee has been working like a think tank and creating materials for publication including a white paper on open access and a forthcoming publication (published by AALL) on mental health, mindfulness, and self-care in law libraries. An ILL toolkit was created and will be published on the Patron Services page of the RIPS-SIS website. The Patron Services Committee participated in the “Five Topics in Five Days” online conversation on “Critical Conversations in Social Justice”. Annual meeting activities include posters and a roundtable. Tung thanked all committee members for their contributions this year and looks forward to another year.

v. **Program Committee Report:** Committee Chair Alyson Drake noted that the committee reviewed nine proposals by eight RIPS members. Two proposals were submitted to AMPC for RIPS sponsorship. Susan Nevelow Mart’s program, “Understanding the Human Element in Search Algorithms: Implications for Legal Research and Collection Development” was selected for sponsorship. Other programs by RIPS members were ultimately selected by AMPC for inclusion. One poster, submitted for review and feedback, was selected for inclusion at the annual meeting’s poster sessions. Drake thanked committee members for their hard work and their quick start on committee work in the early fall.

vi. **Public Relations & Recruitment Committee Report:** Committee co-chair Alexis Fetzer noted the work of her co-chair, Patrick Parsons, and the committee members on creating a Twitter account, the stuffed penguin giveaway, the CONELL Table staffing, promotional giveaways, and the new poster for the Annual Conference Activity Hall. Fetzer noted that the reusable background for the poster and the four posters (black and white – to be colored in by attendees at the conference) were purchased for less than $100. Fetzer thanked all CONELL volunteers and committee members.

vii. **Research Instruction Committee Report:** Committee co-chair Heather Joy thanked her co-chair Karin Johnsrud and committee members in working on several projects. The textbooks review committee has a template and is working with the webmaster, Maribel Nash, to post the reviews on the website and determine if there is a better platform for the reviews. The survey subcommittee is working on finding a way to collect information on teaching technology tools to create a sharable report. The research roundtable will be held on Monday, July 17th at 5:00 pm.

viii. **Legal Research Competencies Report:** Committee co-chair Becky Mattson summarized that the committee is working on compiling content on legal research competencies assessment for publication
on the RIPS website. The committee is still accepting submissions. In addition, the committee is compiling articles and other information on the following topics: Best practices in assessments, measuring and tracking competencies, qualitative and quantitative assessment, rubrics, bibliography for assessment, and research resources. There is a Legal Research Competencies Roundtable on Sunday, July 16th at 5:15.

ix. **Online Training Committee Report**: Committee chair Sarah Mauldin noted the committee's struggle to find its way under the new charge which combined the Online Member Training Committee and the Distance Education Committee. Any suggestions, ideas or volunteers are welcome.

x. **Nominations Committee Report**: Committee chair Robin Schard noted the high quality of candidates. Schard thanked the committee members and those members willing to be nominated. Submit names of individuals who you believe are good candidates to serve RIPS.

VI. **Welcome to New Board Members & Acknowledgment of Board Member Service**

a. Chair Crandall welcomed the following incoming board members:
   1. **Vice Chair/Chair Elect** – Ashley Ahlbrand
   2. **Secretary/Treasurer** – Katie Hanschke
   3. **Member-at-Large** – Paul Gatz

b. Chair Crandall acknowledged the service of the following outgoing board members:
   1. **Secretary/Treasurer** – Amy Taylor
   2. **Member-at-Large** – Emily Lawson
   3. **Immediate Past Chair** – Laura Ax-Fultz

VII. **Chair Crandall welcomed new committee chairs and acknowledged the service of the following Committee Chairs**:

a. **Grants Committee**:
   1. **Outgoing Chair**: Marin Dell
   2. **Incoming Chair**: Amy Lipford
   3. **Incoming Vice Chair**: Katy Badeaux

b. **Legal Research Teach In Kit**:
   1. **Outgoing Co-Chairs**: Ashley Ahlbrand & Becka Rich
   2. **Incoming Chair**: Cynthia Condit
   3. **Incoming Vice Chair**: Gail Mathapo

c. **Nominations**:
   1. **Continuing as chair**: Robin Schard
   2. **Incoming Vice Chair**: Rachel Gordon

d. **Patron Services**:
   1. **Continuing as chair**: Genevieve Tung
   2. **Incoming Vice Chair**: Kristen Moore
e. Program:
   i. Outgoing Chair: Alyson Drake
   ii. Incoming Chair: Ashley Ahlbrand
f. Public Relations & Recruitment:
   i. Outgoing Co-Chairs: Alexis Fetzer & Patrick Parsons
   ii. Incoming Chair: Abby Deese
   iii. Incoming Vice Chair: Katie Brown
g. Research Instruction:
   i. Outgoing Co-Chair: Karin Johnsrud
   ii. Continuing as Chair: Heather Joy
   iii. Incoming Vice Chair: Taryn Marks
h. Legal Research Competency:
   i. Continuing as Co-Chairs: Becky Mattson & Kerry Lohmeier
   ii. Incoming Vice Chair: Theresa Tarves
i. Online Training:
   i. Outgoing Co-Chair: Sarah Maudlin
   ii. Continuing as Chair: Shannon Roddy
j. RIPS Law Librarian Blog
   i. Continuing as Editor: Jamie Baker
k. RIPS Webmasters:
   i. Continuing: Maribel Nash
   ii. Incoming: Khelani Clay

VII. Questions for the Board and Closing

a. Questions –
   a. No questions were presented.
   b. If questions arise, please contact the board. Contact information is available on the RIPS website.
b. With a motion to adjourn, Chair Katie Crandall closed the first ever virtual RIPS Business Meeting. “See you in Austin!”
## Secretary/Treasurer Report for 2017-2018

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Submitted by Katie Hanschke, RIPS Secretary/Treasurer
Executive Board Report

The Executive Board undertook a number of exciting and important initiatives in 2017-2018.

Strategic Plan

The first major endeavor was undertaking the revision of the RIPS Strategic Plan. The previous strategic plan, dated 2010-2012, was five years out of date. To undertake the revision of the strategic plan, RIPS Chair Alyson Drake appointed the following RIPS leaders to join her on the ad hoc Strategic Planning Committee:

- Ashley Ahlbrand, RIPS Vice Chair; co-chair Program Committee; and immediate past co-chair, Legal Research Teach-In Kit
- Karin Johnsrud, immediate past co-chair, Research Instruction Committee
- Heather Joy, chair, Research Instruction Committee
- Rebecca Mattson, co-chair, Legal Research Competency Committee
- Shannon Roddy, chair, Online Training Committee
- Alexis Sharp, immediate past co-chair, Public Relations & Recruitment Committee
- Genevieve Tung, chair, Patron Services Committee

All members of the 2017-2018 Executive Board also served as ex-officio committee members. After monthly meetings from August through April, the Strategic Planning Committee recommended and the Executive Board adopted through unanimous vote the following mission statement, vision statement, and strategic plan.

Mission Statement

The Research Instruction and Patron Services Special Interest Section (RIPS-SIS) of AALL is a diverse community consisting of members from a variety of law library types. RIPS-SIS’s mission is to help law librarians better assist their patrons, as they provide access to legal information and as they transform that information into knowledge.

RIPS-SIS does this by supporting its members through educational opportunities, information exchange, and sharing members' diversity of experience.

Vision Statement

The Research Instruction and Patron Services Special Interest Section is:
Inclusive
RIPS serves librarians of all library types, allowing us to learn from one another. Our diversity strengthens our SIS.

Committed to Engaging in Public Service
RIPS helps its members serve the public through training, education, and providing access to legal information.

Forward Thinking
RIPS is committed to advancing the profession by staying aware of developments in legal information and sharing that knowledge both within our profession and beyond.

Responsive
RIPS is a community-driven organization that works to understand its members’ needs and support them in their professional development, to create useful educational tools, and to provide opportunities to develop their expertise.

Strategic Plan, 2018-2023
RIPS-SIS Goal #1: RIPS creates a variety of professional development and publication opportunities for law librarians.

Strategy #1: Continue to develop the RIPS committee structure and promote member participation in committee activities.

Action Item #1: At least every three years, review RIPS committee charges and revise them, as needed, to provide specific direction for committee activities. (Fall 2020; Executive Board with committee chairs.)

Action Item #2: Establish new RIPS committees or task forces when necessary to support and execute the goals of the executive board and membership. (As needed; Executive Board.)

Action Item #3: Encourage new and existing RIPS members to join and participate in RIPS committees, by solicitation at the AALL Annual Meeting, via online discussions, the RIPS Blog, and word of mouth. (Annual; Executive Board, Public Relations & Recruitment Committee chair, and RIPS blog editor.)

Action Item #4: Following each AALL Annual Meeting, task committees to create an overview of their plans and projects for the year and report them to the Executive Board. (Annually in August; Executive Board with committee chairs.)

Action Item #5: Create and update, as needed, a timeline of all RIPS activities throughout an average year (Spring/Summer 2018, then updated annually in August; Executive Board Chair with committee chairs.)
Strategy #2: Encourage members to suggest new projects and initiatives relevant to their professional lives and bring those projects to fruition.

Action Item #1: Regularly ask members to suggest projects they are interested in spearheading or would find professionally valuable via the RIPS blog, MyCommunities, and committee emails. (Biannual in July and January; Chair and Vice-Chair with committee chairs; RIPS blog editor.)

Action Item #2: Enlist members of the Program Committee to identify ideas for task force projects, potential programming for the Annual Meeting, or at other times throughout the year; solicit collaboration with other RIPS committees, AALL chapters, caucuses, or SISs on projects and events that may address topics of mutual interest; and report on these activities via the RIPS blog, RIPS webpage, and online discussions. (Ongoing; Executive Board, Program Committee.)

Action Item #3: Enlist members of the Online Training Committee to develop program ideas into webinars and other online training opportunities. (Ongoing; Executive Board with Online Training Committee.)

Strategy #3: Continue to develop RIPS-sponsored publications and other written materials and encourage members to develop and share publication ideas and resources.

Action Item #1: Continue to support the RIPS Blog. (Ongoing; Executive Board, RIPS blog editor.)

Action Item #2: Continue to support the Teach-In committee to achieve a broad submission rate and promote their annual event. (Ongoing; Executive Board, Teach-In Kit Committee & RIPS blog editor.)

Action Item #3: Encourage and support RIPS members to develop new publications of interest to the law library community, such as white papers, toolkits, or articles. (Ongoing; Executive Board; committee chairs.)

RIPS-SIS Goal #2: RIPS fosters a diverse membership with members from a variety of library departments and library types.

Strategy #1: Assess the current diversity of our membership.

Action Item #1: Review the current make up of our membership. (2018; Executive Board.)

Action Item #2: Review the historical make up of our membership. (2018; Executive Board.)

Action Item #3: Following the assessment, identify a target goal for diversity. (Fall 2018; Executive Board.)
Strategy #2: Encourage active membership of RIPS members from a variety of library types and departments.

Action Item #1: Conduct a needs survey of membership, asking respondents to indicate library type, whether they work in public or technical services, and how RIPS could better serve them. (January 2019; Executive Board.)

Strategy #3: Promote RIPS uniquely diverse membership.

Action Item #1: Market RIPS unique diversity at CONELL marketplace to promote RIPS membership. (Ongoing; Executive Board with Public Relations and Recruitment Committee.)

Action Item #2: Develop new print and electronic advertising materials highlighting how RIPS can serve librarians from different types of workplaces. (Spring 2019; Public Relations and Recruitment Committee.)

RIPS-SIS Goal #3: RIPS has an active and involved membership.

Strategy #1: Increase visibility of RIPS members’ contributions to the rest of the special interest section and to the association as a whole.

Action Item #1: Promote all programs involving RIPS members at the Annual Meeting and regional conferences to current section members and other AALL members via the RIPS blog and MyCommunities (Annual; Blog Editor; Programming & Public Relations Committees.)

Action Item #2: Recap programs at the Annual Meeting and regional conferences involving RIPS members on the RIPS blog and MyCommunities (Annual; Blog Editor; Public Relations Committee.)

Action Item #3: Recognize members’ contributions through two RIPS-SIS awards, one for service to the SIS and one for scholarship. (Annual; Executive Board; Grants Committee.)

Action Item #4: Promote RIPS members’ scholarship via quarterly blog posts and/or by offering guest blog opportunities to those with new articles. (Quarterly; Blog Editor; Scholarship Committee.)

Strategy #2: Increase opportunities for those interested in specialized areas to share ideas.

Action Item #1: Connect those with similar interests in small writing groups to share ideas (Annual; Scholarship Committee.)
Action Item #2: Create interest groups for specialized topical areas so members can share ideas and create projects of interest to them. (Spring 2019; Executive Board; Interest Group Chairs.)

Action Items #3: Hold roundtables at Annual Meeting on areas of specialized interest and post notes/ideas shared at roundtables on blog and/or MyCommunities. (Annual; Executive Board with Committee Chairs.)

Action Items #4: Identify four topics of interest each year following Annual Meeting and hold a Five Conversations in Five Days via MyCommunities/Twitter Chat on a quarterly basis (Annual; Executive Board, Committee Chairs, & Leadership of other SISes.)

RIPS Goal #4: RIPS employs a variety of successful tools to communicate with its members and to promote its contributions and activities to others

Strategy #1: Examine primary communication tools for members and consider more effective ways they can promote and support RIPS activities

Action Item #1: Revise and update the RIPS brochure to attract a diversity of librarians. (2019 and then every two years; PR Committee.)

Action Item #2: Strive to recruit a new and diverse panel of featured bloggers each year who blog on topics of interest to our membership (Annual; Executive & Blog Editor.)

Action Item #3: Continue to develop the content of the webpage by adding content that reflects the output of committees and task forces and publicizes the ongoing activities of the SIS (Ongoing; Executive Board, Committee chairs, Webmasters, AALL Technology Coordinator.)

Strategy #2: Promote the work of RIPS committees in facilitating the development of educational opportunities relevant to members

Action Item #1: Encourage members to share program proposals with Program Committee for feedback and possible sponsorship via MyCommunities and RIPS blog (Annual; Program Committee, Executive Board, Blog Editor; Public Relations Committee.)

Action Item #2: Encourage and support members in the creation and development of educational programs beyond the annual meeting, including regional conferences, webinars, etc. (Ongoing; Programming Committee, Committee Chairs.)

Action Item #3: Promote the Annual Meeting roundtables (moderated discussion topics) on topics of interest to members at the Annual Meeting via MyCommunities and RIPS blog (Annual; Committee Chairs, Public Relations Committee.)
Action Item #4: Support member involvement by announcing member contributions using social media tools (Ongoing; Executive Board, Blog Editor, Public Relations Committee.)

Institutional Knowledge Project

The second major project was developing a means to better retain and pass on important RIPS information through our annual leadership changes. The Executive Board, under the leadership of Member-at-Large Paul Gatz, determined the best way to do this was to have a central institutional knowledge center. All committees and the Executive Board would keep their documents in a Google Drive, known as the Institutional Knowledge Project.

Member-at-Large Gatz created the initial infrastructure for the project, with input from the RIPS Executive Board. In short, each committee and the Executive Board will have a folder, within which will be subfolders for year and various document types. Gatz also created Guidance Documents to help aid our committee designees in migrating their documents into Google Drive.

In May 2018, Chair Drake contacted each committee, asking them to contact Gatz with a designee to serve as the point person for this project; the Board recommended that the current Vice Chair (incoming Chair) of the Committees be given the permissions to access the folders. The designees have been asked to move over all materials by the end of June 2018.

Each year, the Executive Board will review the folder ownership rights to ensure that current committee and Board leadership has access to the necessary folders.

Website Migration

The third major Executive Board project for 2017-2018 was overseeing AALL’s migration of the RIPS website. Along with Chris Siwa at AALL Headquarters and our webmasters, Maribel Nash and Khelani Clay, the Executive Board worked to ensure all of our content was transferred successfully over to the new site. Many thanks to Chris, Maribel, and Khelani.

As part of this migration, under the leadership of Vice Chair Ashley Ahlbrand, we are currently completing a project to ensure that the Legal Research Teach-In Kits are presented on the new website in a uniform manner. As such, the only Teach-In Kits currently available are from 2012 to the present. We anticipate this project to be complete by August 2018, at which point all of the Teach-In Kits will be moved over to the new site.
Committee Reports

All RIPS committees had active and productive years. In August 2018, Chair Alyson Drake assigned members of the Executive Board to act as liaisons to each of the RIPS committees. Liaisons were there as a point of contact for the Executive Board, to provide guidance and assistance as needed, and to help different committees connect to work on joint projects. Liaisons checked in with their assigned committee chairs prior to monthly Executive Board meetings to get updates on committees’ action items for 2018-2019 and to offer our support for projects.

Our committees chairs submitted the following reports for 2018-2019.

Grants

Committee members:

- Amy Lipford, Chair
- Deborah Heller, Vice Chair
- Dan Brackmann
- Whitney Curtis
- Michelle Murray
- Jill Sturgeon
- Martin R. Witt

Activities Undertaken:

This year, the Grants Committee gave two awards for the AALL Leadership Academy ($1000) and four grants for the AALL Annual Meeting ($4000), for a total of $5000 in grants awarded this year.

The Grants Committee also streamlined the grants process, by creating an awards matrix.

Additionally, at the request of the RIPS Executive Board, the Grants Committee created two RIPS awards, the RIPS Publication Award and the Service to RIPS Award, with an awards matrix for each. A winner was selected in each category and will be presented at the RIPS Meet n’ Greet in Baltimore.

Respectfully submitted,
Amy Lipford, Chair of Grants Committee
Legal Research Competency

Committee Members:
- Kerry Lohmeier, Co-Chair
- Becky Mattson, Co-Chair
- Theresa Tarves, Vice Chair
- Susan Azynar
- Jane Bahnson
- Nicole Downing
- Kristen Moore
- Kris Niedringhaus
- Anupama Pal
- Gail Partin

Activities Undertaken:
- Program Proposal for AALL Annual Meeting in Baltimore (program not selected)
- Webinar
- Development of a website

Webinar:
The committee held its first webinar on Wednesday, May 30, 2018. The webinar featured three committee members as speakers who discussed the Principles and Standards for Legal Research Competency (PSLRC) and how they can enhance teaching and evaluating law students (Susan Azynar, Theresa Tarves, and Anu Pal). Presenters introduced and discussed the PSLRC and its uses in teaching and training, creating and using assessments in legal research courses, and designing and using rubrics for assessments. 226 people registered for the event, and 141 attended.

Website:
Last year the committee decided that we could contribute to RIPS-SIS and AALL by compiling and making accessible information on assessments and the AALL Principles and Standards for Legal Research Competency. We moved forward on this project by creating a WordPress website (https://legalresearchcompetency.wordpress.com.)

The website is in early stages of development. To date, we have posted the Principles and Standards for Legal Research Competency, information on rubrics, information on qualitative and quantitative assessment, and a bibliography for competency and assessment. In the future, the committee will add additional materials to those categories, and will add information on best practices. Additionally, there is a place on the website to promote upcoming committee events such as webinars and round tables.
at the AALL Annual Meeting. Information and materials from past events are archived on the website.

The committee has received a few submissions for materials to post on the website. The committee hopes to receive more submissions in the future.

The goal is to have the website be a clearinghouse of this type of information for legal research instructors and library/law school administration. Once additional materials are added, the committee will market the website and work on establishing links to it from aallnet to make the website more discoverable to those seeking information on the Principles and Standards for Legal Research Competency.

Respectfully submitted,
Kerry Lohmeier and Becky Mattson, Co-Chairs

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**Legal Research Teach-In Kit**

**Committee Members:**
- Cynthia Condit, Chair
- Gail Mathapo, Vice-Chair
- Megan Austin
- Stacy Etheredge
- Sarah Lewis
- Kerry Lohmeier
- Kimberly Mattioli
- Anne Mostad-Jensen
- Eileen Santos
- Mark Williams
- Janeen Williams
- Annmarie Zell

**Activities Undertaken:**

Vice Chair Gail Mathapo and member Megan Austin volunteered to create a flyer for the CONELL table. At the time of this report, the flyer is still in process with plans to provide a flyer at the 2018 event.

The Committee also created a new timeline for the submission of materials. We decided against an early fall/early winter call for submissions. Instead, we sent out calls for submissions on December 4, 2017 and again on January 8, 2018. Member Megan Austin created a Vimeo video that was included in the calls (https://vimeo.com/245645778). In addition, we encouraged committee members to reach out personally to colleagues to submit materials. We sent out the traditional call for submissions via the RIPS blog,
AALL communities, and email request to all AALL state and regional chapter presidents to share the call for submissions with their respective members.

Volunteer committee members reviewed submissions using a new form created by Vice Chair Gail Mathapo. Upon acceptance of submissions, volunteer committee members sent out notices of acceptance and requested submitters to complete and sign a copyright/attribution release and write a short cover page description of the submission.

Upon receipt of all copyright/attribution release and cover pages, materials were organized into separate folders that included a copy of the cover page, the release, and one or more items that made up the submission. Materials were submitted for the publication on the RIPS website in late May.

The Committee was hoping to work with the past year’s chair on the implementation of a Finding Aid for the Legal Research Teach-In Kits to make the kits more accessible and usable. Attempts to work on the finding aid project were not fully successful. The Committee would strongly encourage the Executive Board to consider opening this project up for other to contribute to and get a finding aid in place for the Teach-In Kit.

Submissions for the RIPS Teach-In Kits for 2017-2018:

- **Total number of contributors** = 28 (either by an individual or two or more individuals as a group)
- **Total number of submissions** = 40 (Most people submitted one item, but a few submitted two or more items.)
- **Total number of items** = 56 (Some submissions had more than one item that went with a particular submission; for example, an ALR research project is one submission, but included three items—an assigning memo, a sample answer, and a project worksheet. These items were not included in one single document, but were rather submitted as three separate documents.)

Respectfully submitted,
Cynthia Condit, Chair

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**Nominations**

Committee Members

- Robin Schard, Chair
- Rachel Gordon, Vice Chair
- Anna Blaine
- Deborah Heller
- Kimberly Mattioli

20
- Shira Megerman
- Hunter Whaley

Activities Undertaken:

The Committee had two positions to fill on the RIPS Executive Board: Vice Chair/Chair-Elect, and Member-at-Large (one). After a few calls for nominations, the committee had four names for the slate. They presented this ballot to the membership for Vice Chair/Chair-Elect: Nicole P. Dyszlewski and Genevieve Tung; for Member-at-Large: Heather Joy and Karen Skinner.

Voting was open from March 20th until April 2nd. 187 members cast ballots, and the election results were announced to the membership on April 6th: Vice Chair/Chair Elect: Genevieve Tung; Member-at-Large: Karen Skinner. There was one comment submitted from the open question at the end of the ballot expressing concern about lack of diversity on the RIPS executive board. The Committee plans to consider this in the next election cycle.

Respectfully submitted,
Robin Schard, Chair

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**Online Training**

Committee Members:

- Shannon Roddy, Chair
- Suzanne Mawhinney, Vice Chair
- Jessica Almeida
- Alissa Black-Dorward
- Whitney Curtis
- Eliza Fink
- Malika Hall
- Melissa Strickland
- Colleen Williams

Activities Undertaken:

We spent this year further refining the charge of this new committee.

In the fall, we sent out a survey to the RIPS membership to gauge their preferences regarding training topics, delivery methods, and webinar length. We received 81 responses.

In the spring, the Legal Research Competency Committee asked us to help them run a webinar using AALL’s Go to Webinar account. Two of our committee members, Suzanne
Mawhinney and Melissa Strickland, ran the behind-the-scenes of the webinar on May 30.

We met via conference call on March 8th and, based on our survey results, came up with two ideas for a webinar/training:

1. Teaching full-semester courses [Many of us were enthusiastic about this one, but we ultimately rejected this topic because it doesn't apply to firm, court, or other non-academic librarians]
   - Need to narrowly define topics
   - Several short webinars, i.e. series?
   - Program ideas: extras, new topics, special topics
   - Assignments, what questions are effective? Give sample questions

2. New technology tools
   - Three panelists from different library types
   - Each panelist will demonstrate a tool and explain how it could be used in their library; the other two panelists would respond with ideas about how it could be used in their libraries
     - Eliza volunteered to be the academic panelist
     - We're still trying to find additional panelists

The task of the committee going forward will be to plan and execute one or both of the trainings for the RIPS membership.

The committee may also want to establish an official workflow to run future events for other RIPS committees.

Respectfully submitted,
Shannon Roddy, Chair

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*Patron Services Committee*

Committee Members:

- Genevieve B. Tung, Chair
- Kristen R. Moore, Vice Chair
- Jamie Baker
- Khelani Clay
- Christopher Dykes
- Nicole Dyszlewski
• Shawn Friend
• Rachel Gordon
• Kristyn Johnson
• Jessica Panella
• Lisa Peters
• Nolan Wright

Activities Undertaken:

The committee’s charge, revised in 2017, is to “Develop tools, publications, and programs of use to librarians, library staff, or other information professionals who provide direct services to patrons,” and to “Select topics and moderators for roundtables at the Annual Meeting.” The committee has undertaken several projects this year to fulfill its responsibilities under this charge.

Jessica Panella, Nicole Dyszlewski, and LISP-SIS member Brittany Strojny have edited Legal Base, an anthology on the topic of mental health, mindfulness, and self-care in law libraries. The project brings together contributions from eight additional authors, including Patron Services Committee member Kristen Moore. This work should be published by AALL imminently.

Jamie Baker, former committee member Seth Quidachay-Swan, and LISP-SIS member Sarah Lamdan have been working on a white paper focused on open access to information. Their draft is in the final editing stage.

Jamie Baker, Khelani Clay, and Shawn Friend have also been developing a project focused on best practices for targeting faculty or other high-status patron groups, like attorneys or judges, for resource/research instruction. Working in collaboration with the ALL-SIS Faculty Services Committee, they have compiled a listing of faculty services librarians from across the country and are preparing to survey them to identify the most helpful information to collect for purposes of creating a toolkit.

In January 2018, Rachel Gordon and former committee member Astrid Emel revised their Interlibrary Loan Toolkit, which is available online here: https://www.aallnet.org/ripscis/wp-content/uploads/sites/15/2018/01/RIPS-ILL-Toolkit-January-2018.pdf. It is designed to help new and experienced interlibrary loan and document delivery professionals learn about the various platforms, professional groups, conferences, and resources available.

On February 22, 2018, the committee offered an AALL-sponsored webinar, “Managing Student and Volunteer Workers.” (Recording available here: https://www.aallnet.org/recording/managing-student-volunteer-workers/) Nicole Dyszlewski moderated the discussion between librarians Rachel Gordon, Joshua LaPorte, Genevieve Tung, and law student Michael Baker, who is a member of Khelani Clay’s student staff at the American University -Washington College of Law library.
Kristen Moore will be serving as Chair for the 2018-2019 year. Many thanks to Kristen for her work on behalf of the committee, now and in the future!

I am grateful to all committee members for sharing their ideas, enthusiasm, and talents. I look forward to working with the committee in the future.

Respectfully submitted,
Genevieve Tung, Chair

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Program Committee

Committee Members:

- Ashley Ahlbrand, Chair
- Pauline Afuso
- Katy Badeaux
- Emily Siess Donnellan
- Matthew Flyntz
- Heather Joy
- Kelly Leong
- Taryn Marks
- Colleen Williams
- Genevieve Zook

Activities Undertaken:

The RIPS-SIS Program Committee once again received several excellent program proposals to submit to AALL for potential RIPS sponsorship at the Annual Meeting. The program the AMPC ultimately selected is “Diverse Interactions: Race and Implicit Bias in the Legal Research Classroom,” with speakers Tiffany Camp, UNC Chapel Hill, Raquel Gabriel, CUNY, Shamika Dalton, University of Florida, Michelle Rigual, University of New Mexico, and Clanitra Stewart Nejdl, Northern Illinois University. This timely and topical program will address the importance of incorporating issues of race and implicit bias in the legal research curriculum, and offer tools and methodologies to do so. This session will be held Sunday, July 15th, 2:30-3:30, in BCC Room 337-338. We hope to see you there!

I would like to thank this year’s Program Committee for their hard work this year: Colleen Williams, Emily Siess Donnellan, Genevieve Zook, Heather Joy, Katy Badeaux, Kelly Leong, Matthew Flyntz, Pauline Afuso, and Taryn Marks.
Respectfully submitted,
Ashley Ahlbrand, Chair

Public Relations & Recruitment

Committee Members:

- Abby Deese, Chair
- Katie Brown, Vice Chair
- Jessica Almeida
- Shari Duff
- Eliza Fink
- Christine George
- Matt Timko
- Emma Wood
- Genevieve Zook

Activities Undertaken:

The 2018 Public Relations and Recruitment Committee has carried out our charge for the 2017-2018 session by maintaining an active Twitter presence and planning and engaging in recruitment efforts for the SIS. The committee has also reviewed and updated the RIPS interactive brochure, maintaining its location on the Microsoft Sway platform, but updating the appearance and information.

Over the course of the year, we have promoted the efforts of RIPS members by advertising the RIPS Teach-In Kit, the Legal Research Text Reviews, and RIPS blog posts, by sharing news and announcements of interest to RIPS members, and have encouraged member participation in elections, scholarship, and SIS events. We are continuing to promote the work of RIPS members and SIS events as the date of AALL Annual approaches, and are hoping to draw a spotlight to RIPS with the Meet & Greet and with live #AALL18 coverage on Twitter.

The committee will be chairing a table at the CONELL Marketplace to recruit new members and advertise the RIPS Meet & Greet and door prizes. We are also preparing an interactive trivia game board for the Vendor Hall display, inspired by the interactive nature of the Color In The Blanks posters from AALL 2017 and a desire to encourage that sort of fun energy for #AALL18.

Next year, Katie Brown, Acting Associate Dean for Information Resources at the Charleston School of Law and current Vice Chair of the committee, will take over as Chair.
Respectfully submitted,
Abby Deese, Chair

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Research Instruction

Committee Members:

- Heather Joy, Chair
- Taryn Marks, Vice Chair
- Ellie Campbell
- Stewart Caton
- Robert Clark
- Nick Harrell
- Gail Mathapo
- Dana Neacsu
- Clandira Stewart Nedjil
- Savanna Nolan
- Stephen Parks
- Stacia Stein
- David Walker

Activities Undertaken:

The committee charge was updated and approved by the RIPS Board. The committee action items were updated and approved.

The Committee built a shared Google Drive and all relevant documents were uploaded or composed in the drive. The Chair and Vice Chair have editing permissions to the entire folder; members have editing rights to documents related to text reviews. These materials will be transitioned to the RIPS Institutional Knowledge Project.

The chair and vice-chair updated the content and organization of the existing website [https://www.aallnet.org/ripssis/resources-publications/legal-research-text-reviews/](https://www.aallnet.org/ripssis/resources-publications/legal-research-text-reviews/).

The introduction now includes a call for suggested titles and the reviews are organized by subject for ease of use. The review template was updated and streamlined, and a title selection sign-up sheet added. With the hopes of creating an increasingly comprehensive database of text reviews in future years, we built a spreadsheet including all texts reviewed, in progress, or for future review. All documents are saved to the Google Drive folder.

Members completed two rounds of reviews of legal research textbooks following a pre-established template including identifying information and evaluation of coverage, format, and intended audiences. First round reviews are posted to the Legal Research Text Reviews page on the Committee’s AALL website:
https://www.aallnet.org/sections/rips/research/Legal-Research-Text-Annotated-Bibliography. At the time of this report the second round reviews are being formatted and will post shortly.

Next steps include continuing to add suggested titles and new editions to the review list and to begin first round of reviews with new members in August.

Respectfully submitted,
Heather Joy, Chair

RIPS Law Librarian Blog

The RIPS Blog finished strong in 2017 with our most views since the blog started in 2010. We had 49,359 total views, 26,477 visitors, and 110 total posts. As of early June 2018, we already have over 25,600 views and over 13,500 visitors with 57 posts. Currently, we are on track to meet our 2017 stats.

In early April, a call for new contributing bloggers went out. Of our ten current contributing bloggers, six are set to continue for 2018-2019. Ultimately, our goal is to stay at no fewer than ten contributing bloggers. With ten bloggers, each blogger contributes one blog post per month during the academic year, and this allows us to consistently publish two new posts per week. We plan to have librarians from each sector represented as RIPS contributing bloggers.

My term as RIPS Blog Editor is set to expire in July 2018, and the RIPS Executive Board has approved Lora Johns as the incoming RIPS Blog Editor for 2018-2019 with an option to renew for an additional year. I will work with Lora to ensure a seamless transition.

The daily AALL newsletter, KnowItAALL, picks up all of our posts and has helped our readership tremendously. We also see readership gains from sending the RIPS Law Librarian Blog Weekly Roundup through My Communities. Each post is also tweeted through the RIPS Twitter account with appropriate hashtags.

As of late 2017, the RIPS Blog has also been included in ABA Blawg Directory.

Submitted by,
Jamie Baker, RIPS Blog Editor
Recognition of RIPS Service

The RIPS Executive Board would like to thank our Committee Chairs, Vice Chairs, Webmasters, Blog Editor, and committee members for their hard work throughout 2017-2018.

Special thanks to our outgoing RIPS leaders:

- Katie Crandall, Immediate Past Chair
- Susan Nevelow Mart, Member-at-Large
- Amy Lipford, Grants Chair
- Kerry Lohmeier, Legal Research Competency Co-Chair
- Rebecca Mattson, Legal Research Competency Co-Chair
- Robin Schard, Nominations Chair
- Shannon Roddy, Nominations Chair
- Genevieve Tung, Patron Services Chair
- Ashley Ahlbrand, Program Chair
- Abby Deese, Public Relations & Recruitment Chair
- Heather Joy, Research Instruction Chair
- Jamie Baker, RIPS Law Librarian Blog Editor

Special thanks to our incoming RIPS leaders:

- Genevieve Tung, incoming RIPS Vice-Chair/Chair-Elect
- Karen Skinner, incoming RIPS Member-at-Large
- Deborah Heller, Chair, and Marty Witt, Vice Chair, Grants Committee
- Gail Mathapo, Chair, and Mark Williams, Vice Chair, Legal Research Teach-In Kit Committee
- Rachel Gordon, Chair, and Kimberly Mattioli, Vice Chair, Nominations Committee
- Kristen Moore, Chair, and Nicole Dyszlewski, Vice Chair, Patron Services Committee
- Genevieve Tung, Chair, and Malikah Hall, Vice Chair, Program Committee
- Katie Brown, Chair, and Emma Wood, Vice Chair, Public Relations & Recruitment Committee
- Taryn Marks, Chair, and Clanitra Stewart Nejdl, Vice Chair, Public Relations and Recruitment
- Theresa Tarves, Chair, and Anupama Pal, Vice Chair, Legal Research Competency Committee
- Eliza Fink, Chair, and Shira Megerman, Vice Chair, Online Training Committee
- Heather Joy, Chair, and Emily Donnellan, Vice Chair, Scholarship Committee
- Lora Johns, RIPS Law Librarian Blog Editor