CoALL

A CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

Scuttle Newsletter

2011-2012 CoALL Election Results

Congratulations to the following new officers of CoALL

President: Robert Linz
Vice President/President-Elect:
 Matthew Elisha
Treasurer: Tamara Phalen
Secretary: Amy Levine
Members at Large:
Allicia Brillon and Kristin Karr
Immediate Past President:
 Rachel Compton

CoALL President's Message - Spring 2011

Happy spring, everyone! Hopefully most of you got a chance to take some time over spring break to relax a little and enjoy the wonderful weather Colorado has been giving us lately.

These past few months have been busy ones for CoALL members. This year's Spotlight on Your Career was once again held at the end of February and was the result of some very hard work by a committee led by Esti Shay. In March, we hosted our AALL visitor, Ruth Hill, who had a lovely time while she was in Denver. Thanks to Robert Linz for working to coordinate Ruth's visit, and many others who took time out of their busy days to meet and talk with Ruth. She had many positive things to say about our organization, both about how it is being run and the members that comprise it, and it was good for the executive board to hear some updates from AALL. The beginning of April was the Colleague Connection, and June brings summer associates and our BRAG program, which is once again being put on by a committee headed up by Stacey Bowers and will take place on June 7 from 8:00am – 10:05am at the offices of Brownstein Hyatt Farber Schreck. Hopefully we will see a lot of your summer associates there!

It is hard for me to believe that I am quickly coming to the end of my term as President. It has been a year of learning, and I am very excited to see what our new executive board will be able to accomplish in the coming year. I thank all of you for voting in our recent election, which was our first contested one in many years. The fact that we had more than one CoALL member willing to step in to the role of Vice President/President Elect speaks volumes about the dedication of our members. Thank you to all of our volunteers who are willing to be a part of our executive board and thanks to all of you all for voting.

Speaking of volunteers, CoALL is currently in need of two committee chairs – both our AALL Library School/Recruitment Liaison and a Public Relations committee chair. If you are interested in serving through either of these positions, please contact me and we can further discuss what those roles look like.

Thanks once again to all of our members for the time and work that they put in to this organization. CoALL would not be such great association without all of you!

Rachel Compton
CoALL President 2010-2011

Spotlight Summary

By Marcy Rodney, RMSLA

CoALL and RMSLA co-sponsored the **2011 Spotlight on your Career** at the CU Law Library on Feb 26. In addition to amazing speakers, there was a Technology Petting Zoo so attendees could actually handle the good stuff. Many thanks to RMSLAer & uber-communicator Connie Clem for this report:

This year's Spotlight was well attended, interactive, and useful. Megan Kinney (Community College of Aurora) and Matt Hamilton (Anythink Libraries) were the presenters.

In Megan's block, we talked about what "emerging" means and the key role of info pros in relating to clients/users on their own level to help them understand and use new technologies. Matt talked (among other things) about info pros tending to be in the early adopter demographic; library users increasingly getting into content creation; and a trend toward transliteracy, or being comfortable using all types of media. And we talked about apps.

LiveScribe's smart pen found on
http://www.livescribe.com/en-us/

And the pet-ables were friendly, not fanged. There were multiple iterations of Nooks and Kindles and a Droid tablet, the actual brand name of which escapes me. Can someone illuminate? (I needed this session.)

My socks were blown by the possibilities inherent in the LiveScribe smart-pen - http://www.livescribe.com/en-us/

For people who couldn't make it, here are links Megan shared to "get our tech on":

LITA – Library Information Technology Association, http://www.lita.org

TechSoup for Libraries project, Share and Learn page - http://www.techsoupforlibraries.org/share-and-learn

Moodle demonstration site – http://moodle.org, for people who create online learning

WebJunction technology answers -
http://www.webjunction.org/technology

For a fairly small subscription fee, http://www.lynda.com/ offers technology tutorials.

And Megan pointed us to this list by Librarian In Black, Sarah Houghton-Jan, on Technology Skills Library Staff Should Have:
http://alalearning.org/2011/01/21/techskills/

Matt's learning links include:

http://www.howcast.com/ for videos on how to do just about anything

Sites like http://www.aroundme.com/ that make it easy to find a coffee joint (or whatever) when you need one, based on your mobile GPS location

http://evernote.com/ for storing your thoughts, photos, etc. on the cloud so they're accessible on whatever device you're using to connect.

Kudos to Esti Shay, Mary Arnold, Sheena Barbour, Shannon Marshall, Rachel Nelson, and Julie Teglovic for putting the event together on behalf of CoALL and RMSLA.

Thanks to contributors Thomson-Reuters, LexisNexis, and
HeinOnline, to the CU Law School for hosting the session, and to the librarians of the William A. Wise Law Library for arranging the venue.

Schedule of Brown Bags for 2010-2011

Date	Host	Moderator	Host Firm	Topic and Format
May 18	Karen Selden	Karen Selden	CU Law Boulder	**Book Discussion ... book TBA**
Jun. 22	Rachel Nelson	Stacey Bowers	H&H Downtown Denver	**Free and low cost legal research resources**

CoAll Brown Bag Book Discussion in May

By Karen Seldon

In early 2011, CoALL members were asked to nominate books relating to libraries, management, technology, or any other topic that would be useful for our work lives or work/life balance for the first ever CoALL Brown Bag Book Discussion. In March 2011, CoALL and RMSLA members voted for their favorite titles among six nominees, and in a very close vote, selected **You Are Not a Gadget** by Jaron Lanier. This book was named one of the 10 Best Books of 2010 by the New York Times. According to the publisher's description:

Silicon Valley visionary Jaron Lanier was among the first to predict the revolutionary changes the World Wide Web would bring to commerce and culture. Now, in his first book, Lanier offers this cautionary look at the way the Web is transforming our lives, for better and for worse. The current design and function of the web have become so familiar that it is easy to forget that they grew out of programming decisions made decades ago. The web's first designers made crucial choices with enormous-and often unintended-consequences. What's more, these designs quickly became "locked in," a permanent part of the web's very structure. Lanier warns that our financial markets and sites like Wikipedia, Facebook, and Twitter are elevating the "wisdom" of mobs and computer algorithms over the intelligence and judgment of individuals. This book is a deeply felt defense of the individual, from an author uniquely qualified to comment on the way technology interacts with our culture.

The discussion will be held on May 18, 2011 in three separate locations in order to accommodate as many participants as possible. Participants at each location will spend the first half of the meeting discussing the book, and then all three locations will teleconference together to share thoughts and comments. The main location is the University of Colorado School of Law's William A. Wise Law Library in Boulder, with the Holme, Roberts and Owen library serving as the downtown Denver location. Organizers are looking for one more location along the Front Range (south or west Denver area, Colorado Springs, Fort Collins, Wyoming, etc.), so please contact Karen Selden (Karen.selden@colorado.edu or (303) 492-7535) if you feel that your location would attract attendees and you would be willing to host a group for this meeting.

For those who are interested in further reading, the other nominated books were:

- **Leadership is an Art** by Max De Pree (recommended by Pam Sandlian Smith, Director of the award-winning Anythink Libraries, based in Adams County, Colo., during the 2011 RMSLA Shirley Alldredge lecture)
- **The Shallows: What the Internet is Doing to Our Brains** by Nicholas Carr (recommended by 2011 Spotlight on Your Career speaker Matt Hamilton, IT Manager for the Anythink Libraries)
- **A Whole New Mind: Why Right-Brainers Will Rule the Future** by Daniel Pink
- **Outliers: the Story of Success** by Malcolm Gladwell
- **Getting Organized in the Google Era: How to Get Stuff Out of Your Head, Find It When You Need It, and Get It Done Right** by Douglas C. Merrill and James A. Martin

Hope many of you will participate in the discussions on May 18. In the meantime, happy reading!

Finding Local Rules for the District Courts

By Amy Levine
Head of Research and Reference for the US Courts Library, 10th Circuit.

Let's say that Judge Wannabefair's law clerk calls you at the reference desk and tells you she heard there have been changes to the rule on sealing documents in the District of Colorado. She wants help finding the exact language about the judicial enforcement of motions to seal and she wants to find it *now*, online.

The local rules of the district courts are all available online. However, you should be aware that it is often difficult to be certain the rules are current or when the website was last updated. Keeping that in mind, the first step is to find the district court website. This is as easy as Googling the court name or going to the US Courts website. On the US Courts website you will find a "Court Locator." By typing into the Court Locator the city and/or state location of the federal court you want to find, a list of courts will be produced including the links to individual websites. After arriving on the website of the courts you can find the page containing local rules. From there you need to look around until you find your specific rule. Depending on the currency of the information and the quality of the website you will have an easy or difficult time finding the information needed.

With our example in mind above, we can easily find the local rules for the District of Colorado on its website. After opening the "Local Rules of Practice" you see that there is a note clearly and prominently stating that the rules are effective from April 15, 2002 with updates current as of December 1, 2010. Also provided is the option to look at the strikeout/redline version which provides what exact language was added (in red font) and what was stricken from the rules (strikeout). You can open the version that shows the edits, locate the section on sealing documents and tell the law clerk the information she needs.

FYI:
Each District within the 10th Circuit has its own website that includes the local rules. The links to the local rules for each District is provided below. Some of the rules have readily accessible rules pages. Others are navigated from the homepage via links from drop-down menus. Also, be aware that the US Bankruptcy courts have individual websites where you can find local rules of bankruptcy. Those websites are not included below.

District of Colorado	http://www.cod.uscourts.gov/LocalRules/Rules.aspx
District of Kansas	http://www.ksd.uscourts.gov/
District of New Mexico	http://www.nmcourt.fed.us/web/DCDOCS/dcindex.html
Districts of Oklahoma	
• **Eastern District of OK**	http://www.oked.uscourts.gov/
• Northern District of OK	http://www.oknd.uscourts.gov/okndpublic/main.nsf/index?openform
• Western District of OK	http://www.okwd.uscourts.gov/#
District of Utah	http://www.utd.uscourts.gov/documents/rulepage.html
District of Wyoming	http://www.wyd.uscourts.gov/htmlpages/localrules.html

GPO's MetaLib

By Andrew J. Tig Wartluft, Law Librarian Fellow

In October 2010, the Government Printing Office (GPO) made a federated search option available, using ExLibris' MetaLib software. Currently, there are 53 government catalogs and databases included.

A federated search is a search that allows the user to simultaneously search multiple catalogs or databases with a single search string. With the MetaLib search engine, the results are returned to the user using a single style so that the use of multiple sources is essentially invisible.

MetaLib software, by ExLibris, bypasses the native user interfaces of the individual catalogs and databases. This means that the user does not need to know that Database A defaults to placing an OR between terms, that Catalog B defaults to placing an AND between terms, or that catalog C assumes entered terms are a phrase. The user only needs to know MetaLib's defaults to develop a search string that will be treated the same way in every queried catalog and database.

The U.S. Government Printing Office has developed a federated search of government catalogs using the MetaLib software: http://metalib.gpo.gov/. GPO's MetaLib interface allows the user to search pre-selected groups of databases in particular subject areas or the user can select a group of 10 or fewer individual databases. Currently, there are 53 databases included and the GPO expects to add more over time. Many of the included databases are indexes and not full-text, but the MetaLib search allows users to quickly find the citations of applicable resources, if not the full-text.

Users have the choice of three different levels of searches.
Basic searches the following 10 databases: AGRICOLA Books, Access to Archival Databases (AAD) System – NARA, AUL Index to Military Periodicals, Catalog of U.S. Government Publications (CGP), Education Resources Information Center (ERIC), Environmental Protection Agency (EPA) Catalog Search, Library of Congress (LOC), PubMed, TRIS Online, USA.gov.

Advanced allows the user to pick one of 13 'quick sets' of databases, grouped by subject. The Subjects include 'Politics+Law' and 'Environment'. Each 'quick set' contains up to 10 related databases. The advanced search also allows users to search in specific fields (e.g. subject, title, author, and ISBN).

Expert allows the user to individually select databases from 'quick sets' or by agency. The Expert search also allows the user to access the 'My Resources' link that allows the creation of personalized sets. When viewing available databases, select the '+' icon to add the database to the clipboard. The clipboard is available through the 'My Resources' link where the user can create personalized sets of databases by adding individual databases from the clipboard to a newly created set.
Note: The Expert search must be accessed to add resources to the clipboard, but user created sets are only available to search in the Advanced search screen!

GPO's MetaLib returns the first 30 results from each database searched. The results may be limited by various facets listed on the left side of the screen (e.g. topics, dates, authors). The user may add individual results the their E-shelf (not saved between sessions) and from there email or save the information to disk.

Several of the included catalogs and databases of interest include:
Access to Archival Databases (AAD) System – National Archives and Records Administration
Provides access to over 85 million historic electronic records created by more than 30 agencies of the U.S. federal government and from collections of donated historical materials.

Catalog of U.S. Government Publications (CGP)
An index to print and electronic publications created by Federal agencies. When available, links are provided to the full-text of these publications. Coverage: July 1976 – present.

Data.gov
Data.gov provides descriptions of the Federal datasets (metadata), information about how to access the datasets, and tools that leverage government datasets.

Federal Sector Appellate Decisions
Equal Employment Opportunity Commission's decisions regarding equal employment opportunity discrimination case appeals filed by federal employees.

National Archives and Records Administration (NARA)
NARA is the custodian of documents created in the course of business conducted by the United States Federal government.

Patent and Trademark Office (USPTO) Patent Database
Includes information about all US patents (including utility, design, reissue, plant patents and SIR documents) from the first patent issued in 1790 to the most recent issue week.
Patents from January 1976 to the present offer the full searchable text, including all bibliographic data, such as the inventor's name, the patent's title, and the assignee's name; the abstract; the full description of the invention; and the claims.
Patents from 1790 to December 1975 offer only the patent number and the current US patent classification in the text display, and can be searched only by those fields.

THOMAS (Library of Congress)
Records of Congressional activity including bills and resolutions, Congressional calendars and schedules, the Congressional Record, committee information, presidential nominations, and treaties.

Water Resources of the United States
Provides access to water data, publications, and maps, as well as to recent water projects and events.

GAO Reports and Testimony
The database includes reports and testimony produced by the GAO at the request of congressional committees or subcommittees, or mandated by public laws or committee reports.

National Criminal Justice Reference Service Abstracts Database
Database contains summaries of several hundred thousand criminal justice, juvenile justice, and substance abuse resources housed in the NCJRS Library collection.

References

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ExLibris. (2010). *MetaLib: Reach Out and Discover Remote Resources*. Retrieved from http:// www.exlibrisgroup.com/category/MetaLibOverview

Reitz, J.M. (2010). *Online Dictionary for Library and Information Science*. Retrieved from http://lu.com/odlis/odlis_f.cfm#federatedsearch

Geeking Out - Tech Hints, Recommendations and Explanations

Geek: "A person who is extremely devoted to and knowledgeable about computers or related technology." -OED.com

DIY QR Networking Tool

By Stephanie Noble

This QR (Quick Response) was created for a recent conference. It is not used as a clue in a team building scavenger hunt or directions to a dine around restaurant. Instead, it's a networking tool designed specifically for a single participant.

Since our library doesn't have a public webpage to link to, I using PowerPoint, Snagit, Screencast.com and Quikqr.com, to create a personalized QR that I then printed on small labels to be placed on the back of the participants conference badge.

The image I created in Powerpoint looks like this:

Stephanie A. Noble –Emerging Technologies Librarian
U.S. Courts Library – Tenth Circuit
1929 Stout Street, Room 430
Denver, CO 80128
(Phone) 303-335-2655
Email: stephanie_noble@ca10.uscourts.gov
Twitter: @library10th

Then I created a .png using Snagit, uploaded it to Screencast.com and used that URL as my link to url in Quikqr.com.

Voila, instead of having a pocketful of business cards, you can come home with a phone full of contacts ready to download and save.

A *Few Good Blogs: Appellate Law*
By Amy Levine

SCOTUS Blog
A great blog for keeping up with SCOTUS.

10th Circuit Blog
This blog is created and maintained by the Federal Defenders in the 10th Circuit. Includes case summaries and commentaries about criminal cases in the 10th circuit.

Rocky Mountain Appellate Blog
Cases, commentary, and news from the Colorado Court of Appeals, Colorado Supreme Court, the 10th Circuit Court of Appeals and the US Supreme Court.

Findlaw: Tenth Cirtcuit Blog
This blog contains opinion summaries for the 10th circuit Court of Appeals.

How Appealing
This is a blog devoted to appellate litigation by a Pennsylvania attorney who regularly appears before the 3rd Circuit Court of Appeals.

9th Circuit Blog
This blog is published by the federal defenders in the 9th circuit.

Appellate Daily
This blog includes news and commentary about items from all of the federal circuits. There is also a twitter feed associated which provides daily updates on news from the federal circuits.

Have a tech tool you'd like to share?
Everyone has useful tricks in their tech toolbox that makes life easier, tasks faster or ensures that your geek card is current. We'd love to hear your favorites and share them with the rest of CoAll's members. Please send your tech tips to Amy_Levine@ca10.uscourts.gov or Stephanie_Noble@ca10.uscourts.gov.

Take (back) your time!
How legal professionals can control "noise"
And be more productive in the workplace

Janet Ellen Raasch

Janet Ellen Raasch is a writer, ghostwriter and blogger (www.constantcontentblog.com) who works closely with professional services providers – especially lawyers, law firms, legal consultants and legal organizations – to help them achieve name recognition and new business through publication of keyword-rich content for the web and social media sites as well as articles and books for print. She can be reached at (303) 399-5041 or jeraasch@msn.com.

There are only so many hours in a workday. We like to think that we are in control of our time during those hours -- but most of us, in fact, are not. Slowly but surely, we have ceded control of our time to "noise" in our workplace environment.

Every interruption at work – the pinging an electronic device, the juggling of multiple demands, the time spent chatting with a friendly colleague – takes focus from the task at hand. You feel busy -- but you're not getting much done. You are confusing activity with productivity.

In order to be focused and productive, most lawyers and other legal professionals need to take back their time – setting aside a certain amount of quiet time within their "noisy" electronic, interpersonal and physical environments.

"By following a few simple steps to control routine interruptions, you can gain six extra minutes of productivity each day – or three full work days each year," said Paul Burton. "This saves not only measurable time – but also immeasurable focus."

Paul Burton is a lawyer and a nationally recognized expert on workplace productivity. He developed the QuietSpacing® productivity method and is author of *QuietSpacing: Conquering E-mail, Mastering Work Loads & Achieving Balance*.   He regularly speaks, trains and coaches on this subject, and also blogs at www.quietspacing.com.

Burton discussed productivity before the monthly educational meeting of the Rocky Mountain Chapter of the Legal Marketing Association (www.legalmarketing.org/rockymountain), held January 11 at the Four Seasons Hotel in downtown Denver.

> *"Every interruption at work – the pinging an electronic device, the juggling of multiple demands, the time spent chatting with a friendly colleague – takes focus from the task at hand. You feel busy -- but you're not getting much done. You are confusing activity with productivity."*

> "Turn off the distracting 'ping' and then set a certain time – perhaps once an hour, or as often as you see fit – to scan and process your emails in a batch. Do the same with your telephone ringer."

Quieting electronic "noise"

The electronic office has brought many benefits to the practice of law, but has irrevocably changed its pace and its "noise" level. Thanks to the Internet, we are on call 24 hours a day, seven days a week and 365 days a year – at our desks or on the move.

The few seconds it takes to respond to each distracting ping or vibration of an electronic device may not seem like much, but when you multiply it by the average of 100 emails a working person gets each day – and then add in social media and other alerts – it adds up.

"The trick is to learn how to leverage email as an important tool without becoming enslaved to it," said Burton. "Turn off the distracting 'ping' and then set a certain time – perhaps once an hour, or as often as you see fit – to scan and process your emails in a batch. Do the same with your telephone ringer."

"In the days before email, you wouldn't make a separate trip to the mailbox for each piece of mail," said Burton. "You would bring in the whole batch and process it at the same time. The same rule should apply to your emails. Batch-processing a task is much more productive than serial processing it."

Other tools to avoid email distraction include:

- Restrict each email you send to one subject, which allows it to be filed appropriately by the receiver for easy retrieval and reference.

- Make your subject lines as specific as possible, so that the receiver knows what the email is about – and where to file it. Never leave them blank or vague.

- Minimize the use of the 'reply all' function, in order to decrease the burden on your colleagues' inboxes (and time) and your firm's hardware.

- Learn how to drag emails into your appointments and tasks functions (in Microsoft Outlook), where it will be copied into the "comment" area for that appointment or task.

Quieting task "noise"

Multitasking – so common in today's workplace – is the bane of the productive professional. "The same task can take twice as long when you are being constantly interrupted," said Burton.

"Juggling too many 'to do' tasks in our minds is yet another kind of 'noise,'" said Burton. "Conduct regular 'core dumps' – preferably by intelligent use of the

tools available in Outlook – that allow you to comfortably focus on one task at a time – without the constant nagging fear that you are forgetting something."

The core of QuietSpacing®, in fact, is a structured system to organize a vast quantity of work inputs in this way.

"Prioritize your tasks by specific due-date (not 'asap'), identify the tasks assigned for a given day, and focus all of your attention on those tasks ('all you command') for the duration of the allotted time," said Burton. "When you have finished the substantive portion of your day, select and complete 'just one more thing'. You will be amazed at how much you accomplish over time."

Another simple but useful tool is to have just one screen open on your computer at a time. Multiple screens or monitors introduce 'noise' that disrupts your focus and productivity.

Quieting calendar "noise"

Mismanagement of the hours in your workday leads to a loss of control over your productive time – especially when faced with the inevitable and unpredictable train wrecks that are part of any practice. "You can only control what you schedule," said Burton. "The rest of your day just happens to you.

"Each day, calendar four hours to deal with the tasks you have scheduled for that day," said Burton. "Review and lay them out at the start of the day, before checking your emails (which can throw you off track). Survey and measure progress on 'all you command' again at mid-day and at the end of the day."

"Also, schedule short breaks throughout the day in which you do something unrelated to work -- to clear and re-boot your brain for the next task," said Burton.

Quieting meeting "noise"

Meetings are a common cause of interruption to a workday. The secret is to control the time devoted to meetings – rather than letting it control you.

"If you are in charge of a meeting, reduce the time you think that you will need by 25 percent," said Burton. "Distribute all materials ahead of time so that attendees do not have to read them during the meeting. Do not just rattle on with the meeting content. Ask questions and elicit answers from attendees, so that they will remember what happened in the meeting and also need to ask fewer time-consuming questions."

"Another simple but useful tool is to have just one screen open on your computer at a time. Multiple screens or monitors introduce 'noise' that disrupts your focus and productivity."

Schedule enough time between meetings to allow for time overruns and to provide time after the meeting to capture and manage what happened in the meeting. "If meetings start on the hour, schedule them for 45 minutes rather than the entire hour," said Burton.

Quieting workspace "noise"

A constant source of "noise" is the workplace environment itself -- both physical and interpersonal. "Research shows that, even when we think we are focused on one task, our brain is constantly distracted by the unconscious processing of the stimuli that fall within our peripheral vision," said Burton.

"Your designated workspace should be completely clear of everything except the one task you are working on," said Burton. "If your desk is cluttered, move to a completely empty 'work table' – either in your own office or, if you find it hard to focus in your own office, in sequestered space elsewhere -- like a meeting room or a 'guest office' set aside for visiting clients."

One simple tactic is to locate your dedicated work area in such a way that you are facing away from any door (which should be partially or completely closed) or window in your office. "If you are not tempted to lift your eyes to see who is walking by or tune your ears to listen to passing conversations, you will have better focus," said Burton. "If those walking by do not make eye contact and see your friendly smile, they will be less likely to stop by and interrupt."

Burton recommends that lawyers and other legal professional establish core 'working hours' when they are not to be interrupted and more flexible 'office hours' when interruptions are allowed. "Let your staff and colleagues know that you appreciate 'batched' questions all at once, rather than serial, multiple interruptions," said Burton.

"Noise" is a necessary part of any modern workplace. Do not be enslaved by it. Quiet this noise and become more productive as a legal professional by taking control of your electronic devices, tasks, schedule, meetings and workplace environment.

"If you are not tempted to lift your eyes to see who is walking by or tune your ears to listen to passing conversations, you will have better focus."

Colorado Association of Law Libraries Executive Board Meeting
December 17, 2010
University of Colorado William A. Wise Law Library ,
1700 Lincoln Street, Denver,
4:10-5:02 PM

Present at meeting:

> **Board Members:** Rachel Compton (President), Robert Linz (Vice President/President Elect), Tracy Leming (Immediate Past President), Tamara Phalen (Treasurer), Chris Hudson, (Secretary), Beth Mescall (Member at Large), and Rachel Nelson (Member at Large).

> **Committee Chairs:** Anne Lucke (Membership Committee), Diane Bauersfeld (Library School Liaison), Madeline Cohen (Government Relations), Amy Levine (Newsletter Committee), Esti Shay (Spotlight Committee), Stephanie Noble (Newsletter), and Kelly Fanning (Brown bag Committee)

> **CoALL Members:** None

The meeting was called to order, and the minutes from the prior meeting of October 7, 2010 were approved.

I. President's Report – Rachel Compton

Chapter Visit

The board discussed the AALL chapter visit. The board is in favor of having another chapter visit. It was suggested that the visit coincide with the next board meeting in March. Robert Linz volunteered to head up a planning committee.

II. Vice President's Report – Robert Linz

1. Membership Survey update: a draft survey was created based on a survey from 2004. Robert Linz will coordinate with Tamara Phalen and will distribute a final draft to the board by end of January.
Colleague Connection: Colleague Connection will be held on March 30 or April 6, 2011. The next planning meeting is scheduled for sometime in January.

III. Treasurer's Report – Tamara Phalen

Tamara Phalen previously submitted a treasurer's report by email. She reported that life members are included in the total membership count for AALL liability insurance purposes. Since the last board meeting Tamara has submitted the 2009 990 form and attended chapter treasurer training. She is working on a treasurer's handbook.

> Ad-hoc Budget

The ad-hoc budget committee submitted a draft charge to the board. The committee will add a question or questions to the membership survey regarding services, happy hours, increasing membership dues, and activities.

Record Retention

Tamara Phalen reported that AALL has record retention policies. If the particular issue is not covered by the AALL policies, chapters are supposed to make their own rule. Tamara posed two items that our chapter should think about: copies of checks for membership dues and copies of checks for events. The board discussed both.

1.   Tamara Phalen moved that CoALL should retain personal and institutional membership checks for 2 years. Robert Linz seconded the motion. The motion passed.
Tamara Phalen moved that CoALL should retain personal and institutional checks for events for 2 months beyond the end of event, unless the check hasn't cleared. Beth Mescall seconded the motion. The motion passed.

IV. Past President's Report – Tracy Leming

No report.

V. Library School/Recruitment Committee - Diane Forge Bauersfeld

Diane Bauersfeld reported that she is continuing to make announcements about CoALL to DU students and that students are aware of the organization. She also said that there is some intimidation for students to participate in CoALL events and that maybe more personal interaction with potential students is needed. Tamara Phalen suggested advertising the happy hours on the LIS listserv and libschool listserv. It was also suggested that CoALL should start a mentorship type program where a personal invitation would be extended to new members and students for events, etc. Anne Lucke will compile a list of CoALL members interested in being a mentor and match them to new or potential members. There was discussion of updating the CoALL brochure. Anne Lucke and Rachel Nelson will work on updating the brochure. Chris Hudson will look into distributing brochures at DU LIS open houses, interview days, and Fall new student orientation.

VII. Membership Committee - Anne Lucke

Anne Lucke reported that CoALL has 5 new members. The total number of active members is currently 101. Anne is planning a membership drive for January or February, 2011. She has compiled a list of AALL members that are not CoALL members and will encourage them to join. She will send out a general email in January seeking suggestions of people to solicit. Diane Bauersfeld agreed to solicit new members in WY.

VIII. Grants & Scholarships Committee - Kathy Carlson

Kathy Carlson submitted a report by email. Beth Mescall was awarded this year's education scholarship. It is time to start thinking about next year's continuing education and travel grants. There is a line item of $1,000 for grants in the budget. AALL registration will begin in February or March 2011.

IX. Newsletter – Amy Levine & Stephanie Noble

Amy Levine reported that the deadline for submissions will be January 15, 2011. She will send out an email to

solicit contributions now and
again after January 1st. The newsletter committee would like to add 1-2 questions to the membership survey regarding the newsletter and its format. Amy will email draft questions to Robert Linz. Robert volunteered to take holiday party photos.

X. Brown Bags –

Brown bags are scheduled through June 2011.

XI. Government Relations – Madeline Cohen

Madeline Cohen reported that the Colorado Working Group is looking for participants. AALL is pushing to get the national inventory done by June 2011. Madeline will send an email on listserv about volunteering. Robert Linz offered the assistance of someone from CU. A meeting will be held in January to set short term goals.

XII Spotlight – Esti Shay

Esti Shay reported that CU will be the venue for this year's Spotlight on your Career event. The event will be held on the last weekend in February. Potential speakers/ideas include alternative careers for librarians and a tech petting zoo (digitization). There are currently no donors. The committee did not apply for an AALL grant. It was suggested they contact Wilson Web and Hein. Rachel Nelson reported that she had talked to West, but that they did not have their budget and could not promise a donation.

XIII. BRAG – Stacey Bowers

No Report.

XV. New Business

No new business.

The meeting adjourned at **5:02PM**.

Respectfully submitted,

Chris Hudson
CoALL Secretary

Colorado Association of Law Libraries Executive Board Meeting
March 31, 2011
Faegre & Benson LLP
4:28-5:45 PM

Present at meeting:

> **Board Members:** Rachel Compton (President), Robert Linz (Vice President/President Elect), Tamara Phalen (Treasurer), Chris Hudson, (Secretary), and Rachel Nelson (Member at Large).

> **Committee Chairs:** Anne Lucke (Membership Committee), Madeline Cohen (Government Relations), Amy Levine (Newsletter Committee), Esti Shay (Spotlight Committee), Stephanie Noble (Newsletter), and Kelly Fanning (Brown bag Committee)

> **CoALL Members:** Karen Selden

> **AALL Members:** Chapter Visitor Ruth Hill, AALL Secretary

The meeting was called to order, and the minutes from the prior meeting of December 17, 2010 were approved.

I. President's Report – Rachel Compton

No report.

II. Vice President's Report – Robert Linz

Robert Linz reported that the annual Colleague Connection event would be held on April 6, 2011 at CU. Robert also introduced the AALL Chapter Visit visitor, Ruth Hill. Ruth is the serving AALL Secretary.

III. Treasurer's Report – Tamara Phalen

Tamara Phalen previously submitted a treasurer's report by email. Tamara reported on an error in Treasurer's Report. The correct information should be 3 new students, 2 new full members, and 1 half-price full member-ship. Tamara will be working on the 2010-2011 budget. Other activities include recruiting two more volunteers to serve on the budget committee and converting files to excel.

IV. Past President's Report – Tracy Leming

No report.

V. Membership Committee - Anne Lucke

Anne Lucke reported that there are 106 active associates and student members as of January 2011. Four new members were recruited from the renewal outreach efforts. The Board recognized Karen Selden for her effort in referring potential new members. Renewals begin June 1, 2011 with a target completion date of June, 30, 2011.

Discussion of a dues increase was tabled until new business.

Regarding the dues waiver for the unemployed, Anne reported that last year CoALL waived the annual membership fee in cases of job loss or significant salary reduction. Tamara Phalen moved to continue to offer the waiver for unemployed members. The Motion **Passed**. Notice will go out on June 1, 2011.

In response to a question about a current student member, the Board discussed the student membership status and the potential need for limits on student membership. The Board decided that Anne will add the location of the school and anticipated graduation date to the membership form. The Board also discussed the possibility of allowing members to add a LinkedIn or other information link to the online directory.

VI. Grants & Scholarships Committee – Rachel for Kathy Carlson

Rachel Compton reported for Kathy Carlson that there are two travel grants in the current budget (2 @ $500). An announcement for the travel grants will be made.

VII. Newsletter – Amy Levine & Stephanie Noble

Amy Levine reported that the deadline for the next issue of Scuttle is April 15, 2011.

VIII. Brown Bags – Kelly Fanning

Kelly Fanning reported that there are three Brown Bag lunch presentations remaining for this year. Brown bag turnout this year has been consistently good, averaging 10 or more participants per session. Kelly will submit updates for publication in the next scuttle. The upcoming book talk lunch will be hosted at CU. A satellite site will be available at HRO and a 2nd satellite may be held in WY or another Denver firm. Karen Selden will post a link to the book information on the listserv. Tamara Phalen suggested that if this new format is popular, we could organize a Tattered Cover book talk event.

IX. Government Relations – Madeline Cohen

Madeline Cohen reported on the progress of the Colorado Working Group and Legislative Advocacy training at the AALL Annual Meeting. Advocacy training at the 2011 AALL Annual Meeting will be held on Saturday July 23, 2011 from 8:30AM – 12:30PM. Madeline will post more information and an agenda on the listerserv. Madeline also reported that the Colorado Working Group will be hosting a Happy Hour work session at HRO on Monday, April 18, 2011 from 2pm-7pm to jumpstart work on the Colorado inventory. Participants are asked to bring a laptop. Madeline will post more information on the listserv.

X. Spotlight – Esti Shay

Esti Shay reported that the 2010 Spotlight event had 27 people attend. Cost of attendance was $20. The sponsorship pledge from Thompson Reuters has been cleared for immediate process and a check should be sent soon. This year sponsorship covered operating costs. RMSLA and CoALL will split any revenue. Evaluations were generally positive. Specifically, the evaluations indicated that it was OK in hold the event in Boulder. Robert Linz reported that CU welcomed having the event at Boulder. The event generated approximate $270 in profit for each group. Rachel Compton will follow up regarding the creation of an online depository for notes, etc. She will discuss this with John Moss. Tamara Phalen will coordinate with Esti Shay regarding issuing a

check to RMSLA.

XI. BRAG – Rachel Compton for Stacey Bowers

Rachel Compton reported for Stacey Bowers. The 2011 BRAG event is scheduled for the morning of Tuesday, June 7, 2011. The event will be no-cost to participants and sessions will run 90 minutes. Stacey will distribute a flyer and information in early April 2011.

XII. New Business

New business discussion focused on the results of the recent CoALL Membership Survey and strategic planning for next year.

CoALL Membership Survey Discussion:

Robert Linz reported an approximate 40% survey completion rate. Tamara Phalen opened discussion regarding negative comments on the happy/social hour events. Rachel Compton suggested alternating between happy hours and coffee shops or other venue. It was decided that the happy hours should be redefined as a networking social hour. Tamara Phalen reported that joint group events have worked well, for example events with RMSLA have been well received. The Board also discussed varying the day of week events are held on. Tamara will invite CoALL members to the next RMSLA dine around event. The June networking social hour will be replaced by the lunch book talk that will be hosted by CU. The Board discussed comments that CoALL is too oriented to law firms. The Board suggested adding an event at DU for next year focused on meeting new LIS students. The event could coordinate with the new student's arrival on campus in September. Best days of the week for meetings and events were also discussed. Survey results show that most people prefer Wednesdays and Thursdays, but that Fridays are also a good alternative. It was suggested that the next holiday party be held on a Friday evening.

Strategic Planning Discussion:

The Board concluded that the happy hour events will now be marketed as networking events. Robert Linz suggested broadening the idea to include networking at other venues or events. The Board recognized and thanked Tamara Phalen for all of the work she has put into coordinating social and other CoALL events. Robert Linz suggested sponsoring a sporting event get together. Robert will look into the details of having a CoALL Rockies night. It was suggested we consider doing such an event in concert with RMSLA or other group to increase attendance and promote inter-organizational networking and cooperation. It was also suggested that CoALL consider doing a Colorado/National Public Radio fundraising event.

The Board discussed the annual Spotlight on Your Career event. Suggestions included beginning marketing earlier in the year and sending a save the date in December, looking for additional sponsorships, including a national speaker, providing scholarships to attend, and creating a charge for the Spotlight committee in June. Ideas will be distributed on the listserv and direction from membership regarding future Spotlight events will be sought. Rachel Compton suggested making the event more student oriented. Karen Selden provided a history of the Spotlight and suggested it remain focused on CoALL membership needs. Karen reported that the event evolved from CoALL Institute quarterly meetings that focused on the ongoing education needs for professionals. Karen suggested that meeting CoALL members' professional education needs is different from meeting students' needs and that Spotlight is the only CLE opportunity for many CoALL members. Robert Linz posed the question of whether the Brown Bags are meeting some of the continuing professional education needs previously met by the CoALL Institutes. It was suggested that Brown Bag information be included in Scuttle. Discus

sion regarding this issue will continue at a later date. The Board also discussed adding more regular columns to Scuttle. Suggestions included a member to member question like Spectrum, and a spotlight on a CoALL member. Finally, the Board discussed increasing membership dues. It was determined that it is too late for a dues increase in the current year, but that the issue should be considered by the next administration. Tamara Phalen suggested that CoALL should use surplus funds and any dues increase to subsidize events held throughout the year, support Spotlight, and fund other educational programming.

Additional discussion regarding strategic planning was tabled until a later date.

Next meeting date: Thursday, June 9, 2011 at 4pm.

The meeting adjourned at **5:45**.

Respectfully submitted,

Chris Hudson
CoALL Secretary