

Legal Information Preservation Alliance

Meeting Notes

January 9, 2009

A meeting of the Legal Information Preservation Alliance was held in San Diego, California, in conjunction with the Association of American Law Schools meeting. Eighteen individuals were in attendance.

Janis Johnston, Chair, welcomed the group and called the meeting to order.

Margie Maes, Executive Director, announced the new members that have joined so far in 2008/09. We have six new state law libraries so far in this membership year: Alaska State Court Library; Arizona State Law Library, Archives & Public Records; California Judicial Center Library; Indiana Supreme Court Library; Washington State Law Library; and Wyoming State Law Library. We have one new academic law library (University of Utah) and two academic law libraries that returned after a year of inactive status (York University and Brigham Young University).

Chair's report

Janis reported that she had spent her time on transitional matters, working with the Executive Director and the Board. The Board met by conference call and reviewed a planning document draft that sets priorities for January-July 2009. She distributed the document and asked everyone to review it for discussion later in the meeting. The Board agreed to appoint several committees and working groups to assist with both organizational and programmatic activities. These include:

Organizational – nominations and elections, strategic planning, recruitment
Programmatic – identification of state representatives, communications, print retention, digital preservation priorities

Janis will be asking for member volunteers for these committees.

Executive Director's report

Margie reported that she had moved to Bloomington, Indiana in October and is now working from a home office. Much of her time since July has been spent on administrative activities:

- took over listowner responsibilities for LIPA listserv
- submitted program proposal for 2009 AALL meeting that was accepted
- reviewed and finalized legal paperwork for registering as a charitable organization in Illinois (following up on our incorporation a year ago) – granted in December
- filed tax exempt application with the IRS – not yet granted
- worked with Georgetown on a transition plan to transfer our funds to a local bank account

- wrote an article entitled "Preservation and Collaboration: Ensuring the Future of Legal Information," that appears at 18 *Trends in Law Library Management and Technology* 49 (2008)
- attended quarterly meeting of the Chesapeake Project in November
- attended the Persistence of Memory: Sustaining Digital collections conference sponsored by the Northeast Document Conservation Center in December

As a result of her discussions with Georgetown, and with the Board's approval, Margie will establish a bank account in Indiana, secure a payroll service, and find an accountant to assist with necessary filings and audit procedures. This will minimize our overhead expenses and reduce the annual cost for legal services.

Financial report

Margie distributed the financial report for the first half of FY08/09. Membership invoices were sent out earlier this year than in the past, and our membership income through December 2008 was \$70,000. Expenditures totaled \$41,778 for salary, travel and conference costs, and legal services. The balance as of Dec. 31, 2008 is \$142,935.19.

We discussed the possibility of declining membership in the current economy, and Margie said that one academic law library had not renewed this year but that for the most part members have expressed a desire to continue to support LIPA as an investment in future preservation activities. A copy of the financial report is available on request from the Executive Director.

Chesapeake Project report and discussion

Margie reported at greater length on her meeting with the members of the Chesapeake Project. The agenda included a discussion of the post-pilot phase (after Feb. 28, 2009) and the future role that LIPA can play in continuing the project. Although not technically sponsored by LIPA, the Chesapeake Project has always described itself as operating under the auspices of LIPA because the impetus for it grew directly from LIPA's 2006 strategic plan. The participating libraries now would like Chesapeake to become an official LIPA project under the name Legal Information Archive, and that matches our goal of establishing a consortial project for digital preservation.

The Board would like to move forward with a plan to offer LIPA member libraries the opportunity to participate in the Legal Information Archive, using the OCLC CONTENTdm service, and sharing costs with the other LIPA participating libraries. The group discussed what information they would like to see in a proposal, which Margie will develop and send to LIPA library directors. As well as the benefit to current LIPA members, the opportunity to participate in the Legal Information Archive would be an incentive for prospective members.

Priorities/Planning for 2009

The Board approved a planning document for January-July 2009 (see below). We continue to have a number of organizational needs, as noted above in the Chair's report. The Board

prioritized a set of programmatic goals for the coming months, and Janis asked for comments on these goals. Discussion centered around #13, the effort to contact publishers to request statements about the permanence of their digital products. Penny Hazelton asked if this needed to be higher on the list of priorities, as more and more libraries are making decisions about eliminating print and relying on electronic resources. After some additional comments, Margie said that she thought this was not a very time-consuming project and she would try to move it forward sooner rather than later. She will be soliciting ideas about which publishers to approach.

Future meetings at AALS

The group discussed the viability of continuing to meet at AALS, as attendance at the LIPA meeting has been declining and the growing number of state law library members means we are meeting with only a portion of our membership. After some discussion of the pros and cons of this mid-year meeting, we agreed to continue for another year or two. The LIPA meeting held at AALS is not an official business meeting, but it is a good opportunity for some discussion of current activities and feedback from those members in attendance. Margie will continue to look for ways to engage all our members in communications throughout the year, and she will look into meeting space in the AALS conference hotels in order to reduce logistical problems for those in attendance.

Other

Those present suggested that we create a way to track multiple representatives from each member institution, e.g. a voting representative and one or more preservation specialist representatives. Margie will solicit this information from member institutions during the next billing cycle.

Margie also reminded the group that anyone interested in LIPA's work may join the LIPA listserv just by contacting her and requesting to be added.

MKM

LIPA Planning Document

January-July 2009

Administrative Goals

1. Establish a bank account (ED)
2. Secure a payroll agent (ED)
3. Establish routine procedures with our attorney and/or an accountant for filing of necessary annual reports and tax-exempt forms (ED)
4. Work with Georgetown on the transfer of our funds (ED)
5. Begin a new round of strategic planning (Board)
6. Develop new nomination and election procedures (Board, ED)
7. Develop new governance documents to match our corporate bylaws (Board, ED)
8. Document staff/board/member roles (Board)
9. Establish necessary committees (e.g. governance, nominations, strategic planning) to match up with the administrative and programmatic priorities (Board)
10. Develop new communications vehicles, e.g. online newsletter, blog, wiki, other social networking tools, and review website (ED in consultation with Board and members)
11. Prepare 2009-10 budget for board review (ED)

Programmatic Goals

1. Work with OCLC and the Chesapeake Project members to develop a structure for the continuation and expansion of the Legal Information Archive (ED)
2. Offer LIPA members the opportunity to join the LIPA Legal Information Archive (ED)
3. Collect information on law library participation in the Google books project and encourage activity in this area (Board)
4. Continue recruiting effort with state law libraries (ED)
5. Initiate a new recruiting effort with academic law libraries (ED)
6. Begin monitoring grant opportunities and developing a fund raising strategy (ED)
7. Develop methods and measurements for continuous evaluation of work (ED, Board)
8. Set priorities for expanding our partnerships with other organizations, including other preservation groups, library associations, library schools, publishers and granting agencies (Board w/ED support)
9. Identify representative in each state to coordinate and track state digital access and preservation efforts (Board, ED)
10. Identify the materials in greatest need of preservation (ED w/member support)
11. Update the preservation inventory and investigate the feasibility of making it interactive (ED)
12. Expand the print retention project (Members)
13. Contact legal publishers to request statements about the permanence of their digital products (ED - continues an initiative started by Bob Oakley)
14. Increase awareness of LIPA's existence through writings and personal contacts - ongoing and continual effort (ED)