

Legal Information Preservation Alliance

Meeting Notes

July 26, 2009

The membership meeting of the Legal Information Preservation Alliance was held in Washington, DC, in conjunction with the American Association of Law Libraries meeting. Approximately 80 individuals were in attendance.

Janis Johnston, Chair, welcomed the group and called the meeting to order. She welcomed new library members joining in 2008/09:

New state law libraries:

- Alaska State Court Library
- Arizona State Law Library, Archives & Public Records
- California Judicial Center Library
- Indiana Supreme Court Library
- Washington State Law Library
- Wyoming State Law Library

New academic law libraries:

- Boston University
- University of Cincinnati
- University of Oregon
- University of Utah

Janis reported that the Board had a series of conference calls this year and determined that LIPA would benefit from a new committee structure. The Board approved the creation of seven committees: Membership Recruitment and Retention; Communications and Marketing; Digital Preservation Priorities and Inventory; Print Retention; State Representatives; Nominations and Elections; and Strategic Planning. The Strategic Planning Committee met in April to draft a new 3-year plan, which was reviewed by the Board and sent to the membership in June. (See full committee reports below.)

Janis thanked outgoing board members Margaret Leary and Kathleen Vanden Heuvel for their two years of service. She announced the election results and introduced new Board members Janice Anderson and Rita Resuch. Continuing on the Board will be Keith Ann Stiverson, Chair, Judy Meadows and Janis Johnston. The Board will elect a new Vice Chair and Secretary/Treasurer.

Janis also thanked Judy Meadows for her three years of service as AALL's Representative to LIPA and welcomed Gail Warren as the new AALL Representative. She thanked Jan Anderson for her six years of service as LIPA's webmaster. Jan is stepping down from that volunteer position, and we will be looking for new volunteers to help with the website.

Margie Maes, Executive Director, reported on her progress this year. She provided general support for LIPA's operations, including recruiting new members, conducting the online election, meeting planning, creating an archive of LIPA's history and records, and supporting the Board's work and the new committees. She worked with legal counsel to complete the paperwork for registering as a charitable organization in Illinois and to apply for tax exempt status with the IRS. Charitable organization status was granted in Illinois in Dec. 2008, and status as a 501(c)(3) organization was granted by the IRS in March 2009.

Margie also made arrangements to transfer LIPA's funds from the Georgetown Law Center to a bank in Indiana at the end of July. In anticipation of that change, she hired a CPA firm to provide payroll, accounting and bookkeeping services for the fiscal year beginning July 1, 2009.

Margie gave the financial report, which was also distributed to attendees. Member revenue for 2008/2009 was \$75,000. The balance at the end of the fiscal year was \$117,456. A copy of the report is available to LIPA members on request.

The Strategic Planning Committee report was given by Chair Judy Meadows. The committee met in April to create a new strategic plan for 2009-2012. They worked from the previous strategic plan, adding new goals and subtracting items that had been substantially completed. They made a slight change to the mission statement and rearranged the plan to emphasize preservation activities, advocacy/education, collaborative relationships, membership, and funding. They added a new section on continuous evaluation. The Board reviewed the plan and approved its distribution as a draft document. The draft was distributed through the LIPA listserv in early June for review and comment by the membership. The Board then adopted the plan prior to the annual meeting. The final document is available on the LIPA website.

Bruce Johnson reported for the Digital Preservation Priorities and Inventory Committee. The committee is charged with developing priorities for selecting materials for a repository of digital and born-digital information and with maintaining that information on the LIPA website. The committee held its first meeting later in the conference.

Kent McKeever reported on print retention. They will continue the recording of print storage at primarily Harvard and Columbia (to include Chicago later), and they are hopeful about being able to maintain commitments. They also want to create the ability for any library to be able to say that they will commit to preserving x and y items that are not held by many other law libraries. There is a parallel project being done by the old RLG group whereby preservation status will be in 583 field of the bibliographic record. This model will allow smaller libraries to be able to participate in the print retention project.

Keith Ann Stiverson reported for the State Representatives Committee. The committee has been conducting e-mail conversations and is beginning to collect information about state digital projects. They have contacts in the states from the AALL authentication project that may be willing to serve as preservation representatives. The National Conference of Commissioners on Uniform State Laws (NCCUSL) has appointed a Drafting Committee

on Authentication and Preservation of State Electronic Legal Materials to prepare an act requiring that state online legal materials be secured and authenticated and preserved for permanent public access. The State Representatives Committee will monitor this development.

Jan Anderson gave the Membership Recruitment and Retention report. The committee put together a plan to recruit new members and help existing members make the case why they should continue funding. They also developed a LIPA brochure for distribution at the annual meeting and made badge stickers with the LIPA logo. They hope everyone will help spread the word about LIPA.

The Communications and Marketing Committee report was given by Tory Trotta. The committee met by conference call and came up with a list of projects to consider. The website is currently hosted on AALLNET, which will be migrated to a different platform sometime next year. The committee will make recommendations about the website and webmaster position, revisit web 2.0 tools such as blogs, review and clarify target audiences, encourage article creation and placement, and try to watch the jargon and have publications in plain language.

Judith Wright reported for the Nominations Committee. They were asked to draft policies, criteria and procedures for nominations and the election. This task was completed and the document will be posted on the website. The committee also identified a slate of four people for the 2009 Board election, which was conducted using AALL's online election system.

Sarah Rhodes gave a report on the Chesapeake Project. This is a collaborative digital preservation project with three partners: Maryland State Law Library, Virginia State Law Library, and Georgetown University Law Library. It was started as a 2-year pilot to investigate the feasibility of a collaborative project for the law library community. At the beginning of the project the participants decided to evaluate the project at the end of the two years, decided to evaluate it quantitatively (how much was archived, how much link rot analysis, etc.), to pursue born digital documents published to the web, and to use OCLC tools (Digital Archive later migrated to CONTENTdm). The final project evaluation provided these statistics: 4306 digital items were captured, the project averaged 179 items archived per month, and they averaged between 2 and 25 hours of staff time per month depending on the library. The project evaluation also included access statistics and information about items that had disappeared from the web during the course of the project. More information about the project, including the final evaluation report, is available at <http://www.legalinfoarchive.org/>.

Margie announced that the Chesapeake Project is now part of LIPA under the umbrella of the Legal Information Archive. She is drafting a proposal for LIPA members to join the project, and that will be sent to members by early fall.

As incoming Chair, Keith asked for member ideas or input about projects and encouraged people to contact her with comments or questions.

