

Spring 3-1-2007

Trivia Questions & Answers

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Recommended Citation

Meg Butler, Trivia Questions & Answers, L. Lines, Spr. 2007, at 25.

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LAW LINES

Volume 30, No. 3

Spring 2007

President's Message

Marsha Pront



It's hard to believe that this is my last column as President of LLAGNY. I want to use this opportunity to thank all of you for your support this year.

What a fantastic year it's been! (Yeah, I know I spent the first couple of months saying "I can't believe I agreed to this.") I learned so much and had the opportunity to work with so many wonderful people.

I owe a debt of gratitude to each and every one of our Board members, Chairpersons and corporate sponsors, all of whom made numerous contributions in time and money resulting in the publishing of Law Lines, electronic elections and membership survey, up-to date job postings and website, another successful year for Bridge the Gap and MLS student events as well as special events attended by record number of members—all of the elements of a successful Chapter. Thank you all!

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President's message continued

There were many accomplishments of which we can be proud – the launching of the Union List, the Books for Kids Drive for the reading room in the Family Court, our excellent education programs, to name a few. This issue of Law Lines reports on our meetings with the Deans and Directors of the local library schools who were enthusiastic and impressed with LLAGNY's programs and activities.

I started the year asking you to volunteer and get involved. I want to repeat this request. LLAGNY is an all volunteer organization and needs your help. If you would like to become more involved, contact me or any of the current Board members. I promise you, your investment in time will be small; but the return is great both professionally and personally.

It has been a pleasure and privilege serving you as President of LLAGNY. Once again, thank you for a wonderful year.

The Nominations Committee is pleased to announce the results
of the 2007 LLAGNY Elections:

Vice President/President-Elect.....	Jeff Cohan
Secretary.....	Sarah Kagen
Board Member (2-year term).....	Kathryn McRae and Bill Mills
Board Member (1-year term).....	Sarah Dowson



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LLAGNY Board Members Visit NYC Metro Area SLIS Programs

By Andrew Tschinkel, NYS Supreme Court Law Library, Queens

In an effort to raise the visibility of LLAGNY among library educators and to promote law librarianship as a career path for outstanding SLIS graduates, Marsha Pront, President and Andrew Tschinkel, Vice-President of LLAGNY, met recently with the Deans and Directors of SLIS programs located in the NYC metro area. Marsha and Andrew visited: St. John's SLIS (Manhattan Campus), on Feb 1; C.W. Post Palmer SLIS (Brookville Campus), on Feb 9; Pratt SLIS (Manhattan Campus), on Feb 23 and Queens College SLIS (Flushing Campus), on March 12.

All of the meetings were characterized by great enthusiasm from each of the participants. The Deans were impressed by the many LLAGNY programs aimed at SLIS students and new graduates as well as by the many career opportunities available, as evidenced by a print-out of current jobs from the LLAGNY web site presented to each Dean. A LLAGNY Resource Manual, prepared by Andrew, was presented to each Dean. The contents of the manual provides a reference guide to LLAGNY programs and services aimed at SLIS students and recent graduates.

All of the Deans promised to cooperate with LLAGNY toward the development of programs of mutual benefit to their students and to LLAGNY members, particularly with the Student Relations and the Education Committees. Both LLAGNY committees were notified to follow up with each Dean. The Deans will also take steps to publicize LLAGNY and law librarianship at their SLIS programs. This will include bringing to the attention of SLIS students the scholarship and internship opportunities available from LLAGNY and AALL for those students pursuing a career in law librarianship. Meeting space may also be available at the Pratt campus on 14th St. for a major joint LLAGNY – Pratt SLIS education program or event. St. John's and CUNY also expressed interest in hosting a LLAGNY program at their Manhattan facilities.

LLAGNY members are encouraged to contact Marsha or Andrew if they have suggestions or comments for new projects that may help nurture LLAGNY's partnership with SLIS education. You may send your email to Marsha at marsha.pront@hellerehrman.com or Andrew at atschink@courts.state.ny.us



Fighting the Good Fight: Preventing Spam on the LLAGNY Forum

Jonathan Saxon, CUNY School of Law Library

saxon@mail.law.cuny.edu

In spite of the increasingly sophisticated spam filters in use today, I'm sure most of you have at some point received spam that appears to be coming from the LLAGNY discussion forum. As the volunteer listowner of the LLAGNY forum, I would like to explain some of the reasons you occasionally receive this spam, as well as what is being done to prevent it and how you can help.

First, some background information. LLAGNY currently has four discussion forums that I monitor: LLAGNY, LLAGNYANNOUNCE, LLAGNYBOARD and LLAGNYCOMM. The one most of you are familiar with, LLAGNY, is a public forum that is open to anyone who wants to subscribe, including non-LLAGNY members. LLAGNYANNOUNCE, used only for special LLAGNY announcements, is a private forum that all LLAGNY members are subscribed to automatically through their membership records. LLAGNYBOARD and LLAGNYCOMM are private forums used by the LLAGNY leadership to communicate with each other. All of the forums are hosted by AALL and run using an automated electronic discussion software program called "Lyris ListManager."

As our only public forum that anyone can easily join, LLAGNY is the vehicle that spammers try to use to get their messages out. However, the Lyris ListManager software provides an initial level of protection against spammers by requiring new subscribers to reply to a confirmation message before they can post messages to LLAGNY. Most spammers use fake return email addresses, so they never receive the confirmation message and are unable to post to the forum. I get at least a few notices about these attempts almost every day. A small number of more persistent spammers, however, create temporary email accounts so they can receive the confirmation notice and join the subscriber list. I try to check the LLAGNY subscriber list at least once a week and it is usually easy to identify suspicious subscribers and remove them, often before they've posted anything through the forum. On the rare occasions when a spammer does manage to post to the forum, the offender is identified quickly and unsubscribed.

Although spammers rarely post messages on our forum directly, there are instances where spam APPEARS to be coming from the LLAGNY forum but is not. In this situation, the message will include "bounce-llagny-55555," or something resembling that, in one or more of the message header fields, just as you'll see in normal LLAGNY messages. What these spam messages don't include, however, is "[llagny]" at the beginning of the subject line, which is present in all messages legitimately sent through the LLAGNY discussion forum. If you receive a message that appears to have come from the LLAGNY forum but doesn't include "[llagny]" in the subject, it's not a LLAGNY forum message. It's rather complicated to explain how the spammers do this, but they do not have your actual email address; they are instead exploiting a weakness in the way the Lyris ListManager sends messages. Also, these messages are not going out to all subscribers on the list, just random subscribers.

What can you do to help prevent spam on the LLAGNY forum? The first thing is to let me know when it's more than an occasional annoyance. If you've received a spam message, don't assume the listowner knows about it because the message may not have gone through the forum to all



subscribers or the listowner's own spam blocker may have filtered the message. If you receive the type of spam message described in the previous paragraph, that isn't being sent through the LLAGNY forum, I may be able to stop the problem by momentarily unsubscribing you from the list and then re-subscribing you. Of course you could also try this yourself, but I need to be aware of the extent of the problem and the only way I can learn more about it is through the reports I receive from subscribers. Hopefully Lyris will address this vulnerability in a future upgrade. As for messages that do get sent through the forum by spammers who have joined the list, if this problem increases then we could decide to require listowner approval before new subscribers can join the LLAGNY forum. In the meantime, to help protect the integrity of our subscriber list, subscribers should always provide a first and last name in their subscription records and there should be no anonymous subscribers joining the forum with a generic name such as "library."

As a result of efforts to fight spam and other malicious uses of the Internet, there are sometimes unintended consequences affecting the LLAGNY forum. Most of you use email systems that are protected by firewalls and spam filters which occasionally prevent you from receiving legitimate LLAGNY forum messages. In some cases firewalls or spam filters can become a real problem, blocking all LLAGNY messages and preventing the subscriber from using the forum. Adjusting the firewall or spam filter settings is often out of the subscriber's control and requires action on the part of IT personnel. Unfortunately, there are some subscribers who no longer receive LLAGNY forum email because their IT departments either can't or won't adjust their firewall or spam filter settings to let the LLAGNY messages through. In these situations it is up to the subscribers to work with their IT personnel to try to resolve the issue. I am happy to put your IT people in touch with the appropriate person at AALL if needed. You can also subscribe to the LLAGNY forum using a personal email account if you are unable to receive forum email through your work account.

Unfortunately spam is now a part of the lives of all email users and one that can't be completely avoided, given the limits of today's technologies and the persistent efforts of the spammers. We've all developed our own methods for coping with spam on a daily basis, and of course frequent computer virus and spyware checks are now a must for all Internet users. To the extent it is possible, the folks at AALL and I are trying to make sure the LLAGNY forum does not add to your spam burden. I welcome your comments, experiences and suggestions relating to spam and the LLAGNY forum.



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LLAGNY Profile

Sarah Valentine
Legal Research Coordinator and Associate Law Library Professor
CUNY School of Law



You've taught legal research to law school students and law librarianship to library school students. What kinds of skills do you expect your students to master? Do law students and library students need different skill sets?

Law students and library students require a different skill set mastery. Both groups of students have to find primary and secondary material. Law students need skills beyond learning legal bibliography; they use what they learn to make legal decisions. They need to learn to draw inferences from a pattern. Law students are immersed in law, and library students are taking other courses—cataloging, business reference, and so on. Library students know and trust indexes, but they're not immersed in law, so the first law librarianship classes for library students are like hyper-civics classes. In the law school legal research classes, I'm trying to move legal research classes away from cases; we have to wean students away from jumping onto case law databases and throwing in terms. I'm wondering if legal research should start with secondary sources or statutes to reinforce that case law research is not the end all and be all of legal research. What I learn from library students I can bring back to law students and vice versa.

What was the focus of your work during your time at Rockland County Legal Aid Society? What was your time there like?

I loved practice. I worked in the city, then went upstate and was working in three county legal aid. I went to law school after library school, thinking I would be a public defender, but I liked civil work better. My trial practice and skills transfer to being a legal research teacher who is able to provide examples in class that students can relate to. To get into CUNY Law, students must write an essay on why they want to do public interest work, so the students are focused on public interest. I give specific research examples from my own experience with public interest work. I use my background to show why research is important: being the best prepared can help clients who are often not the clients that the courts really want to listen to.

Could you speak about your transition from practicing law to teaching and librarianship?

I saw LLAGNY was important when I had New York Law School students who went on to work at firms. I needed to meet law firm librarians and hear from them what skills first-years needed. Conversations with law firm librarians taught me to emphasize the cost aspects and the importance of efficiency in legal research. I still need to train students to be good researchers whether the focus is on the clients billed or the number of clients helped. When I started at New York Law School, Camille Broussard and Rosalie Sanderson went out of their way to bring my library skills and teaching skills up to par. Before teaching, I was in court for ten years. Being in court requires a



certain ego. I had to give up a lot of that ego to become a librarian. Now I'm thrilled with librarianship. I've re-remembered that information is power. I try to teach my students that you have to be better informed than opposing counsel.

How has your experience been at CUNY School of Law? The mission is unique; could you speak about your experience with the students?

In CUNY Law, the library is fully integrated in the school. I was picked to teach a week-long summer course. I taught torts for a week. At the beginning of the class, I had the students each tell me three things about themselves. Three or four had been in the Peace Corps. Four or more had been overseas volunteers. Some had done Teach for America. One had set up and run a domestic violence program. One had worked at unionizing restaurant workers. Sometimes students don't want to give up their organizing work to study. Some students' second, third, or fifth language is English, so the LSATs aren't as high as at some other law schools but CUNY Law students are an inspiration. The faculty is filled with practitioners from good places doing good work. Sometimes I feel guilty for leaving Legal Aid. Now I feel I am giving back. The students will go to small firms; some will go to the DA's office; others to legal aid programs. The students recently put out a well-received law review program on Guantanamo Bay in the middle of the semester. Now I'm busting my chops to learn adult learning theory and learn about different learning styles so I can give them the best legal research classes possible.

What do you like to do when you are not at work?

When I'm not at work, I like to read, kayak, and swim. I grew up in Florida, so I grew up swimming. I love to dive, and I love the water.

You've written for publication. On which topics have you focused your research and writing? What steps did you take to get published?

Writing for publication is not as hard as people think. Anyone can write a law review article if you just put in the time. It's just showing up and doing it; it's not glorified. Have fun when you write. Have a topic in mind that you like. I did a "Queer Kids" bibliography and panel for AALL, and many in the audience were working with queer youth and found the resources helpful. When I did the bibliography of Ruth Bader Ginsburg [7 N.Y.City L. R. 391], I had forgotten a lot about her early work, and I learned it all over again when doing the research. That made the hard work of writing a lot easier to take.



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SPOTLIGHT ON EDUCATION



EDUCATION COMMITTEE UPDATE

Kathleen Moringiello, Skadden, Arps, Slate, Meagher & Flom kmoringi@skadden.com
Janet Peros, Wachtell, Lipton, Rosen & Katz jperos@wlrk.com

This spring, the Education Committee presented “Private Equity: Tools of the Trade.” Cliff Perry, Director of Information Services at Warburg Pincus, presented a thorough and informative program on private equity on March 14th at the offices of O’Melveny & Myers. We received a continuing education grant from AALL/BNP and refreshments were provided by CCH. The introductory portion of the program is available as an audio podcast through the AALL website along with the corresponding PowerPoint slides (for a limited time only). Full details are available in AALL’s April issue of *Spectrum*. On April 11th we also offered a program on “Patent Research.” Lucy Curci-Gonzalez of Kenyon & Kenyon, Carol Hoffman of Ropes & Gray, Carol Barra of LexisNexis and Melissa Vigilante of Dialog taught us about the various types of patent searches, patent families, and trolling, and provided us with wonderful search tips. CCH once again generously sponsored lunch for this program that was held at Dorsey & Whitney. Thanks to all our hosts and sponsors! Both of these programs were booked in full with waiting lists.

Also this spring was “Migrating & Updating Your Catalog” (now full) on April 25th at Manatt, Phelps & Phillips. The panel included Bess Reynolds from Debevoise, Lawrence Niculescu of Kaye Scholer and Joni Cassidy of Cassidy Cataloging. This program was a joint venture with the New York Law Librarians Technical Services Roundtable. Also being offered this spring is a tax research program to be held on May 30th (details to follow) with Russell Switzer of Paul, Weiss; Rosalie Sanderson of New York Law School; and Jennifer Lawton of Dewey Ballantine. Lunch will be sponsored by Thomson West.

Looking forward to the fall, Dr. Roberta Brody (aka Bobby Brody) has agreed to present a program on competitive intelligence. Dr. Brody is a professor at the Queens College GSLIS where she teaches courses on business research and CI and is a founding member of SCIP (Society of Competitive Intelligence Professionals) as well as an active member of SLA. This will most likely be a two-part program over two mornings in September. Dr. Brody has asked that LLAGNY members let her know what we would like to learn in regard to CI in a law firm setting. Please email me with any suggested topics or questions you would like to have answered (jperos@wlrk.com). Also, Gayle Lynn-Nelson of LexisNexis and Kit Hartnett of Proskauer Rose have agreed to present a program on generational issues in management, “Managing Across the Generations: Recruitment, Retention & Retirement Strategies for the Librarian Profession.” Gayle & Kit have presented on this topic in the past and are also due to present at SLA’s annual conference in Denver. This program will be a morning or lunch-time program in October. Both these programs are pending board approval.

There was a general education committee meeting held on Thursday, May 10th at 6pm at Skadden Arps. If you could not attend but have ideas or suggestions for the committee please email us, Kathleen Moringiello (kmoringi@skadden.com) or Janet Peros (jperos@wlrk.com).



Private Equity: Tools of the Trade: A LLAGNY Education Committee Program

By Janet Peros, Wachtell, Lipton, Rosen & Katz

Cliff Perry, Director of Information Services at Warburg Pincus presented “Private Equity: Tools of the Trade” on Wednesday, March 14th. This was a sold-out program with almost 75 attendees that was held at O’Melveny & Myers. The private equity program was not only one of the largest programs ever offered by the LLAGNY Education Committee, but also one of the most diverse. Several SLA members attended from various corporations, accounting firms and vendors from across the tri-state area and from as far as Boston and Chicago.

How do you find information on something as elusive and secretive as private equity firms? The program was divided into three parts. In the introduction, Mr. Perry defined private equity, discussed private equity’s role in business and outlined the stages of private equity investing and the fund process. The role of the deal professional was examined and Mr. Perry offered a snapshot of the global view of private equity and what types of industries firms like Blackstone, KKR (Kohlberg Kravis), Carlyle and Bain Capital invest in. The introduction was recorded and the podcast is available with the corresponding PowerPoint slides on the AALL website here: <http://www.aall.org/prodev/media.asp>.

After a short break, Mr. Perry gave us an overview of private equity investing globally. Trends and issues in the world of private equity were discussed such as the role of hedge funds, venture capital and new legislation that effects private equity entities such as the Sarbanes-Oxley Act. Mr. Perry then reviewed both free and fee tools used to research private equity. The focus was on databases most helpful for finding information on private equity and how these databases obtain the information they have. Fee databases usually offer a higher level of currency and customization than an association website or another free source. Since private equity firms are not under the same disclosure obligations as an SEC filer, there will naturally be less data available about them. Even the most robust databases only contain data on about 50% of private equity deals at any given time. Private Equity firms want to keep this data private for any number of reasons including competition, not wanting to disclose investments or funds that aren’t successful, and respecting the privacy of their clients and investors.

This program required a lot of work and planning from a lot of parties without whom it would not have been possible. Heidi Bliss at O’Melveny & Myers was our wonderful, flexible and gracious host. Wolters Kluwer CCH provided refreshments as they have done for so many educational programs this year. Mark Boutros of the City University of New York provided audio support to help us record the introduction to the program and make it available as a podcast on the AALL website. AALL provided us with a continuing education grant to help lower the registration cost for LLAGNY and AALL members. And of course Cliff Perry, our speaker who took time out of his busy schedule to come share his knowledge and expertise with us for this thorough, informative and energetic program.



The World of Patent Research

By Christine Dubuque, DLA Piper

On April 11th, a number of librarians gathered at Dorsey & Whitney to gain insight into the overwhelming world of patent research. Four presenters took the time to share their expertise on the subject and the LLAGNY members in attendance were the better for it. With patent research growing in demand, the information provided during this session was a valuable treasure.

Melissa Vigilante from Thomson explained what patent families are, how to research such information, and why this information is important to legal researchers. A patent family is a group of related patents that are based on the same inventive concept. The patent family will provide information regarding the intellectual property rights which may be beneficial during litigation.

Next, Carol Hoffman from Ropes & Gray LLP introduced the group to the different types of patent searches that can be conducted. According to her presentation, searches can be done to determine patentability, validity, infringement, clearance, due diligence, state of the art, and patent landscape. Information can be found by searching journals, conference documents, handbooks, case studies, and patent family searches.

Carol Barra presented a session on behalf of Lexis regarding patent trolls. For those unfamiliar with the term, a patent troll is a litigious patent owner who purchases patents at low prices from inventors, but does not manufacture products or supply services based on the patents they own. Rather, the patent troll generates revenue from either licensing the patents or settling for infringement damages.

The final presentation of the afternoon was Lucy Curci-Gonzalez of Kenyon & Kenyon LLP who provided those present with a number of useful websites that will assist the patent researcher with his or her needs. Along with emphasizing the importance of the treatise Chisum on Patents (the patent bible), she also encouraged the attendants to become familiar with commercial sites that provide patent information, such as Dialog, Delphion, and Micropat.

Quite possibly the most helpful resource handed out that afternoon, however, was the glossary of patent terms. The world of patents has a language all its own, and can be a bit overwhelming. This seventeen page long glossary included words that may not be familiar to non-patent folks, but that are necessary to know when delving into the world of patent research. Considering the increased demand for patent research, it appears likely that the glossaries will be used heavily by those in attendance and that there will be a demand for another patent research seminar in the near future.



Bridge the Gap: Thirteenth Summer Associate Legal Research Program
Presented on March 30, 2007 at the Association of the Bar of the City of New York
By Wendi Hoffenberg, Bryan Cave

On March 30, I attended Bridge the Gap, an all-day program of legal research workshops sponsored by LLAGNY. Most of the attendees were second- and third-year law students who plan to work at New York City firms. There was also a healthy mix of librarians, both new and experienced. I attended five workshops and found them especially helpful for newer law librarians.

The day began with an overview of legal research for all attendees. Michael Roffer, Government Resources/Reference Librarian and Professor of Legal Research at New York Law School outlined a set of questions to ask (of yourself or of the attorney giving the assignment) before beginning a research assignment. While these questions are intended for the use of junior associates, they are also useful for librarians when clarifying the scope of a shorter reference task. The acronym to remember is JUST ASK TEN.

Jurisdiction
Useful tips (how extensive should the finished product be?)
Scope (Search articles ten years back? Cases five years back? In which sources?)
Terms of art (which search terms should be used verbatim? are there synonyms?)
Acronyms
Sources
Key cost constraints (How much research should be done? OK to use expensive database?)
Time (What is the deadline?)
End Product (Should I produce a formal memo or a quick answer?)
Now Summarize (Restate the assignment to make sure you know what to do)

Professor Roffer gave several other tips: write down the assignment, learn about your topic by consulting a secondary source, re-think your search if you are not finding anything useful within the first ten minutes of searching, record your search history, print or save ephemeral web pages, try free databases when possible, and proofread your writing.

Jill Gray, corporate librarian at Dewey Ballantine, gave an overview of securities research. She examined some commonly requested SEC filings and explained the features of each form. Ms. Gray outlined the information that can be found in a company's charter, certificate of incorporation, and bylaws. She showed examples of a 10-K, 10-Q, 8-K, DEF 14-A, and 13-D and 13-G ownership filings. We explored sources for retrieving a no-action letter, a staff comment letter, and a telephone interpretation. Attendees came away with a list of SEC and company information sources, annotated with the costs and purposes of each service.

Lucy Curci-Gonzalez, director of library services at Kenyon & Kenyon, taught the basics of patent research. She outlined the process by which patents are issued and reviewed the statutes and the USPTO publications used in patent research. She explained the location of patent cases within the U.S. Court of Appeals for the Federal Circuit and the USPQ. Attendees took home a list of primary and secondary sources and commercial databases.



Russell Switzer, tax librarian at Paul, Weiss, Rifkind, Wharton, and Garrison, taught about tax law. He explained IRS regulations, revenue rulings, and letter rulings, and reviewed sources for finding these documents. While it was not possible to examine all IRS pronouncements and guidance during the brief session, I came away with a comprehensive glossary of IRS documents.

Catherine Dillon's "Resources in Employment, Labor, and Employee Benefits" seminar focused on how to use a few specific research tools. Ms. Dillon, director of information services at Jackson Lewis, brought the Master Index binders of the BNA Labor Relations Reporter. She explained the layout and content of the binders within the set and reviewed the CDI number system. Online, we examined the CCH Internet Research Network's Employment Law Library, labor sources on Lexis and Westlaw, and BNA's Daily Labor Report. Again, I took home an annotated list of labor and employment research tools.

Kerri Spennicchia, Electronic Services and International Law Librarian at White & Case, taught the "Corporate Governance and How to Keep Current" seminar. We looked at Compensation Standards, Compliance Week, and rules of NYSE, NASDAQ, FASB, and SEC. For examples of documents, Ms. Spennicchia recommended the forms on the Society of Corporate Secretaries and Governance Professionals website.

As a newer law librarian, I appreciated the hands-on research tips offered by experienced law librarians. I was also pleased to hear the tips offered to summer associates in the final panel. Panelists were Proskauer Rose partner Steven E. Obus; Fitzpatrick, Cella, Harper & Scinto associate Nicole Silvestri; and Shearman & Sterling coordinator of library services David Merkin. Work hard, they said. Meet your deadlines. Be cordial to everyone from the hiring partners to the mailroom staff. Have a good time; balance your assignments with social interaction and networking. And remember to go to the library and get help from your librarians!





Bridge the Gap
Thirteenth Summer Associate Legal Research Program
Association of the Bar of the City of New York, Friday, March 30, 2007
Photos by Wendi Hoffenberg, Bryan Cave



Larry Abraham, Fordham University



Charlotte T. Harrington, NY County DA's Office; **Amy Anstett**, Emmanuel College, Boston; **Michael Mayers**, MetLife.



Tracy Paler, Fried Frank



Russell Switzer, Paul Weiss



Bridge the Gap (continued) Photos by Wendi Hoffenberg, Bryan Cave



Marc Sackin, Brooklyn Law School; **Jacob Bitler**, Columbia Law School; **Sadys R. Espina**, Columbia Law School Library; **Elizabeth B. Nicholson**, Freshfields Bruckhaus Deringer; **Oleg Rybak**, Cardozo Law School; **Lemuel Anaejiona**, Columbia Law School



Catherine Dillon, Jackson Lewis



Kerri Spennicchia, White & Case



MEMBERSHIP NEWS AND MOVES

LLAGNY would like to welcome the following new or returning members:

Amy Anstett, Student

Scott Armstrong, Librarian at Edwards, Angell, Palmer & Dodge, LLP

Kimberly August, Library Assistant at Bryan Cave LLP

Bill Combest, National Sales Director at Jones McClure Publishing

Jennifer Croke, Library Assistant at DLA Piper

Leslie W. Lamphear, Librarian at Akin Gump Strauss Hauer & Feld, LLP

Brittany Lehman, Reference Librarian at Latham & Watkins

Linda C. Lett, Library Administrator / Legal Assistant at Meyer Suozzi English & Klein, PC

Kris Szczerbinskii, Library Assistant at Bingham McCutchen, LLP

Carol S. Turner, Research & Reference Specialist at Constantine Cannon

Anne B. Wesley, Student

Stacy R. Williams, Student / Documents Assistant at New York University

Bob Hirst, NY Regional Sales Representative at 10-K Wizard

Member Moves:

Caren J. Biberman is now Director of Library & Information Services at Cahill Gordon & Reindel, LLP

Jenna Halvey is now Reference Librarian at Clifford Chance

♦ Summer Issue

Summer 2007.....June 15th

Please send your submissions for the next LLAGNY profile (see p.6) to lawlinesny@gmail.com

Submissions should be in Word or WordPerfect. Photos should be in JPG, TIF or GIF format.

No PDFs please.

Article Submission Deadline ♦



In Memoriam Helen Lawless
Scott Wilson, Debevoise & Plimpton LLP

Helen Mary Lawless, Library Research Manager at Debevoise & Plimpton LLP since 1988, died of a stroke on January 31, 2007 in Staten Island, New York. She was 59.

Helen Lawless was born in Brooklyn, New York and moved with her family to Great Kills, Staten Island when she was nine. She earned a bachelor's degree in history from St. Joseph's College, a master's degree in history from Rutgers University, and a master's degree in education from Wagner College. She also studied library science at the Pratt Institute. Helen taught social studies at Our Lady Queen of Peace School, New Dorp, for nine years and then began her career as a law librarian at Milbank, Tweed, Hadley & McCloy LLP, Weil, Gotshal & Manges LLP and finally Debevoise.

As a law librarian, Helen initially focused on legislation and banking research but her background and natural gifts as an educator gave her the opportunity to teach once again. She often taught legal research to associates and librarians in-house but she was also a faculty member at the yearly *Bridge the Gap* programs sponsored by LLAGNY, served on the AALL PLL-SIS Education Committee, was a faculty member at *Teaching Research in Private Law Libraries* (TRIPLL sponsored by Lexis), and most recently was a workshop advisor on *Teaching Tips for Librarians: Ideas and Techniques for Training Patrons* for the New Jersey Law Librarians Association. Helen was also a member of the LLAGNY Grants and Scholarship Committee for a several years.

Helen was an enthusiastic colleague with exceptional intelligence, wit and empathy. She was extremely supportive of her staff and encouraged them to succeed personally and professionally. She believed that in order to be a good teacher, one must be a better student.

In her youth, Helen was involved in the civil rights movement. She was proud of her history of civil disobedience and shared her concerns regarding libraries in the wake of the Patriot Act. More recently, she volunteered as a mentor for at-risk students, worked at a battered women's shelter and taught adult literacy. She was an exceptional friend, reader, cook, host, traveler and citizen of the world. Her organic garden was her great passion.

Last fall, Helen was featured in an article for the *Debevoise*, a Debevoise e-zine. In it she summed up her philosophy, "Say what you're going to do, then do it. No excuses. No whining. Do it. No matter what the obstacles are, say what you're going to do, then do it."

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The Perils of the Spellchecker

Camille Broussard, New York Law School

In 1989, Norwood Gove wrote “Catch That Spilling Error,” a short piece on the spell-checking process that operates from deep within the innards of word processing software. He effectively proved that a spell-checking program accepts words that the program recognizes and does not differentiate between meanings and nuances. The short essay was very amusing and sailed through my spell checker with “flying colons!”

Every semester I discuss the perils of relying blindly (no pun intended) on one’s word processor to proofread papers and assignments. Sometimes, I share Mr. Gove’s essay with the class. Despite my efforts, I continue to receive class assignments that could not possibly have been checked with that careful eye and attention to detail that attorneys should develop. As Mr. Gove so clearly expressed: “In this modern ear, it is simply inexplicable to ask readers to expose themselves to misspelled swords when they have bitter things to do.” Spell checking is a very important task. Writers must painstakingly review every document to prevent careless mistakes.

Recently I had the opportunity to complete my civic duty of reporting to jury duty. As one of my diary entries, I decided to write a short essay of my own to see if word processors had grown any smarter in the last few years. You can be the judge!

A DAY ON JURY DUTY

By Camille Broussard

Each morning the role is culled. Soon after, the selection process for the various trials that are weighting begins. The implanted jurors are brought to Judy’s room so that the attorneys can axe them questions. This steep is called wire deer.

The attorneys do not fry the case hear, but they due try to get a scents of everyone’s altitudes and fillings. Jurors or all suspected to answer questions about weather they can be fare and partial without the tent of bias. Sometimes the hole in the group is addressed and everyone jest knots there removal. Other times, a council wood tern to and individual to axe something vary special.

The group I was inn was an inedible bland of backgrounds and experiments. Out of the forte or sew in the pull, the alligators had to chews sex peepers and fore all ternate. The plaintive in the case was and electrolysis whom had heard himself. We stared in the mourning and finessed the next day. Each layer was careless too gather in formation on the diffident people in the ruin. Occasionally they wear condensation but mostly they treed us with respite.

Overhead, I leaned quiet a bite from my date at the curt house. Even flow I was not pictured for service, it was a wroth wild indenture and knot a waist of thyme. I hardly recompense the ex-spearmint.



Kit Hartnett
Director of Library Services
Proskauer Rose LLP
New York, NY

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Reference Questions and Answers

Compiled by Wendi Hoffenberg, Bryan Cave LLP

Q. What do abbreviations after the names of foreign business entities mean? For instance, what does S.A. de C.V. following the name of a Mexican business mean?

A. There is a chart at <http://www.corporateinformation.com/defext.asp>. This chart explains abbreviations for foreign entities. In Mexico, a SA (*sociedad anónima*) can have either fixed or variable capital; the abbreviation SA de CV is used for those with variable capital.

Thanks to the law-lib email discussion list; Tottie Degaitas, King & Spalding, Washington, DC; and Elaine Knecht, Hiscock & Barkley

Q. Can you recommend an affordable, easy-to-navigate, user-friendly wiki hosting service?

A. Until a few months ago, your best bet would have been JotSpot. But Google bought JotSpot in November and they aren't taking new registrations. JotSpot was an easy-to-use wiki which didn't cost very much for smaller organizations. SocialText offers a free wiki which might help you (it also offers fairly expensive enterprise options). That said, the open-source wikis aren't very difficult. PBwiki (Peanut Butter wiki) is one option for setting up a basic wiki fairly quickly. EditThis.info uses MediaWiki, the same kind of wiki application that Wikipedia uses. It's not difficult to use, although the syntax is a bit strange at first. You should also check out Wikimatrix (wikimatrix.org) to compare wiki applications, including those available from hosting services.

Debbie Ginsberg has compiled some basic information about wikis at LawLibWik (http://www.editthis.info/lawlibrary/Main_Page).

Thanks to the law-lib email discussion list; Debbie Ginsberg, IIT Downtown Campus Library, Chicago; and Mindy K. Maddrey, Kelley Drye Collier Shannon, Washington, DC

Q. When a bill is signed by the President, how can I find out what Public Law number will be assigned to the new law before it appears on Thomas?

A. There may be a brief lag when the Office of the Federal Register has not yet received the signed bill from the White House. Generally, the Public Law will appear at <http://thomas.loc.gov>. Try calling the Public Laws Update Service at 202-741-6043 or the Office of the Federal Register at 202-741-6040. Current session Public Law numbers are available at <http://www.archives.gov/federalregister/laws/current.html>. Click the Stay Updated link for directions on subscribing to the Public Law Electronic Notification Service: <http://www.archives.gov/federal-register/laws/updates.html>

Thanks to the law-lib email discussion list and Bryan Carson at Western Kentucky University Libraries.



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Law Lines is published four times per year by the Law Library Association of Greater New York (LLAGNY).

Issues appear In Spring, Summer, Fall and Winter.

For membership information, contact Jill Lanier at jlanier@omm.com

Contributions, comments or news items for Law Lines may be sent to Law Lines Editors, lawlinesny@gmail.com

All contributions submitted for publication are subject to editorial review and are published at editorial discretion.

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ISSN 0148-0553



Trivia Questions

By Meg Butler, New York Law School

1. Community supported agriculture is an arrangement where farmers sell “shares” in the upcoming harvest to folks who are interested in local, seasonal produce. In New York City, www.justfood.org helps connect farmers to buyers. What government library provides an annotated bibliography with resources, as well as directories, related to community supported agriculture?
2. Through the National School Lunch Program, more than 29 million children receive low-cost or free lunch every day. During the Reagan Administration, a political storm arose when the Department of Agriculture proposed regulations that would treat ketchup as a vegetable, for purposes of the NSLP. What are the current nutritional standards required for school lunches and what regulation governs?
3. Give the citation of the federal law that sets forth the process for determining if a substance may be used in the manufacturing, packaging, or transporting of food.
4. What is the best topic and key number to use when searching for cases about the licensure and liability of crop dusters?
5. The federal government recently took down a website that made public names and Social Security numbers of farmers who received loans or other financial assistance from the Agriculture Department. According to the Agriculture Department, as many as 100,000 to 150,000* people were affected. Provide the name of the farmer who discovered her Social Security number and the search engine that she used.
6. There is vigorous debate as to whether genetically modified (GMO) crops are good or bad. Some argue that they enhance production and minimize the need for pesticides. Others claim that the risks genetically modified crops pose are not yet known and that the government has not imposed sufficient controls to keep the modified crops from spreading to so-called conventional crops. In 2000, 25% of the total United States corn, 54% of the total United States soybean, and 61% of the total United States cotton crops were genetically modified. What percentage of the total United States corn, soy, and cotton crops were genetically modified as of 2005?
7. Currently Congress is investigating honey bee colony collapse disorder. The disorder occurs when, without apparent explanation, honey bee colonies suddenly die-off. Which subcommittee is investigating the situation? Please name the New York bee keeper who testified before the committee.
8. According to research published in 2006, approximately 25% of the clients of emergency food programs have gone without eating for a whole day because they did not have enough money for food. Every week more than 300,000 people turn to emergency food programs, yet less than one half of all emergency food program clients participate in the federal Food Stamp Program. What percentage of New York City food pantries turned away clients at least once during 2005 due to insufficient food supplies?

1. Answer: The United States Department of Agriculture National Agricultural Library:
<http://www.nal.usda.gov/afsic/pubs/csa/csa.shtml>.



2. Answer: Children aged two and above must be offered lunches that provide 1/3 of the Recommended Dietary Allowances for protein, calcium, iron, vitamin A, and Vitamin C. The official current nutritional standards are available at 7 C.F.R. § 210.10. They are also available at <http://www.fns.usda.gov/cnd/lunch/>.
3. Answer: Food, Drug, and Cosmetic Act § 409, 21 U.S.C.A. § 348 (West, Westlaw through 2006 legislation). See also <http://www.cfsan.fda.gov/~dms/opa-notf.html>.
4. Answer: Topic: Agriculture. Key Number: 9.4.
5. Answer: Marsha Bergmeier, president of Mohr Family Farms of Fairmount, Illinois. According to the New York Times, she said, "I was bored and typed the name of my farm into Google to see what was out there."
*Note that the version of the story loaded onto Westlaw (2007 WLNR 7539238) has a much smaller number of people at risk (63,000), while the version the *New York Times* continues to post on the Internet indicates that between 100,000 and 150,000 people could be at risk. See <http://www.nytimes.com/2007/04/20/washington/20cnd-data.html?ex=1334721600&en=c542880366521982&ei=5088&partner=rssnyt&emc=rss>
6. Answer: Corn: 52% GMO; soy: 87% GMO; cotton: 79%.
U.S. Census Bureau, *Statistical Abstract of the United States: 2007*, at 542 tbl. 829 (Oct. 2006).
7. Answer: The investigating committee is the House Agriculture Committee's Subcommittee on Horticulture and Organic Agriculture. The New York bee keeper is Mr. Jim Doan.
http://www.house.gov/apps/list/press/agriculture_dem/pr_032907_HOAbees.html
8. Answer: In New York City, 84% of food pantries turned away clients at least once during the past year due to insufficient food supplies. In the United States as a whole, 34% of food pantries turned clients away at least once during the past year due to insufficient food supplies. See Food Bank for New York City and City Harvest, *Hunger in America 2006: The New York City and State Report*, at 28 tbl 3.9 (2006), available at <http://www.foodbanknyc.org/index.cfm?objectId=483357D4-C09F-0662-D25561C86DCB0AD0#hungerinamerica2006>.



LLAGNY Board Meeting Minutes

January 9, 2007

Heller Ehrman LLP

In attendance:

Heidi Bliss, Christine Dubuque, Elaine Egan, Tom Eikenbrod, Kit Kreilick, Ralph Monaco, Nuchine Nobari, Marsha Pront (presiding), Bonnie Fox Schwartz, Andrew Tschinkel

The meeting convened at approximately 6:15 p.m.

1. Approval of Minutes

Minutes of the December 12, 2006 Board Meeting were distributed before the meeting via email. It was agreed that imaged version of the Treasurer's Report be replaced with the .doc version and amended to conform to past practice.

Motion to approve the December 12, 2006 minutes as amended.

- Motion approved (Bliss, Schwartz)

2. President's Report

The Law Lines content editor for the next issue is Elizabeth Gordon from DLA Piper and the deadline is 1/15/07.

We have 188 RSVPs for the Winter Meeting—largest ever! Louis Miranda from the Local Arrangements Committee for the NE Regional Meeting will be in town and would like to say a few words at the gathering about that event.

The AALL database now says we have 731 members.

3. Reports of Officers and Committees

Nuchine submitted a 6-month report broken down by committee/program that was distributed prior to the meeting. She also submitted a monthly report, which follows.

Treasurer's Report: December 31, 2006

Expenses for a total of \$0.00 from December 1 to December 31, 2006

Income for a total of \$21,065. from

December 1 to December 31, 2006 consisted of:

\$5,370.00	UNION LIST
\$75.00	PLACEMENT
\$470.00	MEMBERSHIP ONLY
\$150.00	ADVERTISING
\$12,000.00	WINTER MEETING (Lexis check)
\$3,000.00	FALL SOIREE (Lexis check)

Summary of Activities:

The deposit check in the amount of \$2,500 for Roosevelt for the Winter Meeting has been lost. I took a replacement check on Tuesday, January 2nd, 2007.

I prepared invoices for all sponsored activities; only Lexis has paid up. I have sent two reminders to Mark Schwartz, but still no payment. Patricia had originally invoiced Thomson in May 2006.

Proposal for QuickBooks

I am submitting a proposal that the Treasurer use QuickBooks for maintaining the bookkeeping and financial transactions of LLAGNY.

In addition to these reports, the board had received a PDF file of the Accountant's Report and Financial Statements for the fiscal year ending June 30, 2006 via email. This is the first time we have gotten this report. We had a surplus in support revenues last year due to some quirks in the timing of some of our vendor event donations. A review of the report led to a discussion of what our income variables are and how we might generate a predictable revenue stream to allow us to plan better for the future.

Education Committee

We have received an AALL Grant in the amount of \$3125.00 to support the Private Equity Program. We still need to find a location and determine a date. As part of the agreement for the grant, the session will be recorded and made available as a podcast. Since the speaker's fee exceeds this grant, we will need to charge attendees for this event.

This is a hot topic in law firms now, so we expect that there will be significant interest from the LLAGNY membership, but we can also open up registration to non-LLAGNY members for a higher fee to keep the cost reasonable for our members. We had originally proposed 50 attendees, but if we can get a date that works for O'Melveny to host, the room would hold 75 or so. Given the topic and the cost of the program at SLA who offered it last year, we found it reasonable to double the LLAGNY price for outsiders. Motion to approve a registration fee for the private equity program of \$75.00 for LLAGNY members and \$150.00 for non-LLAGNY members.

- Motion approved (Bliss, Kreilick)
Since we still have to approve the date and location, it was agreed that the flyer would be approved by conference call once the logistics have been worked out.

Outreach Programs Committee

Ralph had several items for the Bridge the Gap Program for the Board to review: 1) the flyer, 2) the registration form, 3) a spreadsheet of the program schedule, and 4) a copy of a resolution from the committee requesting some funding by LLAGNY of the program costs beyond what we receive from vendor donations and registration fees.

The Board agreed that sponsorship language needed to be added to the flyer, since we have a donation from LexisNexis and may get another vendor donation. There was discussion of the minimum contribution we would expect towards the program and what the vendor should expect in exchange. It was the sense of the board that the minimum donation should be \$1000.00. While vendors may provide promotional items for the packets (e.g., pens) as they have done before, they will not be allowed to have a table near registration or distribute their promotional literature to the attendees. A representative from each sponsor will be invited to attend the lunch. Ralph will work on sponsorship

language for the flyer and Marsha will convey the sense of the board to Gitelle Seer and Janet Accardo, co-chairs of Corporate Sponsorship.

This year the committee is aiming to have 75 participants. If we charge \$30 an attendee as we did last year, and allow up to 5 attendees to come at no cost, we will have a deficit of approximately \$1730.00 for this event, even with the donation from LexisNexis. If we don't get more vendor donations, LLAGNY will have to cover that cost.

Ralph presented a motion from the committee for board approval.

Motion: The Outreach Programs Committee requests approval of their Bridge the Gap Program and corresponding flyer; thereby confirming a tuition fee of \$30 per participant; five (5) scholarships and an appropriation of \$1730 to cover outstanding costs not underwritten by either tuition or commercial vendor donations.

- Motion approved (Monaco, Bliss)

Technology Committee

Bess Reynolds will be working on a redesign of the LLAGNY website to incorporate cascading style sheets. Kit noted that she could help with this since she has experience with Dreamweaver, and will talk to Bess about it.

4. Unfinished Business

Northeast Regional Meeting

Marsha reported that our grant request has been approved by AALL, and the speakers David Merkin proposed for our programs will have their expenses covered by their employers. Thanks go to David for his hard work making these arrangements!

Government Relations

Ralph noted that he'd just received a draft of a letter regarding the closing of the EPA libraries from Laird Ehlerth which uses the same themes as the letter from AALL. He did not have time to distribute it to the group for this meeting, but suggested that he



forward it later for discussion at the conference call.

Pro Bono Committee

The committee has responded to the Board's concerns at the last meeting, and we want to move forward on this project as soon as we can. Still to do: create the donation site on Amazon, link from our home page to the Amazon page, and email a flyer to announce the project officially. We also think a press release is in order; Andrew will talk to the Public Relations Committee. The goal is to get everything done by February 1 if possible, and no later than March 1. Christine will try to have a flyer draft for the board to look at before the conference call.

Union List

The scope statement for the new union list is still in process since Sarah and Karen have not had time to work on it.

Membership

Heidi asked if we wished to include phone numbers and encourage telephone follow-ups when someone purchases our member mailing list. The board was in general agreement that we did not want telephone call follow-ups and that phone numbers should not be included.

Heidi noted that the long-anticipated LLAGNY Directory for this year was being printed and should be distributed soon.

5. New Business

Treasurer's Proposal to purchase QuickBooks Nuchine's proposal to maintain LLAGNY's financial records using QuickBooks software was distributed with handouts accompanying the agenda. It was the consensus of the board that moving to one system to track our finances and generate invoices was a good idea. It would be especially efficient to get the web option with three licenses, since that will allow the appropriate committee chairs to generate invoices directly instead of relying on the Treasurer to do it. Although she has many years' experience with QuickBooks, Nuchine recommended that we hire a consultant who

has helped AALL to assist with the set up of our system. She is willing to enter everything starting with the beginning of this fiscal year once the system is set up. The board agreed that use of the web system with multiple licenses made the most sense; this will cost us \$19.95/month.

Motion that LLAGNY adopt QuickBooks for financial record-keeping, starting with the web version and a 3-user license, with a later upgrade if required.

- Motion approved (Nobari, Schwartz)
Motion that the Treasurer get a proposal from the AALL Quickbooks consultant with an estimate for setting up our system.

- Motion approved (Kreilick, Tschinkel)
Proposal for Electronic Elections
Kit had submitted some background information about using AALL's electronic elections system in the handouts attached to the agenda for the meeting. The cost would be a \$250 set up fee and then \$.20/electronic voter. We need to pay the set-up fee 15 days prior to the election, and the voter fee 15 days after it ends.

The board agreed with the idea in principle. There was some concern about how members with no access to computers would vote. We will add a note to the next program mailing that anyone who wished to get a paper ballot should contact Kit, so that arrangements would be made to mail a ballot. We will see how many requests we get for paper ballots. Motion to use AALL's electronic election system for our board election this spring.

- Motion approved (Kreilick, Schwartz)
Membership Survey

Marsha had asked Kit to draft a membership survey and suggested we use a recent SEALL member survey as a model. Kit distributed a draft she'd put together and explained some of her rationale for the questions. At first glance, it appeared that the board agreed with most of the questions, but it was agreed that we should spend more time thinking about it and also ask for comments from the



committees. There was also a suggestion that we do several very short surveys on discrete topics rather than one long one, to encourage more members to participate. Kit will distribute the survey to the committee chairs and ask for feedback so we can formalize our survey strategy at the next board meeting.

Outreach to Newer/Younger Librarians
Marsha noted that she and Andrew are involved in a continuing conversation about programs directed towards new/young librarians. They are hoping to meet with some of the library school deans soon.

The meeting adjourned at approximately 8:15 p.m.
Respectfully submitted,
Kit Kreilick, LLAGNY Secretary

LLAGNY BOARD CONFERENCE CALL MINUTES

Friday, January 19, 2007
2:00 p.m.

Members Present: Heidi Bliss, Christine Dubuque, Tom Eikenbrod, Ralph Monaco, Nuchine Nobari, Marsha Pront (presiding), Bonnie Schwartz, and Andrew Tschinkel

The meeting convened at approximately 2:10 p.m.

Education Committee

Flyer submitted Private Equity Research: Tools of the Trade to be held March 14, 2007 from 2:00 to 6:00 PM at O'Melveny & Myers, LLP.

Motion to approve the education program flyer as revised.

- Motion approved (Tschinkel, Dubuque)

Pro Bono Committee

Flyer submitted for "Books for Kids" Book Drive.

Motion to approve flyer as revised.

- Motion approved (Bliss, Eikenbrod)

Government Relations Committee

Letter to NY Senators urging that steps to stop the closing of EPA libraries submitted.

Motion to approve letter as revised.

- Motion approved (Monaco, Tschinkel)



Each of the committees was directed to send the finalized flyer to the Board before distributing.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Marsha Pront, LLAGNY President

LLAGNY Board Meeting Minutes

February 13, 2007

Sullivan & Cromwell, LLP

In attendance:

Heidi Bliss, Tom Eikenbrod, Kit Kreilick, Ralph Monaco, Nuchine Nobari, Marsha Pront (presiding), Andrew Tschinkel

The meeting convened at approximately 6:30 p.m.

1. Approval of Minutes

Minutes of the January 9, 2007 Board Meeting and the January 19, 2007 meeting by conference call were distributed before the meeting via email.

Motion to approve the January 9, 2007 minutes.

- Motion approved (Bliss, Monaco)
Motion to approve the minutes of the January 19, 2007 conference call.

- Motion approved (Bliss, Eikenbrod)

2. President's Report

Marsha will be on vacation most of March and will miss the March Board Meeting; Andrew will preside in her stead.

Our AALL Visitor this year will be Darcy Kirk, AALL Secretary, not Sally Holterhoff.

Marsha has reserved a room at the Club Quarters, Rockefeller Center for 2 nights (June 12 & 13) at \$234.00/night plus tax—a bargain and perfectly located. She would like the Board's approval of the expense.

Motion to approve the expense of \$234.00/night plus tax for two nights for housing our AALL Visitor this year.

- Motion approved (Bliss, Kreilick)

The new LLAGNY Directory has just been mailed and should reach members later this week!



3. Reports of Officers and Committees

Treasurer's Report: : January 1, 2007 to January 31, 2007

Expenses from January 1, 2007 to January 31, 2007, for a total of \$22,001.91 consisted of

\$ 173.80 Board Expenses
 \$ 751.21 Fall Soiree
 \$ 71.10 Education (food)
 \$ 1,585.00 Accountants
 \$19,420.80 Winter Meeting (postage)

Income from January 1, 2007 to January 31, 2007, for a total of \$8,230.00 consisted of

\$ 40.00 Membership
 \$ 1,500.00 Grants & Scholarship (West)
 \$ 1,650.00 Placement
 \$ 900.00 Union List
 \$ 20.00 Board
 \$ 4,120.00 Winter Meeting

Here is the Year-to-Date Summary by Committee:

Treasurer's Summary FY 2006-2007 January 31, 2007			
Ledger Category	Income	Expense	Net
AALL Chap Visit		\$	\$
Accountant		\$ 1,585.00	\$ (1,585.00)
Board & Committee	\$ 20.00	\$ 1,171.09	\$ (1,151.09)
Chapter Insurance		\$ 700.00	\$ (700.00)
Directory	\$	\$	\$
Education	\$	\$ 263.16	\$ (263.16)
Gifts			\$
Grants & Scholarships	\$ 3,650.00	\$	\$ 3,650.00
June Dinner	\$ 100.00	\$ 5,000.00	\$ (4,900.00)
Law Lines	\$ 150.00		\$ 150.00
Membership	\$ 27,910.00	\$ 1,329.79	\$ 26,580.21
New Members Reception	\$ 3,000.00	\$ 13,163.79	\$ (10,163.79)
New York State Filing		\$ 50.00	\$ 50.00
Nominations			\$ -
Placement/ Job Postings	\$ 3,725.01		\$ 3,725.01
Stationery/Supplies/Misc		\$ 342.00	\$ (342.00)
Student Relations			\$
Union List	\$ 12,755.00	\$ 6,265.54	\$ 6,489.46
Winter Meeting	\$ 16,120.00	\$ 19,588.80	\$ (3,468.80)
TOTAL	\$ 67,430.01	\$ 49,459.17	\$ 17,970.84

Nuchine noted that we need to develop a checklist for our special events. We were charged for the 208 persons we reported prior to the event and not for actual attendance at the Winter Meeting; this is something we should be sure to check in future contracts.

Education Committee

Tom Eikenbrod reported that the Private Equity flyers have gone out and we currently have 40 registrants. The room can hold 75. We will now announce the program to SLA by posting on the NYC Chapter and Legal Division listservs. It was agreed that all checks should be held and forwarded to Nuchine in one batch.

The Intellectual Property program is scheduled for April 11, but we don't have a flyer to approve yet.

The catalog conversion/technical services program is scheduled for Wednesday, April 25 at Manatt, Phelps and Phillips and will be offered in conjunction with the NY Law Library Technical Services Roundtable group. Our CCH money will purchase breakfast and the host firm will provide coffee & tea. A flyer will be forthcoming.

The Knowledge Management program with Alirio Gomez originally scheduled for May has to be cancelled or postponed; Alirio cannot do it this spring. He may be able to do it next fall. Westlaw had already agreed to sponsor. We will postpone to the fall. It was agreed that we need a replacement program in May, and Tom will talk to the chairs about repeating the Tax program from a couple years ago.

Student Relations

The Lexis session for library students is scheduled for April 3, and the Westlaw equivalent is scheduled for March 15. Flyers are not yet ready, so we will need to do a conference call meeting to review and approve them. The student breakfast program is going to be held the last week in April.

Grants and Scholarships

The Board next considered the procedure and forms drafted by the Grants and Scholarships Committee for LLAGNY Memorial Scholarships.

We had decided earlier to acknowledge grant and scholarship gifts in the annual June Dinner program; it was agreed that all donors would be listed alphabetically regardless of whether corporate or individual.

After discussion, it was agreed that the procedure 5 language should be amended to read, "The Type 2 Scholarship may be used as the "Memorial Scholarship"...."

Procedure language regarding the promotional announcements for memorial scholarships should indicate that donations are tax-deductible to the extent permitted by law <language added>. The sample vendor acknowledgement letter was amended accordingly.

We need to be able to accommodate donors who do not wish to have public recognition of their gifts but do wish a private acknowledgement for tax purposes.

Consequently, we agreed to add a new checkbox to the donation form to appear below the others which reads:

"I wish my donation to be acknowledged privately, not publicly."

Motion to approve the Memorial Scholarship Procedures and Forms as amended.

- Motion approved (Kreilick, Bliss)

Special Events

It has been proposed that we not do a paper flyer mailing for the June Dinner, and rely instead on electronic publication in the form of email via LLAGNY-Announce and the LLAGNY listserv, as well as posting on the website. After some discussion, it was agreed that we should wait for the member survey on Special Events before making this communication change.

We will need to order more LLAGNY letterhead envelopes for the mailings and fix the problem we currently have with the position of the zip code at the bottom of the

envelope. Kit is still interested in suggestions for a Manhattan printer, and will put a message on the listserv asking for recommendations.

4. Unfinished Business

Discussion of the Winter Meeting

Since there were several complaints from members about the Winter Meeting, the Board discussed what went wrong in hopes of avoiding similar issues in future. The following problems were identified: 1) lack of a secure coat check, 2) lack of sufficient tables (both for sitting and standing); 3) an insufficient number of servers, and 4) no dessert and coffee/tea, even though that was paid for and part of the contract. The cost of a staffed coat check was more than we wanted to pay when we reviewed the contract in the fall, so that's why we ended up with unattended racks that got moved around. The rest of the problems were definitely the responsibility of the venue. We have asked for a \$1200 refund since we didn't get the dessert and hot beverages we had contracted for. In general, we felt the space was adequate, but not properly set up and staffed. As per Nuchine's suggestion, we will ask the Special Events co-chairs to draft a checklist of important matters to consider when we review and negotiate venue proposals, which will be helpful to future Special Events committee members and the party planners we hire.

Northeast Regional Meeting

As part of the meeting handouts, the Board received a copy of Steve Weiter's explanations of the cost of the NE2007 meeting, and the notice that registration will be \$325.00/person unless vendor funding reduces it. If there is a budget shortfall, the sponsoring chapters, including LLAGNY, will be obligated to help fill the gap.

Member Survey

Kit distributed a revised version of the Membership Survey based on comments received from Board members and committee

chairs. The question is whether to do one large survey or do smaller ones based on specific topics, such as special events. After discussion, it was agreed that the special events questions from the survey should be removed and a separate short survey be done as a follow-up to this one. Kit will try to post the initial survey by the beginning of March., and will distribute it to the committee chairs with the previous board minutes within the week.

Online Election

Mary Matuszak has begun her call for nominations for the Board election. Kit will register with AALL to use their electronic election service in a couple weeks. We need to accommodate any eligible voting members who do not have/use computers and will not be able to vote electronically. It was agreed that a flyer to advise eligible voting members about how to get a paper ballot should go out with the next mailing.

Meetings with Library School Deans

Marsha and Andrew have met with St. John's Division of Library and Information Science Director Jeffrey Olson and Asst. Director Elizabeth Pollicino. They were very eager to be partners with LLAGNY and are looking for ways to improve their program for special librarians. Marsha will be asking the Student Relations Committee to follow up with them to publicize the LLAGNY student offerings this spring.

The same dynamic duo also met with Dean John Regazzi and some faculty from the LIU College of Information and Computer Science at the CW Post Campus. That program has more of an academic/school/public library orientation. They are less interested in special librarianship, but they rent space in Manhattan at the Bobst Library at NYU so there might be students interested in our organization and in law libraries. Again, Student Relations is being asked to follow up.

5. New Business

Life Membership Nomination



We have received a nomination for life membership, but we need more information before we can consider it. The matter will be tabled until our next meeting.

Pro Bono Committee

Marsha brought a number of USB key options for us to look at as volunteer gifts this year. It's unclear if we can do more than put the LLAGNY name on these, since they are all rather small. We need to keep the cost reasonable as well. Marsha solicited comments on the items and promised to get more pricing information based on an order of 100.

The meeting adjourned at approximately 8:30 p.m.

Respectfully submitted,

Kit Kreilick, LLAGNY Secretary

LLAGNY BOARD CONFERENCE CALL MINUTES

Friday, March 2, 2007

3:00 p.m.

Members Present: Heidi Bliss, Christine Dubuque, Tom Eikenbrod, Kit Kreilick, Marsha Pront (presiding), Bonnie Schwartz, and Andrew Tschinkel

The meeting convened at approximately 3:05 p.m..

1. Student Relations Committee Flyers for Lexis and Westlaw Training.

After discussion there was consensus that the name of the company and the street address should be on separate lines on each flyer.

Motion to approve the LEXIS flyer with a black border, with the amendment suggested above.

- Motion approved (Kreilick, Eikenbrod)

Motion to approve the WESTLAW flyer with a blue border, with the addition of cross streets in the directions and the amendment above.

- Motion approved (Kreilick, Bliss)

2. Educational Program flyer for program: Catalog Migration—Is it Time for a Change? to be held at Mannatt Phelps & Philips, Wednesday April 25, 2007 from 9:00 to 11:00 a.m.

After review of the flyer, the Board agreed that the title should be changed to: "Migrating and Upgrading Your Catalog", since several topics will be addressed. To keep to our standard format for programs, we noted the following additions: 1) add the floor number to the street address, 2) add a note to "Bring photo ID" after the address, and 3) add "Light refreshments will be served" below "Registration limited to 40 participants." Motion to approve flyer as revised.

- Motion approved (Tschinkel, Egan)
3. Educational Program flyer for program: "A Program on Intellectual Property Research," to be held at Dorsey & Whitney LLP on Wednesday, April 11, 2007 from Noon to 2:00 p.m.

After a review of the flyer draft, the Board agreed on several changes, which include: 1) Deleting the clause "A program on" in the title; 2) adding a floor number to the street address for the host library; 3) deleting the host library phone number, and 4) adding "Bring photo ID" below the host library address.

Two other issues will be referred back to the Education Committee for clarification. It's unclear to the Board whether the program will include copyright and trademark research; if the scope is largely patent research, the title should be change to "Patent Research" instead of the broader title. Also, the board was unsure whether Wolters Kluwer CCH is providing lunch or only the drinks and dessert as we have done in the past. If a full lunch will be provided, the statement on the flyer should read: "Lunch will be served, sponsored by Wolters Kluwer CCH." If this is to be a brown bag lunch with drinks and dessert provided by LLAGNY using the donation from Wolters Kluwer CCH, the wording should conform with past practice: "Brown bag lunch. Beverages and dessert will be provided. Sponsored by Wolters Kluwer CCH. It was noted that if there is a space



problem, the word “participants” could be deleted in the line above.

Motion to approve flyer as revised and with committee resolution of the two questions raised by the Board.

- Motion approved (Kreilick, Schwartz)

4. Bridge the Gap Program

The Palmer School of Library Science has followed up on their recent meeting with Marsha and Andrew by requesting a table at the Bridge the Gap Program where they can make their program literature available. It is proposed that we allow this in the interests of nurturing the relationship.

Motion to allow the Palmer School of Library and Information Science to have at a table at the Bridge the Gap program.

- Motion approved (Tschinkel, Egan)

5. Election Issues

Kit has registered us with AALL for an electronic election. The Bylaws stipulate that the ballots be distributed to members by March 31 and returned by April 15. Both dates are on a weekend this year, so Kit has set the dates of the election from Friday, March 30 to Friday, April 13. We need to notify members who do not have access to the web or email that the election will be held electronically this year and special requests must be made for a paper ballot. Kit did not have time to draft a flyer for the Board to review, but described the essence of the content for purposes of providing written notice with the next mailing of LLAGNY education flyers, since the election will start on March 30.

Motion to approve a printed flyer notice to all eligible voters (Regular and Life Members) that requests for a paper ballot must be made to Kit using the contact information on the flyer by March 28 in order to receive the ballot in a timely manner.

- Motion approved (Kreilick, Eikenbrod)

6. Volunteer Gifts

Marsha has distributed information about options and pricing for flash drives and would like the Board’s input on which version and how many to order. In the past, we have spent approximately \$25/volunteer. Ordering 100 should be enough for all the volunteers, with the remainder available for speakers and other non-members who are helpful to LLAGNY. While keeping the cost within range, Marsha was encouraged to get the largest size drive possible.

Motion to approve the purchase of 100 LLAGNY flash drives at a maximum cost of \$25.00 each for volunteer gifts.

- Motion approved (Kreilick, Bliss)

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Kit Kreilick, LLAGNY Secretary

LLAGNY Board Meeting Minutes

March 13, 2007

Sidley & Austin, LLP

In attendance:

Heidi Bliss, Christine Dubuque, Elaine Egan, Tom Eikenbrod, Kit Kreilick, Ralph Monaco, Nuchine Nobari, Andrew Tschinkel (presiding in the absence of Marsha Pront)

The meeting convened at approximately 6:20 p.m.

1. Union List Committee Report (moved to top of agenda so that committee chairs could leave after their presentation)

Karen Campbell (and later, Sarah Kagen) joined the Board for an update on the Union List Project. The Union List chairs distributed a chart of the LLAGNY organizational members and their participation status. They also passed around a list of libraries that had responded positively to the original interest survey, but have yet to send a check.

We have 52 paid participants so far, and checks from 3 non-participating libraries for access. Only 17 libraries have submitted records so far. Our contract with SIMA has a



60 participant minimum in order to avoid additional charges.

Karen is now suggesting that libraries that do not have time to submit their holdings at this point simply list their titles and add their holdings later as they have time. It's clear we will not meet our original launch date of April 1. The chairs are suggesting that the Board get involved by contacting libraries who originally said they would participate but have not yet sent a check. We also need to follow up with the libraries who have not yet submitted any titles or holdings.

After discussion, it was agreed that each Board member would contact some of the libraries on the list within the next two weeks. Kit collected the annotated list and volunteered to send it out to all via email. We will now aim to launch the new union list by the June Dinner. Karen will draft a follow-up letter to the paid libraries about the new launch date and encourage them to send title lists if not holdings; Andrew agreed to send the letters out in Marsha's stead, since Marsha will not be back until April.

2. Approval of Minutes

Minutes of the February 13, 2007 Board Meeting and the March 2, 2007 meeting by conference call were distributed before the meeting via email.

Motion to approve the February 13, 2007 minutes.

- Motion approved (Bliss, Egan)

Motion to approve the minutes of the March 2, 2007 conference call.

- Motion approved (Dubuque, Eikenbrod)

3. President's Report

The new Directory has been distributed at long last. Compliments to the Membership Committee for the addition of the lines in the member list to make the listings easier to read. A report on the visits that Andrew and Marsha made to the local library schools was distributed to the Board. It's clear this was a successful initiative, but follow-up is key.

Andrew noted that Pratt, CUNY and St. John's all have Manhattan space we might be able to use for programming.

4. Reports of Officers and Committees Treasurer's Report:

February 1, 2007 to February 28, 2007

Expenses from February 1, 2007, to February 28, 2007, were \$0.00 for a total of \$0.00

Income from February 1, 2007, to February 28, 2007, was \$0.00 for a total of \$0.00

Nuchine submitted a proposal from Creative Computing Center, Inc. to set up Quick Books. The cost would be \$90.00/hour and Nuchine expects the task to take no more than 10 hours total, probably less.

Motion to hire Creative Computing to set up the LLAGNY accounts in QuickBooks, at a cost of \$90.00/hour, for no more than 10 hours.

- Motion approved (Nobari, Kreilick)
- Nuchine also suggested that we move more of the Money Market funds into higher-interest CDs. We also have money tied up in an older long-term CD at the moment and may wish to consider withdrawing it for allocation to other higher interest options since rates are higher now. Heidi noted that the original plan had been to cascade the CD investments so that they would mature at different times. Nuchine will review this further as we set up a budget in QuickBooks and determine our cash flow needs.

Finally, Nuchine provided some sample quotes from her printer for letterhead stationery and envelopes. It was agreed that Kit should follow up with the printer and check out the types of paper available and get official quotes before we move forward. Nuchine will send Kit the contact information.

This led to a general discussion of mailings and using mailing services, since our law firm subsidized mailing pool is dwindling. Both Nuchine and Heidi know of mailing services that might provide cost-effective service for LLAGNY mailings. The unresolved question



is how many mailings we need to do; the membership survey may help us determine if snail mail is desired/required by the membership or if more communication can be done via electronic means.

Student Relations

The Board reviewed the flyer for the Student Breakfast and Library Tours. Some of the Board was concerned that the date selected, May 1, would occur during the examination period for many schools. The Board will suggest to the Chairs that April 24 might be a better choice of date. We don't know why this date was selected.

Motion to approve the Student Breakfast & Library Tour flyer with the change of date if possible or as is if not.

- Motion approved (Bliss, Monaco)

Nominations

Mary Matuszak and her committee have multiple candidates lined up for every office except Vice-President/President-Elect. She is continuing to seek a second candidate for the top slot.

5. Unfinished Business

Bridge the Gap Program

Ralph reported that 26 registrations have been received so far; it's typical to get most of the registrations in the last two weeks prior to the program so he is not unhappy with this number. The Palmer School will have a table and are sending 3 staff, and now the question is how we handle the cost of their lunches.

Motion to approve providing lunch free of charge to the Palmer representatives attending the Bridge the Gap program.

- Motion approved (Bliss, Nobari)

Membership Survey

Kit has sent a revised version to the Board for review and is planning to post the survey by the end of the week. Ralph raised a concern about the time overlap and competition with his own survey for the New York Law Institute, which is in revision and will be launched in the next week or so. After discussion, the Board agreed that the

LLAGNY survey could wait until the end of March and we could still get results for discussion at the next meeting.

Scholarships and Grants

We don't yet know how much money has been received for Scholarships and Grants this year, and will need to have that information by the next Board meeting in order to decide how many of each type of aid can be funded this year. Elaine will check with the Corporate Sponsorship chairs to see how much we have received for scholarships and grants.

AALL Giveaways

Marsha had sent a proposal to the Board for an item to give away at the LLAGNY table at AALL. After some discussion, and some counter-proposals about how to promote LLAGNY at AALL, it was agreed to table consideration of the proposal until Marsha could be present.

The meeting adjourned at approximately 8:05 p.m.

Respectfully submitted,

Kit Kreilick, LLAGNY Secretary