



From the President: Rewards and Recognition

David Merkin, LLAGNY President

In today's business climate managers seem to have fewer ways to influence employees and shape their behavior. Therefore, managers must serve as coaches to indirectly influence rather than demand desired behavior. At the same time, employees are increasingly expected to do more of their work without direct supervision. This expectation is becoming more routine. In order to give employees more freedom to accomplish more with less supervision, managers need to create work environments that are positive and reinforcing. Rewards help to keep an employee motivated. They encourage them to feel that their job is purposeful. In tight financial times, performance rewards provide an effective, low - cost or no- cost way of promoting higher levels performance from employees.

While money is important to employees, what motivates them to perform is the thoughtful, personal kind of recognition that rewards a job well done. The motivation is all the stronger if the form of recognition creates a story the employee can tell to family, and friends.

While thinking of rewards to give employees, managers should try to:

1. Match the reward to the person. What award would be meaningful to that particular employee?
2. Match the reward to the achievement. Rewards should be customized to take into account the significance of the achievement.
3. Be timely and specific. Rewards need to be given as soon as possible after the desired behavior or achievement. Rewards that come weeks or months later do little to motivate employees to repeat their actions. With rewards managers should prepare something in writing to reinforce the thanks and gratitude to the employee. (continued on page 6)

LLAGNY wishes Anthony Buralassi a Speedy Recovery from recent heart surgery (see page 9)

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Q.

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Anne Ellis,
Senior Director,
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NYCLA OPENS ELECTRONIC RESEARCH CENTER

Patricia Barbone, Hughes Hubbard & Reed LLP

On Wednesday, October 6th, a very important event for the law library and legal communities was held at the New York County Lawyers Association. It was the reception for the opening of NYLCLA's Electronic Research Center (ERC) in NYCLA's Library.

The Electronic Research Center ERC is located on a balcony overlooking the Library. It boasts 16 computer workstations with flat panel plasma monitors, high speed Internet access and a projector that beams the computer's image onto a screen for the Library's training programs. NYCLA offers over 45 different CLE courses, and one of the goals of the ERC is to offer state of the art electronic research training for CLE credit. Librarians and attorneys alike can check their website to find a list of courses currently offered at www.nycla.org.

The vision for ERC was a collaborative effort by NYCLA's President Norman Reimer and Library Committee Chair Jim Kobak of Hughes Hubbard & Reed LLP along with past NYLCA librarian, Ralph Monaco. Current Library Director Nuchine Nobari, who joined NYCLA in January of 2004, brought the plans to reality, and oversaw the construction and implementation. It was funded primarily from support from Lexis and Westlaw with assistance from CBS, which rented the Library to film scenes of their show "48 Hours."

On hand for the celebrations and bestowing their congratulations to Nuchine Nobari were several LLAGNY members and Lexis Librarian Liaisons, Carol Barra and Raul Lopez. Doug French from Thomson West and Tim List from LexisNexis were given plaques to recognize their companies' contributions. All watched NYCLA's President Reimer cut the ceremonial ribbon leading to the balcony where the Electronic Research Center was located, and Nuchine treated the LLAGNY members to a quick tour of the Center. Nuchine promises another celebration geared just for the library community in the near future.

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◆ Winter Issue

Article Submission Deadline ◆

Winter 2005.....January 10th

Please send in your suggestions for the next LLAGNY Profile (see p.5) to jim.murphy@brooklaw.edu

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

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What about that June Berger?



Our last president shares her thoughts about NYC, her philosophy of life, and what she loves about her Mini.

Q: *When you were a young child did you dream that you would one day be the director of an important Manhattan law firm library?*

Never! I was a children's librarian in private and public schools for 8 years and loved storytelling. In fact, I was a freelance storyteller at Macy's dressed as a Christmas present! I thought that I would be a children's book writer.

What happened?

The money was terrible and I realized that I wanted to try working with professionals. I had a lot of fun learning business research skills at an advertising agency library. These skills got me my first legal research job at Mergers and Acquisitions at Milbank, Tweed.

Where did you grow up and how did you end up in New York?

I grew up in Brooklyn but left for many years- first Philadelphia, back to New York, and then 12 happy years in Miami where I was a library director for the first time. I returned six years ago because I married a New Yorker with five kids!

Did that journey include mentors?

Unfortunately, I was never lucky enough to have a mentor. When I started out I must say that I had some pretty awful supervisors. Sometimes you learn through bad experiences. I think that it really motivated me to become a director. I'm much happier and try to be the best manager I can to my staff. I have always believed that you can be nice and powerful. There is no reason as adults we can't have fun at work! I never understood what the mean stuff was about!

Any advice for someone new to the profession?

One of the great things about the degree is that it is so flexible. You can match it to any of your interests. I would say keep on trying until you find a job that is really satisfying. Don't stay anywhere if it doesn't feel right. Now I am grateful to work at a firm that does so much pro bono work. It gives me an opportunity to work on projects that I find very meaningful. Last year I got to design and furnish a school library. That was a lot of fun and it was great seeing the kids enjoy their new environment.

What was the best thing about being LLAGNY president?

Other than meeting so many nice librarians? The visits to the different law firms- looking at the art and the wonderful design! The views have been great too!

Any single thing about yourself you'd like to share?

My new Mini Cooper is a brilliant turquoise! I love driving it!



Rewards & Recognition-David Merkin-continued from page 1

Rewards should reflect the company's values and business strategy. All employees should participate in the development and execution of reward programs, since more people can create a greater variety of different rewards to be offered. Options could include cash. Whatever rewards are offered should have a short life. Frequent changes to the reward program help motivate employees to perform their best.

Rewards can be thought of as bribery for getting the strongest performance from one's employees, but mainly they are considered the Great Motivators. Organizations with some kind of reward policy, either formal or informal, seem to have the highest level of morale among their employees.

Informal rewards are the best; they require minimal planning and effort from almost any manager. Different possibilities of informal rewards are :

1. Personal congratulations from the manager to employees who do a good job.
2. A personal note from the manager to an employee praising their outstanding performance.
3. Promotions for individuals due to their outstanding performance.
4. Public recognition for employees noting their good performance.
5. Morale building meetings to celebrate success.

Informal rewards are an effective means to reward performance, and less expensive than cash rewards. Recognition could be no-cost. Arranging for the Managing Partner and Executive Director to come by to thank an individual is something any employee would appreciate. They would feel that they matter to the organization. Dialogue with the employees increases morale and fights rumors that might be floating around regarding layoffs. Informal day to day praise means a lot to employees. Hearing praise from them helps to build up a person's value.

Low cost recognition could also be something to keep employee morale up. Management could pay for

lunch, offer tickets to a show or sporting event once a month, hand out gift certificates, or award personalized items. The employee's name engraved on a plaque, card or coin gives him or her a unique memento to remember the occasion by.

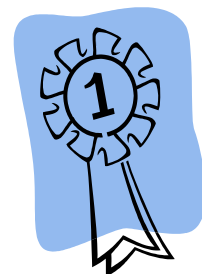
Fun celebrations could also work as informal rewards. Management might sponsor such festive events as the following:



1. Ice Cream - Dessert Day,
2. Betting pools,
3. Staff outings,
4. and Staff birthday celebrations.

Some possible ways to build up a team are :

1. Encourage one on one discussions between staffers rather than structured meetings.
2. Reward collective accomplishments.
3. Praise progress.
4. Create team symbols.



Positive small rewards such as these not only improve performance but it maintain high employee morale.

Formal rewards are useful for officially acknowledging significant accomplishments over a short or long period of time. These types of rewards do not preclude managers from frequent use of informal rewards. Employees will be more receptive to this type of program if the company shows them they care about them on a daily basis. In a private law firm setting recognition from peers can be a great motivator since employees now knows that their work is valued and needed. Formal incentive programs can make a difference providing visible rewards that build up confidence and knowledge. Different types of possible formal incentive programs could be made to fit any size group: (continued on page16)



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Codes and Technical Standards available at NY Supreme Court Law Libraries

Andrew Tschinkel, New York State Supreme Court Library, 11th Judicial Circuit

Pssst! Looking for a copy of any of the following?

1. NY Workers Compensation Medical Fee Schedule
2. Accounting Practices and Procedures Manual
3. International Classification of Diseases ICD 9 CM
4. National Electrical Code
5. Standard Industrial Classification (SIC) Manual

These and hundreds of other technical codes, specifications and standards may be found at your local Supreme Court Law Library. Hey that's great but why? Why are arcane technical documents usually found only in the collections of large engineering and applied science libraries also available in supreme court libraries throughout New York State?

The explanation may be found in the interplay of two laws.

The first law is Executive Law section 102(4)(c). This law requires that before any New York State agency adopts any rule or regulation , that incorporates by reference any “published data, criteria, standards, specifications...” that the data, criteria, standards, specifications must be transmitted in full to “within each judicial district of the state , one court law library designated by the chief administrator of the courts.”

The New York Unified Court System is divided into twelve judicial districts. Thus twelve court law libraries receive on a regular basis numerous technical standards incorporated by reference in the rules and regulations of NYS agencies. Of course, these rules and regulations are codified in the well known set commonly cited as the NYCRR , officially entitled the “Official Compilation of Codes, Rules and Regulations of the State of New York.” However, there are numerous sections within the NYCRR that merely cite by reference to a massive scientific/technical standard or manual without reprinting that document in full.

While most law libraries have either the complete printed set of the NYCRR binders or at least desktop access to the full text NYCRR database in Westlaw or Lexis , full text access to the cited codes and standards is almost nonexistent. Litigators were then left to scramble for a copy of the full text of the standard from any number of sources. More often than not this discovery task found its way to the desk of a LLAGNY member who then found her/himself on the elusive trail of an obscure standard or code cited in the NYCRR. While the NYCRR is required to print the name and address of the publisher from whom the code may be purchased, unfortunately the publisher is not required to have the publication in stock or in print. Consequently a comprehensive repository system for these documents was needed. This need was the motivation for the adoption of the law mandating transmission of these codes to designated court law libraries



So which court law libraries are designated as repositories for all these technical codes and standards? That's where the second law comes in. The second law is a court rule.

The rule may be found in the Rules of the Chief Administrator of the Courts , 22 NYCRR Part 123. Part 123 is divided into two sections. Section 123.1 provides the name and address of each court law library designated as a repository. Section 123.2 provides in minute detail the bibliographic formats that must be followed by agencies when transmitting documents to court law libraries in order to satisfy the general filing requirements of the rule.

The mandated format for submission is either microfiche or ultrafiche cards. "All material submitted must be in the form of microfiche or ultrafiche cards ..." However this almost never happens because the rule provides an exception " unless the submitting agency shall certify that such material cannot be obtained commercially in such form..." Almost all the manuals, codes, and published material transmitted to court libraries are transmitted as printed documents and not in fiche format. Computerized data formats do not currently satisfy the requirements of the rule.

Since the adoption of the rule in 1984 , hundreds of documents have been transmitted to the twelve court law libraries. How do court law libraries organize and shelve these publications? These documents are usually sought out when a litigator is referred to the document by a citation within the NYCRR. Accordingly rather than classifying all of the codes and standards by LC call number and scattering them by subject within the general print collection, some court law libraries choose to separate all of these transmitted documents into one area of the library. The individual documents are then organized by the NYCRR Title and Section that cites to the document.

One additional law is relevant to this issue. The Judiciary Law section 814(3) mandates that "In the event of any change in the designation of a court law library for the purpose of receiving materials transmitted pursuant to paragraph c of subdivision four of section one hundred two of the executive law, the chief administrator shall cause the previously designated library within such judicial district to transfer all such materials in its possession to the newly designated library."

This last law ensures the preservation of these important documents and provides a legal mandate to court administrators that the codes, standards and specifications must always be located in a secure location for future reference and research.



Anthony Burgalassi , Past LLAGNY President , is home recovering from triple bypass surgery. If you wish to send Anthony a get well card please feel free to contact:

Anthony Cocuzzi, acocuzzi@milbergweiss.com , (Board member) for his home address:



LLAGNY Fall Soirée Photos

Wednesday, October 20th @ Planet Hollywood

By Marlene Gebauer & Janet Peros



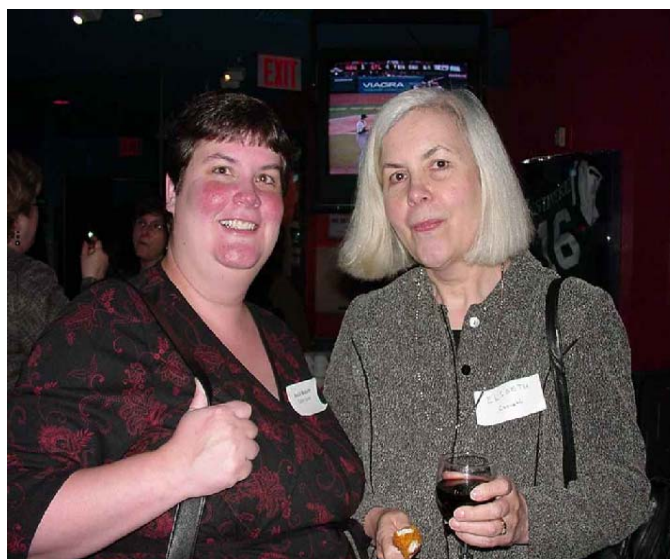
Eytan Moked, Greenberg Traurig- **Megan Scanlon**, Nixon Peabody
Andrea Quijano & **Tracy Hesse**, Fried Frank &
Gianina Pascariu, Greenberg Traurig



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Judy Dhanraj, Stroock & Stroock



Janet Peros, Board member & **Jorge Concepcion**, Bryan Cave
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Birgit Berkow, Sidley Austin &
Elsbeth Moller, Cravath, Swaine & Moore



More Fall Soirée Photos!



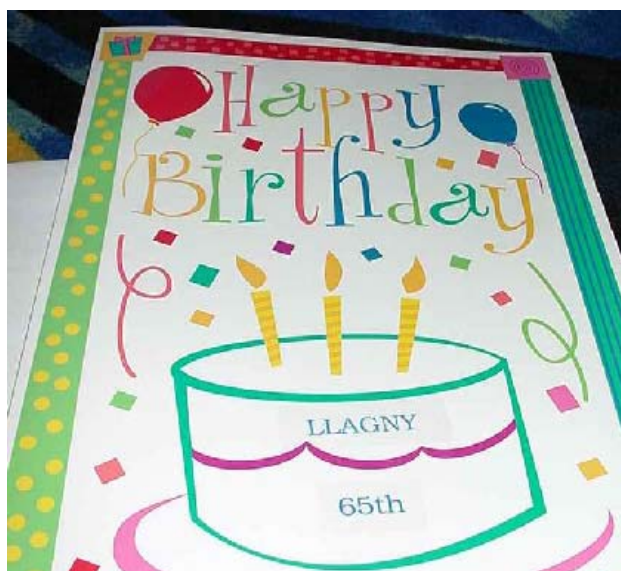
David Merkin, LLAGNY President &
Mark Zaleck, LLAGNY Board Member



Carla Edwards, Gibson, Dunn & Crutcher,
Lynn Orfe, Mintz, Levin- & **Carol Barra**, LexisNexis



Janice Henderson, Chair, 65th Anniversary
Committee-**Andrew Tschinkel**, Board member &
Janet Accardo, Skadden Arps



Happy 65th Birthday LLAGNY!!!!!!



MEMBERSHIP NEWS & MOVES

LLAGNY New Members:

Widad Abdulahad is Library Technician at Orrick Herrington & Sutcliffe.

Majid Akhtar is Research Specialist at New York Legislative Service, Inc.

Jeannie Bail is Reference Librarian at Lazard Freres & Co., LLC.

Mary-Lynne Bancone

Tracey R. Bridgman is Reference Librarian at Dewey Ballantine.

Peter G. Clifford is Northeast Regional Sales Manager with William S. Hein & Co., Inc.

Sandra R. Cohen is Intranet Specialist at Debevoise & Plimpton.

Jessy Cordova is Interlibrary Loan Coordinator at Clifford Chance US LLP.

Dahlia Davila is Reference Assistant at Milberg Weiss Bershad & Schulman.

Ed Davila is Research Analyst at Milberg Weiss Bershad & Schulman.

Sandra A. Deane is Research Librarian at Linklaters.

Elizabeth Florez is Library Clerk at Fish & Neave.

Robin A. Fukuyama

Barbara T. Gabor is Library Manager at Wilmer Cutler Pickering Hale & Dorr LLP.

Ellen M. Gallagher is a student working at Blair & Potts.

Gerald McCarthy is Research Analyst at Milberg Weiss Bershad & Schulman.

William R. Mills is Associate Librarian at New York Law School.

Bess Reynolds Moffitt is Technical Services Librarian at Cadwalader, Wickersham & Taft LLP.

Celia Mondesir is Library Assistant at Alston & Bird LLP.

James L. Nastasi is Reference Librarian at Kelley Drye & Warren LLP.

Robert J. Nissenbaum is Head Librarian at Fordham University School of Law.

Gayle Pomerantz is Library Assistant at Pryor, Cashman, Sherman & Flynn LLP.

Andrea J. Quijano is a Library Intern at Fried Frank Harris Shriver & Jacobson.

Mario B. Rodriguez is Reference Librarian at White & Case.

Rebecca Roth is Librarian at Reed Smith.

Mark J. Schwartz is Librarian at the U.S. Courts.

Mark S. Vega is Library Assistant at Greenberg Traurig.

Jennifer B. Wagner is Reference/Access Services Librarian at Hofstra Dean Law Library.

Jon Walas is Technical Service Assistant at Kelley Drye & Warren LLP.



Charles Goetz is Research Analyst at Milberg Weiss Bershad & Schulman.

Kerry A. Herrmann is Librarian at Emmet, Marvin and Martin, LLP.

Clifford B. Hoffman is Reference/Acquisitions Librarian at Morgan & Finnegan LLP.

Ben Jones is Library Assistant at Kirkpatrick & Lockhart LLP.

Jordan Kashansky is Reference Librarian at Milbank, Tweed, Hadley & McCloy LLP.

Elizabeth D. Kenney is Reference Services Supervisor at Proskauer Rose LLP.

Raymond A. Khan is Librarian Trainee at the New York Public Library.

MiSun Kim is Librarian at Gibbons Del Deo Dolan Griffinger & Vecchione.

Helena Lai is Reference Librarian at Kaye Scholer, LLP.

Lilibeth C. Masangkay is Reference Assistant at Kelley Drye & Warren LLP.

Don Wecht is Research Analyst/Librarian at Hogan & Hartson LLP.

Joseph A. Williams is a student at Queens College.

Rosalie Wohlstatter is a library student and currently works for the NY City ECB.

Michelle M. Wu is Law Library Director at Hofstra University Law School Library.

Recent Moves

Jessica R. Brown is Reference Assistant at New York Law School.-

Lucy Curci-Gonzales (formerly of Morgan & Finnegan LLP) is Director of Library Services at Kenyon & Kenyon.-

Alan P. Dubin (formerly with Debevoise & Plimpton) is Reference Librarian at Orrick Herrington & Suttcliffe.-

Rachael H. Moller (formerly with Coudert Brothers) is Reference Librarian at Jones Day.-

Elisabeth R. Nosarios (formerly of the NY Public Library) is Reference Librarian at Kaye Scholer LLP.-

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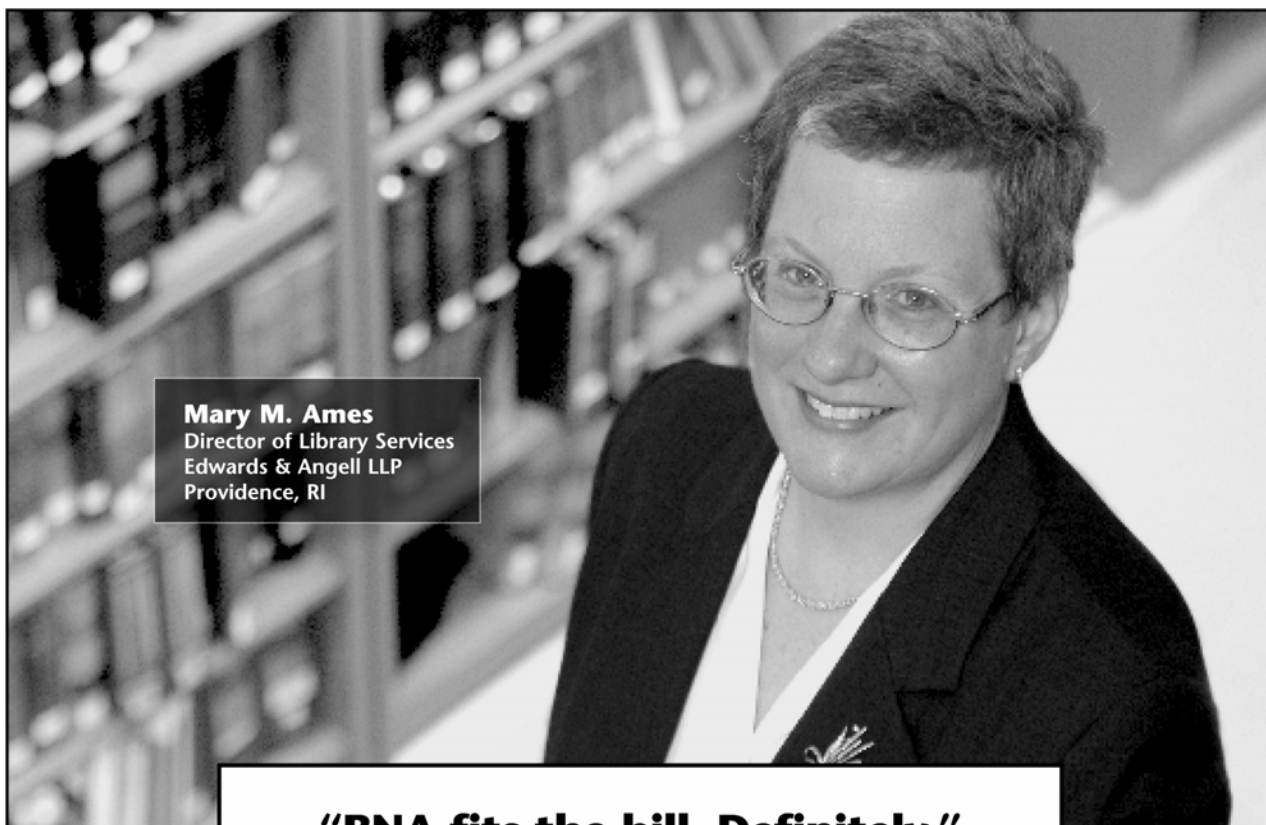
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Memorial for Hortense Zeller

Huguette Streuli, Morgan Lewis & Bockius LLP



Hortense Zeller, the former librarian at Haight Gardner and a “Life Member” of LLAGNY, passed away on August 23. To many in the profession she was more than a friend – she was the consummate librarian and generous mentor.

One colleague, Tom Fleming, recalls his first experience with Hortense this way: “I first talked with her when I was in desperate need of advice on how to manage a maritime collection. Hortense immediately made me feel at ease and not as ignorant about the subject.” Tom continues on that, “Hortense quickly explained the broad outline of maritime law and how I should manage the collection and provide reference. She helped me understand such arcane concepts as cabotage, riparian rights, and American-versus-foreign bottom shipping, along with their related bibliographic resources. More importantly, Hortense encouraged me to call her with questions as they arose.”

Another friend in the field, Huguette Streuli, concurs with Tom’s opinion that Hortense Zeller was a wise and giving person, who was known throughout the library community as someone to go to for advice. Huguette recalls Hortense not only as a mentor and advisor, but also as a close friend, whose selflessness was as deeply held as her religious convictions. Huguette remembers Hortense as “warm, practical, and down-to-earth, with an eye towards bold ideas. Most of all, she was a giving person.”

Needless to say, Hortense Zeller will be sorely missed, mostly by her family, friends and colleagues. And, perhaps, unknowingly, by the coming generations of information professionals, who will not have the benefit of her knowledge, experience and dedication to service to call upon when they most need them



LLAGNY President David Merkin spoke at the Sixth Conference on Computerisation of Law via the Internet in Paris, France (November 3 -5, 2004). Check out his speech at <http://www.frlii.org/>.



The LLAGNY Education Committee Presents:

Notary Law: How To Become A Notary Public

December 1, 2004

noon – 2pm

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This event is open to LLAGNY members and firm guests of LLAGNY members. Offer this program to your Office Manager and they will thank you for it. Space is limited. There is a \$10 charge for this event.

You must pre-register with Thomas Eikenbrod at 212-848-7576, or via e-mail at TEikenbrod@Shearman.com. Please register as soon as possible to secure your place!!!

Rewards & Recognition continued from page 6

1. Field trips or special events-sports or theater,
2. Bowling or picnics,
3. Free trips,
4. or additional training. This serves two purposes: reinforcing desired behavior and helping individuals gain skills to personally improve themselves. People want to enhance their competence. This reward recognizes that they've made a contribution and that they are doing worthwhile work.

Formal rewards are more costly than informal ones but keeping employee moral high increases a department's value to a large firm and could mean more of a profit for a firm.

Timing of rewards is very important when praising employees. Management needs to reward, whether formally or informally, as quickly as possible after outstanding performance. Two occasions which naturally lend themselves to this would be the regular staff meeting and again at a firm's annual Holiday Party or yearly meeting.

Communication between management and employees has to be continuing and ongoing whether it involves work or not. Having the avenues of communication open lets management comment on good and bad points of a person's work. It also lets management know that employees have a life outside the job. If a manager acts as a friend and supervisor, work and quality of service is kept at a high level.

It's a good idea for a Library Director's informal meetings with employees include both job related issues and outside issues. Having informal chats, seeing what projects they may be working on and if they need possible assistance makes a person feel more valued.

Having a newsletter would increase communication. Knowing what each group is working on, who is involved on a project. The newsletter also gives the Director a way of praising employees among colleagues.



Directors need to keep everyone informed of important departmental decisions which could impact on the workers. This concern alleviates anxieties and demonstrates that the workers are valued. This communication will have an impact on the work performed. The greatest motivational act a supervisor can do for an employee is to simply be available to listen.

Improvements of job performance are always evident when a Director or Manager takes time to talk, treating workers as human beings instead of robots. Communication improves the achievements of the individual as well as the department. The Director can act as a link to the Executive Director and partners. When employees know the decision makers are accessible to them, they feel their ideas and contributions are worth more. Employees have to know that management's plans are to help them to continue improved performance. If they work in fear of layoffs, their performance will fall causing the department to fail to effectively serve their clientele. Lack of communication between management and employees will always lessen effective job performance.

Directors or supervisors in a library should give special assignments or ask employees to help with a project that proves challenging to keep job performance levels high. Letting employees attend meetings in a Director or Supervisor's place will show the employee that they are a valued member of a team.

I have noticed that other cultures do not practice this approach. Performance appraisals between libraries and organizations in Europe and the United States are quite different. Working closely with our Paris and our London branch librarians, I know that they are always looking for even the smallest amount of praise from attorneys or even from other branch librarians. In Paris people who work in private law firms are never given work appraisals, they only get annual increases. No one in authority at any size firm or organization takes the time to tell employees how good or how bad their work may be. There is very low employee morale among law firm librarians since they are all made to feel as being separate from the larger organization. In light of the high levels of unemployment in both Paris and London, few, if any, actually want to quit their jobs and look for new ones.

Instead of formal work appraisal, the director could send a questionnaire around to each office asking the attorneys how well they feel the librarians are when helped with a task out of the ordinary. Soliciting report cards from their attorneys, asking them to evaluate how well the library departments is doing, could be a guide for the librarians to better serve their clients and staff. Once the results are tabulated, departments that did poorly could check with other firms for ways to improve their services.

The appraisal system remains a tool to control the work and indirectly influence the behavior of employees. Performance appraisals aid the worker in bettering themselves, and aid management in determining how good the worker is. Many may not like to do performance appraisals, but they are necessary to keep employees performance high.



New Database for International Law - EISIL

A website managed by Marci Hoffman and Jill Watson for the American Society of International Law (ASIL).

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Rates are \$50 for two weeks, \$75 for four weeks. Check should be made payable to LLAGNY. Send job descriptions to Denis O'Conner via email or fax. Please include your name, address and telephone number for billing purposes. Job descriptions received by Thursday at 4pm are normally posted on this Web page the following Monday.

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LLAGNY BOARD MEETING

August 18th, 2004

Shearman & Sterling, New York, New York

Members Present: David Merkin (presiding), Patricia Barbone, June Berger, Heidi Bliss, Anthony Cocuzzi, Karen Heusel, Patricia Kasting, Janet Peros, Andrew Tschinkel, Mark Zaleck.

Meeting Called to Order: 6:10 PM

- Approval of June 16th, 2004 minutes
- Minutes Approved (Bliss, Berger)

Treasurer's Report: August 18th, 2004

- The balance of the checkbook as of August 18, 2004 is **\$21,613.51**
- The balance of the money market fund is **\$85,401.44** as of the June 13, 2004 statement.
- There were no paid expenses from June 30th, 2004 to August 18, 2004.
- An un-audited copy of the LLAGNY Treasurer's Report, FYE ending 6/30/2004 was submitted to Law Lines and a copy of report is being distributed to the Board.
- Online banking has been set up with LLAGNY's checking account.
- LLAGNY's JPMorgan Chase bank branch has been switched from Fulton Street to 55 Water Street. Chase Banking Relationship has been set up with Brian Robinson, Vice President, Small Business Relationship Manager.
- Discussed CDs ladders with B. Robinson. B. Robinson suggested CDs or a bond fund. There is a 4% return for a 60 month (5 year) term. Other rate terms are available.
- Treasurer suggests an increment of 5,000, 10,000 or 15,000 be moved into a CD. This can be done by telephone. Each year move an equal amount until the money market has about \$40,000.
- Motion: Remove \$5,000 from the Money Market account and invest sum in a 5-year CD.
- Motion Approved (Barbone, Bliss)

New Business:

- Schedule Board Meetings for 2004-2005 term.
 - September 29th, 2004 – Bryan Cave or O'Melveny & Myers (Leadership Training)
 - October 27th, 2004 – Davis Polk & Wardwell

- November 17th, 2004 – Stroock & Stroock & Lavan, LLP
- December 15th, 2004 – O'Melveny & Myers, LLP
- January 19th, 2005 – Hughes Hubbard & Reed, LLP
- February 16th, 2005 – Milberg Weiss Bershad & Schulman, LLP
- March 16th, 2005 – Shearman & Sterling
- April 20th, 2005 – Stroock & Stroock & Lavan, LLP
- May 18th, 2005 – Schulte Roth & Zabel LLP
- June 15th, 2005 – O'Melveny & Myers, LLP

Old Business:

- Union List committee submitted the RFP to EOS and SIMA.

Task: David will email the Directors list-serv and ask what other chapters are doing regarding Union Lists.

New Business:

- ALUNY suggests holding NE Regional Conference of Law Librarian chapters, November 2007 in either Syracuse or Toronto. Specifics of their proposal are in the packet of email correspondence distributed to the Board.
- Task: Inform ALUNY that the board recommends that a conference planner be used, and that other cities be considered as a location, such as Atlantic City.
- SLA requests a joint program with LLAGNY on the subject of "Copyright Issues in the Digital Environment". SLA is seeking to obtain 3 different speakers. Lexis is willing to sponsor this program. SLA suggests the program be held the week of October 15th, 2004. If the program cannot be held this fall it will be done in the spring of 2005.

Task: Everyone should make a list of issues they would like to see addressed in this program and email to Tricia who will consolidate the suggestions.

Task: David will ask SLA how expenses are to be divided.

- SLA is interested in holding other joint programs with LLAGNY such as vendor demonstrations of cutting edge products.



- Fall Soiree: Special Events committee recommends the Top Tomato as caterers for the Fall Soiree.
- Distributed list of committee chairs and assigned Board liaisons.
Task: Tricia will email committee chairs regarding the date of Leadership Training.

Committee Reports:

- Advertising Committee: Were having difficulties with some vendors, but have not spoken to any since June 2004.
Task: Patricia Barbone will contact the co-chairs to discuss the problems.
- Corporate Sponsorship Committee: Janet Accardo is a new co-chair.
- Education Committee: Tom Eikenbrod is a new co-chair. Education Committee must give Corporate Sponsorship Committee advance notice – more than 2 weeks – of the date of a program.
- Government Relations Committee: Laird Ehlert will be asked to give a program on New York State legislative research.
- Grants & Scholarship Committee: unchanged
- Law Lines: next issue expected sometime this August.
- MCLE/Teaching Legal Research Committee: The program materials from previous Bridge the Gap programs have been organized. New presenters for the program are encouraged.
- Membership Committee: new co-chairs
- Nominations Committee: still searching for a chair.
- Pro Bono Committee: Are looking for a P.O. Box located Uptown. This committee is getting requests for assistance from out-of-state prisoners. What are the chapters in those states doing for prisoners or pro bono?
Task: Send forms for obtaining a P.O. Box to Patricia Barbone.
- Public Relations Committee: Want to design a new brochure. Archives have been moved to Shearman & Sterling and are being organized.
Task: Patricia Barbone says she may have an old brochure so they can see what has been done in the past.
- Special Events Committee: The Bar of the City of New York has offered the use of their ballroom for the Fall Soiree, but the facility is booked

through October. The committee is looking for acceptable dates in November.

- Technology Committee: The committee will submit a survey to the board that solicits information regarding what the committee is doing correctly and where the committee needs to improve. The LLAGNY web site needs updating.
- Volunteers Committee: Try to get volunteers to help as meeters/greeters at events rather than members of the Special Events committee doing it all.
- 65th Anniversary Committee: Janice wants to do one last program in the Fall on “How LLAGNY has Grown”.

Meeting adjourned: 8 PM

Respectfully Submitted

Patricia Kasting

LLAGNY BOARD MEETING

September 22nd, 2004

O'Melveny & Myers LLP.

New York, New York 10022

Members Present: David Merkin (presiding), Patricia Barbone, June Berger, Heidi Bliss, Anthony Cocuzzi, Karen Heusel, Patricia Kasting, Janet Peros, Andrew Tschinkel, Mark Zalek.

Committee Chairs Present: Janet Accardo John Campbell, Karen Campbell, Elaine Egan, Marlene Gebauer, Elizabeth Kenney, John Lai, Raul Lopez, Kate McLeod, Jim Murphy, Brooke Raymond, Ben Toby, Sarah Valentine.

Leadership Training called to order: 6:17 PM

June Berger gave an overview of the role of the Board and Committee Chairs in LLAGNY activities. Recommends reading the revised LLAGNY Leadership Manual.

David Merkin announced a copyright program co-sponsored with SLA, date forthcoming. Announcements of approved events are to be sent to Law Lines and posted on the LLAGNY web site.

Leadership Training adjourned: 6:50 PM



Board Meeting called to order: 7:20 PM

- Approval of August 18th, 2004 minutes
- Minutes Approved as corrected (Barbone, Bliss)

Treasurer's Report: September 22nd, 2004

- The balance of the checkbook as of September 22, 2004 is \$43,866.51.
- The balance of the money market fund is \$85,401.44 as of the August
- 11, 2004 statement is \$85,473.81. However \$10,000 was withdrawn from this account to create a 5 year CD on August 20, 2004 at 3.93%.
- There were no paid expenses from August 19th, to September 22, 2004.
- There was \$21,765 of income deposited from August 18, 2004 to
- September 22, 2004 all Membership and Scholarship donations. (\$20,825
- membership & \$940 scholarship).
- Motion to approve investing an additional \$5,000.00 from the Money Market Account into a CD for a total of \$10,000.00
- Motion Approved (Barbone, Bliss)

Old Business:

- Union List:
 - Union List Committee has received the RFPs from EOS and SIMA. Karen Campbell asks to attend the next Board meeting to discuss.
 - Task: Inform Karen Campbell of date and location of next Board meeting.
 - Task: David Merkin, Anthony Cocuzzi & Karen Campbell will hold a conference call to review and discuss questions.
- Fall Soiree:
 - The 65th Anniversary Committee will give its' last presentation at the Fall Soiree.
 - Vendor sponsors may send up to four (4) non-LLAGNY attendees to a sponsored event. Non-LLAGNY attendees over 4 must pay the price per head of the event.
- Move to hold the Fall Soiree at Planet Hollywood on Wednesday, October 20th, 2004.
- Motion Approved (Bliss, Berger)

New Business:

- Special Events committee should start work on the Holiday Meeting. Suggest price range of aprox. \$75.00 per person. The Association of the Bar of the City of New York has offered space for a LLAGNY event so investigate for the Holiday Meeting or the 2005 Fall Soiree.
- The date for the June Dinner is June 1st, 2005. Investigate holding event as a dinner cruise.
- Dialog is offering a series of workshops on "Quantum Leadership" as brown bag lunch sessions at the Dialog Offices.
- November 16th, 2004: Achieving Results through Relationships
- January 25th, 2005: Marketing Library Services
- February 25th, 2005: Linking Information Services to Compelling Financial Events
- Are requesting that the fee for LLAGNY mailing labels (\$300.00) be waived.
- Task: Request vendor to provide complete outline of programs so Board can evaluate educational content.

Committee Reports:

- Corporate Sponsorship: Is to prepare language guidelines for announcing vendor sponsorship of events.
- Law Lines: New issues of Law Lines may be announced over LLAGNY announce. Board members are requested to write articles for Law Lines.
- Suggested that committee reports be written and submitted to Board prior to meetings.
- Task: Email reports to Secretary prior to meeting and reports will be included in the announcement of the meeting with the agenda and minutes.

Meeting Adjourned: 8:20 PM

Conference Call: September 30th, 2004 at 12 noon.

Members on call: David Merkin (presiding), Patricia Barbone, June Berger, Heidi Bliss, Anthony Cocuzzi, Patricia Kasting, Janet Peros, Andrew Tschinkel, Mark Zalek.

Motion to Approve flyer for the Fall Soiree as corrected.

Motion Approved (Bliss, Tschinkel)

Conference Call: October 8th, 2004 at 12 noon.



Members on Call: David Merkin (presiding), June Berger, Heidi Bliss, Anthony Cocuzzi, Patricia Kasting, Andrew Tschinkel, Mark Zalek.

65th Anniversary Committee requested funds for editing and copying to CD the videotape of the talent show recorded at the Holiday Party (2004) for viewing at the Fall Soiree.

Board recommends using the videotape at the Fall Soiree.

Respectfully Submitted
Patricia Kasting

LLAGNY BOARD MEETING

October 27th, 2004
Davis Polk & Wardwell
New York, NY 10017

Members Present: David Merkin (presiding), June Berger, Anthony Cocuzzi, Karen Heusel, Patricia Kasting, Janet Peros, Andrew Tschinkel, Mark Zalek.

Committee Chairs: Karen Campbell and Sarah Kagen

Board Meeting Called to Order: 6:20 PM

- Approval of September 22nd, 2004 minutes
- Minutes approved as corrected (Berger, Heusel)

Treasurer's Report:

Treasurer was not present at meeting and did not submit report for this month.

Old Business:

- Union List: The committee submitted a prepared comparison of EOS and SIMA responses to the RFP, and additional questions for the vendors.
 - Suggest: Possible visit to vendors' home offices to view products, or arrange demonstration of products over the Internet.
 - Task: Teleconference call among Union List committee and selected board meetings to discuss issues.
- Dialog: Submitted outlines of the Quantum Leadership programs.
 - Motion: The fee for mailing labels shall be waived for these programs.
 - Motion Approved (Berger, Cocuzzi)

New Business:

- Stationary: LLAGNY requires official stationary with the new LLAGNY logo.
 - Motion: Secretary shall order the printing of paper and envelopes with the new LLAGNY logo.
 - Motion Approved (Berger, Cocuzzi)
- The MCLE / Teaching Legal Research committee requests approval to send a flyer to law firms requesting monetary support for the Bridge the Gap program. In return the firms will be listed as sponsors in the program materials and given public recognition of their contributions.
- Task: Committee is to submit a sample flyer to the Board.

Committee Reports:

- Pro Bono Committee: Working on updating the brochure.
- Education Committee: Two programs are scheduled.
 - November 18th, 2004 – Program on Tax
 - December 1st, 2004 – Program on Notary Public
- Volunteer Committee: Designed a volunteers form that the committee requests be put on the LLAGNY website.
 - Task: Submit form to Board for approval.
- 65th Anniversary Committee: Created a PowerPoint presentation of the history of LLAGNY and requests that the presentation be put on the web site. Also, committee requests that the presentation be shown again at the January Holiday party.

Meeting Adjourned: 8:05 PM

Respectfully Submitted
Patricia Kasting
Secretary

Committee Reports October 27th, 2004

Law Lines: The new Fall issue should be out by mid-November. Articles are being proofed and ads gathered. The issue will include pictures from the Fall Soirée as well as a new feature: an interview (this issue will feature June Berger) of a LLAGNY member. The Fall issue will feature trivia regarding librarians depicted in films



(librarian trivia may also be a recurring feature). Thanks to all board members who contributed to this issue.

MCLE/ Teaching Legal Research: Requested and received previous budgets from Treasurer.

In addition the chairs want to send out letters/flyers to all firm library

directors (or comparable title) in LLAGNY to enlist the support of their firm as a sponsoring institution for Bridge the Gap. The firm's will have their names prominently displayed at the Bridge The Gap, on flyers advertising the event that will be distributed to law schools, and in advertisement(s) in the New York Law Journal as supporting Bridge The Gap.

This is good marketing for firms because they invest heavily in their summer programs and this is an opportunity for them to show support for their incoming associates as well as become familiar to other prospects they might see down the road. (i.e. judicial clerkships, regular turnover, etc.)

More importantly, from our standpoint, by engaging the firm's right away, by having the firm librarian bring a check request for sponsorship to the hiring partner or summer program coordinator, the firm's will re-enforce our effort to drive attendance by sending out flyers on Bridge The Gap as part of their summer prep materials and generally encourage attendance.

This program for marketing Bridge The Gap has been in place at NJLLA for as long as I (Jeff) can remember and has always led to a buzz and high turnout at the Bridge The Gap. Further, the more buzz and electricity we can

create about an event, the easier it will be for us to obtain high profile keynote speaker(s).

NJLLA charges \$300 to be listed as a sponsoring institution.

While we may realize a profit from law firm sponsorship, the main intent of the charge is to encourage law firm interest and defray the cost of mailings and advertisements. I would suggest any profit go to the grants and scholarship committee as their target audience is most closely related to the work of our group.

Jeff is preparing a proposed flyer.

Membership Committee: The first batch of Membership renewals is now fully processed and a batch of late stragglers was sent in this week to AALL.

In the next week the committee will begin to contact members that have not yet renewed. John Davey is working with AALL on the draft directory.

Technology Committee: will be holding a meeting to set agenda for the coming year. Ben Toby, co-chair, posted a message on the listserv inviting members to the meeting. The meeting was originally scheduled for Nov. 4 but it has to be rescheduled due to a conflict.

Volunteer Committee: has designed a "volunteers" form that they would like to see posted on the LLAGNY Web site. Would like to discuss this issue at the meeting (I have a copy of the form).

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The success of LLAGNY is dependent on the voluntary efforts of the members. By joining a committee, you have the opportunity to interact with your colleagues, make a contribution to your professional association and see the results of your efforts.

This is the chance to build on old experiences and contribute your expertise and background. The more people who come forward, the more the work is shared.

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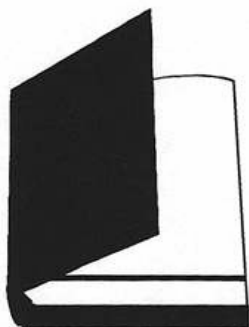
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