



# SCUTTLE

Newsletter of the Colorado Association of Law Libraries

Fall 2013

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## P President’s Message

By Madeline Cohen

I cannot believe that it’s already July, and with it a new CoALL membership year. I am excited to take on my new responsibilities as President! I would like to extend my sincerest thanks to Matthew Elisha for his leadership over the past year, as well as to outgoing Executive Board and committee members Robert Linz, Mariann Storck, and Bronwen Maxson. I would like to welcome Chris Hudson to his position as Vice President/President-Elect, Andrea McCullough as Secretary, and Katherine Hales and Timothy Fritz as our new Members-at-Large. We also have a few new committee chairs joining us for 2013-2014, including Amy Levine (Government Relations), Abigail Lindquist (Brown Bags), and Rachel Bentley (Scuttle). For those members who are returning to the Board and as chairs of committees, I look forward to continuing our work throughout this year.

The theme for the 2014 AALL Annual Meeting in San Antonio, TX is “Beyond Boundaries” and I would like to extend that theme to our CoALL endeavors this year. Having existing members renew their memberships for 2013-2014 will be a great start! Pushing that boundary further, our Membership Committee, led by Katherine Hales, will be forging relationships with different types of libraries to expand CoALL’s reach and our membership rolls. I envision this reach including public, special and government libraries with an interest in legal or legislative research, both in the Metro Area and across Colorado and Wyoming. Although we may work in different types of libraries, the struggles, obstacles and challenges that we face as information professionals are similar. Often, we can find inspiration, as well as new management and service ideas, when we look outside our day-to-day box.

(Continued from page 1)

In addition to our fabulous 2013-2014 programming, which includes Spotlight on Your Career, Colleague Connection, and BRAG, we have undertaken a website redesign led by our webmaster, John Moss. The redesign committee will make the website more interactive and informative, focusing on the layout, navigation, theme, new technologies, and creation of original content to offer members a more user-centric web experience. We will continue our successful Brown Bag programming and experiment with some other ideas – perhaps a field trip to Anythink or hosting webinars on legal research for non-law librarians and paraprofessionals.

Lastly, but certainly not least, thank you to the CoALL membership. As a small chapter, we rely heavily on your input and participation. If you have not done so already, please fill out the membership survey so we can find out what you love about CoALL and what you'd like to see improved. The survey is short – only eight questions – with plenty of room for comments and suggestions. This is one of many chances you will have throughout the year to share what CoALL's value is to you and what you can bring to the CoALL community.

I look forward to working with everyone this year as we continue our association's good work and service to our profession, to build on our successes, and to find new opportunities to stretch our current boundaries.

Madeline Cohen  
President, 2013-2014  
Circuit Library Director  
U.S. Courts Library, 10th Circuit.

### About Scuttle

The Scuttle Newsletter is published four times a year. The purpose is to communicate information to its members. CoALL does not assume responsibility for the statements of contributors. Views or opinions expressed herein do not necessarily reflect the views or policies of the Colorado Association of Law Libraries. The Scuttle is not copyrighted, however, permission should be sought from the authors and credit given when quoting or photocopying material from this publication.

To encourage discussion and article submission, we will begin having a Featured Topic in each Scuttle. For the next issue, our topic is ***Career Development in Law Librarianship***. Please feel free to submit articles on this topic, links to interesting information on this topic, or even simply ideas for articles on this topic to rachelelizab@outlook.com or Robert.linz@colorado.edu. The deadline for article submissions of all sorts is ***October 15, 2013***. We also encourage you to submit any other articles you'd like to. We are interested in hearing about:

1. Projects at your library
2. Summaries of webinars/seminars
3. Summaries of book club discussions
4. Summaries of brown bag briefs
5. Calls for assistance with projects
6. Details of committee activities
7. Details of upcoming events with CoALL and member libraries
8. Information on other library associations
9. Information on emerging technologies
10. Projects or developments of note from other libraries and other jurisdictions
11. Letters to the Editor

Contact Us—For questions, comments or submissions, please send an email to Rachel Bentley

**rachelelizab@outlook.com**

# Updates

*News from the Association*

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## CoALL Brown Bag Committee Update

*By Abby Lindquist*

*Reference Librarian at Holland & Hart*

This year's CoALL Brown Bag Committee – Mary Arnold, Anne Lucke, Dagfinn Senturia – and I met recently to start planning for the upcoming lunch events. Our first program, the Annual Conference Round-Up, will be held on Wednesday, August 14 at Holland & Hart. Attendees of AALL, SLA, and ALA will share their experiences in a roundtable discussion, so even if you weren't able to attend the meetings, this can serve as a mini-conference. More details in the coming weeks!

In an effort to expand our geographical reach, we're organizing an event with the CoALL Student Committee at the University of Denver, likely to be held in October. Other interesting events in the 2013-2014 year will include a book group discussion, coverage of competitive intelligence, and an ICCES update next summer.

For more information or to volunteer to host a future event, please contact me at

**[amlindquist@hollandhart.com](mailto:amlindquist@hollandhart.com)**. Hope to see you all at a Brown Bag soon!

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## Membership Renewal Reminder

*By Katharine Hales*

The new CoALL membership year has begun and the renewal drive is in full swing. Many of our current members have already renewed for what looks to be another exciting year. There is still some time to renew without a lapse in benefits. The deadline for renewal is August 31, after that date any members who have not yet renewed will lose their benefits.

CoALL membership offers many benefits, including:

### **Educational and Social Events**

This last year was a wonderful year for CoALL activities, which included a life member induction, the annual Holiday party, and great Brown Bags. We are looking forward to even more of these great CoALL activities this year.

### **The Listserv and Website**

The listserv allows members to connect regarding resource and knowledge sharing, job opportunities, interlibrary loans, announcements, AALL information and other items of interest to members.

### **The Scuttle Newsletter**

Published electronically, four times per year, The Scuttle offers updates on the association, articles, book reviews, technology updates, and other information members wish to share with the association.

## Complimentary Membership to the Colorado Bar Association

CoALL members are granted access to the CBA's website and receive C-Brief, the CBA's weekly electronic newsletter, along with discounts on classes and publications.

If you have not had a chance to renew your membership, please don't wait until the last minute and risk having your benefits lapse. If you have renewed your membership already but know someone with an interest in law librarianship or CoALL that has not yet joined, please inform them of the wonderful membership benefits. Membership dues have remained the same low amount this for this year: \$20 for Active and Associate members and \$5 for Student members. The membership form is available for download from the CoALL website. If you have any questions regarding CoALL membership, please email Katharine Hales at [khales09@law.du.edu](mailto:khales09@law.du.edu).

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*Please renew your membership by August 31 or immediately contact Katharine Hales at [khales09@law.du.edu](mailto:khales09@law.du.edu)*

## BRAG Volunteers Wanted

Looking for an opportunity to volunteer and gain some experience?

I am looking for a few good people for the Bridge the Research & Analysis Gap (BRAG) committee to help plan the 2014 program for summer associates and other newer researchers.

We will also be looking for presenters and people to work on advertising and compiling handout materials.

*If interested, please contact Matthew Elisha*

*[mrelisha@msn.com](mailto:mrelisha@msn.com)*

*303-432-8694*

Meeting Minutes



CoALL Meeting Minutes

March 2013

Colorado Association of Law Libraries Board Meeting  
Agenda

Friday, March 8, 2013 @ 4:00 pm

Law Offices of Sherman & Howard LLP

Denver, CO

**I. Call Meeting to Order at 4:07 p.m.**

A. Present: Madeline Cohen, Dan Cordova,  
Mathew Elisha, Margi Heinen, Robert

- 1) Linz (virtual), Andrea McCullough,  
John Moss, Tamara Phalen, Mariann  
Storck

2) Absent: none

**II. Approve minutes from last meeting –December 12,  
2012**

- A. Two corrections were mentioned
  - 1. Robert Linz was virtually attendant at the meeting;
  - 2. The Life member event was held at Randolph's at the Warwick Hotel.
- B. Minutes were approved with corrections.

**III. Officer Reports**

A. President's Report

- 1) BRAG
  - a) Matthew polled the law firms and came up with 30 possible law clerks this summer;
  - b) Due to the low number of clerks and lack of a chair, there will be no BRAG this summer;
  - c) Matthew will chair it for summer of 2014;
  - d) Matthew wants the Colorado Resource Material section updated, and branded. His idea is to send it out to all Colorado law firm librarians or, if none, then recruiters;
  - e) Matthew thinks a one page tip sheet on cost effective online searching might also be included;
  - f) Gary Abrams of Colorado Bar Associa-

tion mentioned that he is seeing many young attorneys opening solo practices. They would be a good audience for BRAG next year along with summer clerks;

g) CoBar is planning a 2 ½ day program titled "Hanging your shingle" on August 15-17.

- i. Matthew thinks CoALL could request an hour to present a program on cost effective research;
- ii. Both Robert Linz and Margi Heinen volunteered to work on it.

B. Vice President's Report (Madeline Cohen)

- 1) Spotlight on Your Career:
  - a) The program went well;
  - b) Of the 46 who attended, most were from CAL with a few from CoALL;
  - c) Kim Dority was a good speaker
    - i. Positive feedback; interactive presentation, people were appreciative of information;
    - ii. Focus was on career transitions or a new path within current institution;
    - iii. It was a good networking opportunity in that non-law librarians liked talking to law librarians;
  - d) Financials:
    - i. AALL Bloomberg - \$1100; we'll return \$400 to AALL
    - ii. Speaker Kim Dority - \$700;
    - iii. DU- donated space and A-V equipment including Podcast;
    - iv. Thomson Reuters West - \$750
    - v. CoALL as sponsoring organization receives \$186.90 from profits
    - e) We are now waiting for the audio file from DU so it can be posted on AALL site; the records got to AALL for archives.

## Meeting Minutes

### C. Treasurer's Report

#### 1) Treasurer's Report:

March 8, 2013—**REVISED**

- Current checking account balance: \$4951.29 (-1965.15 from Dec. 2012, mostly floating Spotlight expenses)
- Revenues (since 7/1/2012): \$1855.00 (-1190.00 from Budget)
- Member Dues \$1805.00 (-490.00 from Budget)
- Other Revenues \$ 10.00
- Holiday Party Guest Fees \$ 40.00
- Expenses (since 7/1/2012) \$ 1581.06
  - ⇒ To Include:
  - ⇒ Secretary of State Filing \$ 50.00
  - ⇒ AALL Webinar \$ 150.00
  - ⇒ Life Member Awards \$ 192.61
  - ⇒ CoALL Student Committee \$ 30.12
  - ⇒ Life Member Event Catering \$ 105.23
  - ⇒ Chapter Liability Insurance \$ 101.00
  - ⇒ P.O. Box Rental \$ 54.00
  - ⇒ Postage for Life Member Gift (Estes) \$ 5.35
  - ⇒ Holiday Party \$ 392.75
  - ⇒ Library School Scholarship \$ 500.00

#### Spotlight

- Revenues: \$ 580.00 Registrations
- \$ 750.00 AALL Grant (est)
- \$ 750.00 Thomson Reuters Sponsorship \*Not expected until June
  - ⇒ Expenses: \$ 957.40 Food and Supplies
  - ⇒ \$ 750.00 Speaker Fee
- Balance: \$(372.60) \$186.30 per host revenue

#### Upcoming:

- Nov., 2013 CD Renewal at US Bank. More information to follow
- May Tax Filing with IRS
- May Secretary of State Filing

#### 2) Comparison with March, 2012:

- a) The balance in checking was \$5,848.32;
- b) The balance for revenues was \$1,970.00;
- c) The balance for members dues was \$1940, 7 new members.

3) There are 5 Starbucks cards left from the Holiday party;

4) We have \$273.94 left for events plus \$186.31 from Spotlight plus \$750 that CoBar owes us;

5) We are floating Spotlight until June by when we expect the TRW money to come in;

6) The only way we can grow money from membership is to increase dues;

#### 7) Travel grants

- a) Based on our financial standing, should CoALL offer travel grants this year?
- b) Perhaps we should only offer one at \$500 and encourage members to take advantage of the AALL grants;
- c) If CoBAR pays what they owe us, we may be able to offer a second travel grant.

D. Secretary's Report – none

E. Past President's Report

## Meeting Minutes

### IV. Committee Reports

A. BRAG (Matthew Elisha) See III.A.1.

B. Brown Bags (Andrea McCullough)

1) Report

*CoALL Brown Bag Lunch Committee Report*

*March 8, 2013*

*\* One program has been held since the last Board meeting- an AALL Annual Meeting Replay, Finding Your Inner Nancy Drew: Public Records Resources Online. The reply was hosted by Dagfinn Senturia at Holland and Hart. Dagfinn reports that six CoALL member attended. A handout was provided with this program- not sure if it is appropriate to post on the CoALL website, but could be made available to those who request it on an individual basis. This program was re-scheduled from the June 2013 program to February as our February speaker cancelled his program.*

*\* The April 10th brown bag has been moved to April 24th and will now be held at Davis Graham & Stubbs in Denver upon request by the speaker, David Selden. David will present on American Indian Law Research Tips.*

*\* We are now trying to plan for a new topic for June 12- any ideas are welcome. We would like to meet one of our goals of hosting a brown bag lunch outside of Downtown Denver least one time per year, and June would be a great month to do so considering weather wouldn't be an issue.*

*\* We are always looking for ideas for Brown Bag Lunches to get a jump start on planning for next year... send any suggestions our way!*

2) Andrea will post a link to hand-outs from "Finding Your Inner Nancy Drew" program

3) The committee is looking for an idea for the June meeting

4) Hold it at DU for re new librarians;

5) Round table, later in the day; maybe in the fall if June is not good;

6) The committee should find a new chair since

Andrea will be CoALL Secretary beginning in June.

7) The Bloomberg meeting on January 23rd, 2013, was held at noon at Sherman and Howard. About 4 students attended the evening session at DU.

C. CoALL Student Committee (Bronwen Maxson)

1) There was a meeting at the CO Supreme Court Library

2) Eight people attended

D. Government Relations (Madeline Cohen)

1) There is still no new chair;

a) What about the new librarian at Holland and Hart?

b) There is an article in Scuttle;

c) Was there any interest shown on the membership forms?

d) Tamara will ask Katharine Hales to check the forms.

2) Madeline is still sending out information she receives;

3) Susan at AALL is the liaison with CoALL.

E. Grants and Scholarships (Kathy Carlson) no report

1) Matthew will tell Kathy to offer one travel grant for \$500 with perhaps a second to follow depending on receipts;

2) He will also tell Kathy to promote the grants that AALL offers.

F. Legal Research Corner (Andrea Hamilton) no report

1) The committee is looking for new members, only Andrea and Madeline are left;

2) Regarding topics, there are volunteers covering almost through 2014;

## Meeting Minutes

3) Robert Linz was asked if there was room in the Scuttle about to be released for a small ad for membership on this committee.

*Finally, the login information to the website still needs to be changed as discussed at the last meeting. However, at this point, perhaps we should wait until after the next renewal period since we would want to change it again in just about 6 months' time.*

### G. Membership and Placement (Katharine Hales)

1) Report:

*Membership and Placement Committee*

*Katharine Hales  
Committee Chair  
March 8, 2013*

#### *March 8, 2013 Update*

*CoALL currently has 106 Active, Associate and Student members and 7 Lifetime members. We have only had two new members join since December.*

*Currently, the membership breaks out as follows:*

**Associate Members 12**  
**Individual Members 19**  
**Institutional Members 57**  
**Student Members 18**  
**Lifetime Members 7**

*There was one recent institutional membership transfer, but I anticipate that being one of the last transfers for a little while. Tamara Phalen and I did have a chance to recently discuss how to deal with institutional transfers in the future. We think that to transfer an existing institutional membership to someone else, anyone from that institution should send the required information to the Treasurer, who will pass the information along to the Membership Committee. We also discussed that when members leave an institution which has provided their membership, they should be given a 30 day "grace" period from the time they leave the institution. During those 30 days, they must inform CoALL of the change and make plans to transition to a new institutional or individual membership by the end of the 30 days.*

*In order to inform members of these procedures, we discussed reworking the current membership form to include an institutional membership transfer form and an instruction and FAQ page. We hope by reworking the form to include several parts that we could also remove some of the clutter from the current membership form. We plan to draft the new form by early May so that the board can approve it by the end of May, in time to start the next year's renewal drive.*

2) We should model our institutional membership transfers on what AALL does;

3) The renewal period will be tightened up this year.

### H. Newsletter (Robert Linz)

1) Robert's goal is to release the spring issue the week of March 11, 2013;

2) Tamara will write up a piece about the holiday party and send photos ASAP;

3) Madeline also has photos which should be sent;

4) Esti Shay wrote an article.

### I. Nominations (Robert Linz)

1) For 2013-14

- a) President: Kathy Carlson;
- b) Secretary: Andrea McCullough;
- c) Members at Large: Tom Fritz & Katharine Hales

2) Ballots will go out April 1, 2013.

J. Programs (Madeline Cohen) – update on Spotlight on Your Career planning (see III.B. above).

K. Public Relations (Tawnya Plumb) – Nothing to report

## Meeting Minutes

### L. Webmaster (John Moss)

- 1) Show the Board some options on which he's been working; Here are 2 links: a) <http://www.aallnet.org/chapter/coall/index.shtml>
  - i. On this page you see the option to add "last updated" date. It is for just this page;
  - ii. John is not sure it will work with AALL's host software;
  - iii. Question: Is it possible to put an last updated date on each page? b) <http://www.aallnet.org/chapter/coall/docs/viewnews.asp>
    - i. On this page, CoALL members would be able to upload documents themselves;
    - ii. This would have to be under the "members only" section;
    - iii. There should be the option to approve before posting;
    - iv. Need to make sure search engines cannot find it, i.e. program it to not be crawled;
    - v. Send URL to the Board so they can play with it;
    - vi. It will have to be branded.

- 2) John has cleaned up the membership list;
- 3) Robert asked if John is looking to radically redesign the site
  - a) A redesign would require a small group to work on it;
  - b) AALL offers very little help such as collecting statistics on different pieces;
- 4) John was asked if the membership for in on-line fillable and it is.

### V. Old Business

#### A. SWALL conference – Robert

- 1) CoALL still needs to have a firm idea of what it would cost; Robert has asked more than once and still has no answer;
- 2) The Board asked if we could commit without agreeing to a financial obligation;
- 3) The Board assumes that our branding would not be included.

B. Bylaws – proposal re: institutional members when leaving their institutions and fee waivers for unemployed members – see IV.G.2.;

C. CoALL website & listserv– login change and access restriction – Katharine & John are still working on this;

D. Committee procedure documents, Board retreat - Matthew

- 1) The Board asked what was the goal of this retreat and suggested that the members be surveyed about what they want from COALL;
  - a) The last survey was done in January 2010;
  - b) This survey should be 5 – 10 open-ended questions, not a multiple choice type and include a space for optional name;
  - c) Tamara suggested the following questions for a survey:
    - i. What do you like or dislike about CoALL?
    - ii. Where would you like CoALL to go?
    - iii. What don't you like about CoALL?
    - iv. If you could change CoALL, what would you change, and why?
    - v. What member benefit of CoALL means the most to you?

2) A budget for the retreat could be set in a meeting prior to the annual meeting;

3) Dan suggested that a token be given to respondents; Tamara mentioned there are still 5 Star bucks cards left from the holiday party;

4) Board can look at the 2010 survey results online;

5) Margi has a subscription to Survey Monkey if we want to do something more than what the free version allows;

6) Board members should send question ideas to Matthew;

7) Matthew and Margi will work on the survey;

8) Dan Cordova, Margi, Matthew and Madeline will meet over lunch in early April to flesh this out;

9) The retreat has potential for team building and

**Meeting Minutes**

getting a focus for the year.

Sherman and Howard again.

VI. New Business

**VIII. Meeting adjourned at 6:00 p.m.**

A. AALL VIP visit – Matthew

1) Do we want a chapter visit for our meeting on April 26th?

2) The Board would like to see if we could get someone here.

B. CoALL archives - Matthew

1) JoAnne Policastri;

2) Diane Burkhardt has 2 boxes in her office;

3) Check with Steve Fischer at Penrose in Archives.

C. Other – nothing else.

VII. Announcements

A. Annual meeting: Tentatively Friday, June 28, 2013, 4:00-5:30 pm, Location TBD after April 26th event.

1) Tamara cannot make this meeting or the Friday before;

2) She will have the budget ready for Board review by 6/21 so that if there are changes or corrections she can make them and submit the final version in time for the Board meeting;

B. There is \$150 in budget for the annual meeting

1) Event ideas include bowling at Lucky Strike lanes, festival, Hudson Gardens, Denver Botanic Gardens picnic, ball game if Rockies are in town;

2) When is Kathy Carlson available?

3) Board should see what else is available as an event to follow the meeting on either June 21 or 28;

4) Possible location for the meeting is the 10th Circuit library (with its security issues) or at