



## Quarantine Issue

### Top stories in this newsletter

#### From the President



*I received a text recently from a very good friend. It said: "I think I have a year infection." For a split second, I almost put my phone back in my pocket. She meant to type ear, not year. Haven't I seen 10 million typographical errors from the spell-check and word-suggestion functions on smart phones? Of course I have...*

[continued on page 2](#)

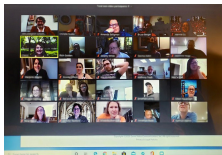
#### Keeping Our Momentum



*At Chapman University, where I work, we all returned in-person for the fall semester. After more than a year of interacting on screens, I was amazed at how quickly everyone adapted to new procedures and routines. To understand how others felt, I asked colleagues their impressions of the last few months...*

[continued on page 3](#)

#### Returning to Campus and Reconnecting with Students



*As we return to our offices and campuses, increased connection with our users has been on everyone's mind. After being cooped up so long in our homes (or, for some of us, in nearly empty offices), librarians want our users to know that we are here and that we can help...*

[continued on page 4](#)

#### The New New Normal



*The first date we were given for our return to office was in September: the day after Labor Day. When the email arrived in my Inbox, I had been working full time at home for more than a year and had become accustomed to it...*

[continued on page 6](#)

#### Doing My Home Work during Covid-19



*Our library staff moved to remote work in mid-March 2020, the time of crisis brought on by Covid-19. Five hundred days later, the first week of August 2021, we returned to on-campus in-person work. Looking back on this intense and extraordinary time, it is hard to fully comprehend the impact Covid-19 had on work and life...*

[continued on page 7](#)

#### Contents

From the President	2	Membership News	8
Keeping Our Momentum	3	Career Opportunities	9
Returning to Campus and Reconnecting with Students	4	Executive Board Meeting Minutes	10
The New New Normal	6	Treasurer's Report	11
Doing My Home Work during Covid-19	7		



## From the President

By Patrick M. Sullivan  
Research Librarian  
Jones Day

I received a text recently from a very good friend. It said: "I think I have a year infection." For a split second, I almost put my phone back in my pocket. She meant to type ear, not year. Haven't I seen 10 million typographical errors from the spell-check and word-suggestion functions on smart phones? Of course I have...

But suddenly \*poof\* there was a tiny version of me standing on my left shoulder, looking very dapper and holding a pitchfork. He said: "You know, you should never let an opportunity like this pass you by." And \*poof\* there was a second miniscule version of me on my right shoulder, holding a harp. And the second one said: "Whatever you do, please do NOT take advice from anyone holding a pitchfork, no matter how dapper they appear."

I will spare you, the reader, from the rather lengthy debate that ensued. To make a long story short, the side of me that is an unrepentant rascalion took over and I immediately typed the following message: "Hmmm. That sounds serious. I would guess that your year infection is probably 2020. That was an all-around horrible 12 months, and it does not surprise me at all to learn that it is still causing problems."

[a pause while the laughter dies down]

And now the good news: you have to read only two more columns from me after this one. More good news: when you read my next column, it will finally be 2022!! What a refreshing thought, to know that 2022 will soon be here, and all we have to do to greet our new friend is to wait a bit longer.

I sincerely hope that between now and the next issue of the Newsletter, you all have spend time catching up with the friends and family you haven't seen in a while. Soon it will be a new year, and some of us will make resolutions, while others will continue

to hold to that promise they made to themselves: to never make another resolution. Whatever your choice, I hope you have time to reflect upon your journey. On that note, here is a poem by Sara Teasdale I recently discovered:



Life has loveliness to sell,  
Music like a curve of gold,  
Scent of pine trees in the rain,  
Eyes that love you, arms that hold...

Spend all you have for loveliness,  
Buy it and never count  
the cost..

That isn't the whole poem.  
I hope this partial quote  
inspires some of you to  
find the full text and  
reflect upon it. It might  
help you as much as it did  
me.

• • •

I have a few items of SCALL business to share. At the last SCALL Board Meeting (October 14), the 2021-2022 budget was approved. There were changes made, but the overall situation is that SCALL has enough funds to do what it needs to do. If you have been reading the SCALL Newsletter faithfully, you will have noticed that the Treasurer's Report always appears with the bank balance (for example,

click the following link and see [page 9 for the 2020 version](#)). Past Presidents have noted that our financial condition is healthy, and this has not changed.

The SCALL Board is also working diligently with the Information Technology Committee to launch a newly redesigned website in the not-too-distant future. We have no release date for this upgrade, but we will make an announcement once it is completed. And just if you were curious, we will be funding the process to archive the entire site for posterity.

That's it for this President's column. I wish you all a safe and happy holiday season. I look forward to seeing you at the December 8th SCALL event and also to hearing all about your fun holiday adventures in the Membership News column of the next newsletter!

PS – Don't forget about the upcoming February 2022 Institute in Palm Springs! Get [your hotel room now](#) and bookmark the [SCALL Institute webpage](#) to see all the Program updates as they are announced. And [you can register](#) right now!

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## Keeping Our Momentum

By Sherry L. Leysen

Hugh & Hazel Darling Law Library Director  
Fowler School of Law at Chapman University

At Chapman University, where I work, we all returned in-person for the fall semester. After more than a year of interacting on screens, I was amazed at how quickly everyone adapted to new procedures and routines. To understand how others felt, I asked colleagues their impressions of the last few months.

### Workspace Improvements

We welcomed our community back with a library space refreshed from the ground up. During the library's closure, the remaining portion of a long-planned recarpeting project was completed. Such a project would have involved disruption during "normal" operations (such as relocating the service desks and working within a short window of time between semesters to not disturb student studying). Having been away from the space, we had an opportunity to view it with a fresh perspective; worktables were reconfigured to improve flow, and heavily used print stations were relocated to more convenient locations.

### Improving Interactions and Workflow

On the first day of teaching our advanced legal research class this semester, we asked students to share their favorite thing or resource. Overwhelmingly, their favorite thing was being back on campus (and unsurprisingly, their favorite resource was Google). Returning to in-person instruction has made us nostalgic for one of Zoom's helpful features: the online breakout.

"One thing I really liked about teaching using Zoom is the breakout room function. Unlike in the physical classroom where students generally sit in the same place, work with the same people, and hesitate to move around the room for group work, we could instantly assign breakout rooms. We were able to make sure that the students worked with everyone in the class at some point," said research/instruction librarian Tamara Carson.

We are now expert "screen sharers," an adaptation that many of us would like to see used indefinitely in our reference and instruction workflows. Before the pandemic, a typical reference interaction scenario might include a student bringing a laptop or tablet to the research desk and pointing at something on their screen, from which the reference interview would ensue. The interaction often involved a librarian leading a demo from a desktop computer, with the student either watching a duplicate screen or following on their laptop or tablet.

Compared to the share screen function, the traditional point-and-click process now seems overly cumbersome. "I found it helpful to have students share their screen and do the work themselves instead of me showing them how. I think that's a better way for them to learn, and I still encourage students to schedule a Zoom or Teams meeting if it works for them for this reason," added Carson.

The share screen function has also improved workflow with designing course content and assessments. At Champan, Advanced Legal Research is co-taught by librarians. Now co-teachers can synchronously work in the institution's LMS (Canvas) while simultaneously employing a shared screen using Zoom or Teams. This allows the co-instructors to easily conference with one another while viewing multiple screens, without the in-person pandemic-related worry that tends to accompany working in a shared physical space.

### Facilitating Physical Collections

Librarians responsible for circulating physical collections closely followed the work of the ALA, the REALM project, and other libraries and prepared protocols for circulating and lending print materials.


"During the early stages of the pandemic, when we didn't know as much as we know now, Access Services drafted procedures and discussed the steps necessary to ensure print material would remain quarantined according to evolving standards while still being accessible. Twenty-one months into the pandemic, the fear that COVID would be transmitted through library materials has not materialized. This has helped bring a sense of normalcy to circulation department functions," said circulation librarian David Moody.

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# trellis

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*continued from page 3 (Keeping Our Momentum)*

### Expanding Access

“One positive change is increased accessibility to everything from special collections to conferences; there is something democratizing about removing many of the traditional barriers that existed before the pandemic,” said cataloging and metadata assistant Natalie Koziar. Institutions from the [Louvre](#) to the [American Ballet Theatre](#) embraced the online realm, and libraries did the same (while also [doing away with old rules](#)). For example, with a greater acceptance of technologies, research guides were expanded to incorporate short how-to videos to help students with unfamiliar processes. “The pandemic showed us that communication could be done successfully in a hybrid environment,” added Koziar.

### Adapting Routines

We are fortunate to have a solid and supportive leadership team that implements fair and consistent policies across campus. For example, while indoor eating is suspended, additional outdoor patio seating and umbrellas were installed to expand spaces for students to enjoy meals between classes.

Patrons and library staff appreciate the sanitizing and cleaning protocols implemented campus-wide. “The improvements made to our physical environment, like sanitizing high-touch points and separating shared workstations, have made a positive impact in our surroundings,” said library assistant Timothy Straus.

While many institutions and workplaces require their community to complete a daily health screening, Chapman has in-person screening verification protocols, providing an additional level of comfort that procedures are being followed. Additionally, librarians and staff have worked fully onsite instead of remotely since our return to campus, fostering an environment where colleagues can rely on one another and students know they are supported.

Experiencing so many changes since March 2020 proves that people are adaptive and resilient. It has taken minimal effort for our community to adopt novel practices and have done so with genuine care and concern for the well-being of each other. We are taking the lessons of the past year, keeping our positive momentum, and moving forward.

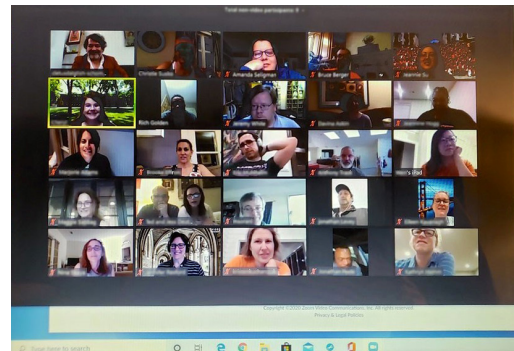
## Returning to Campus and Reconnecting with Students

By Rebecca Fordon  
Faculty Services Librarian  
Hugh & Hazel Darling Law Library, UCLA School of Law

As we return to our offices and campuses, increased connection with our users has been on everyone’s mind. After being cooped up so long in our homes (or, for some of us, in nearly empty offices), librarians want our users to know that we are here and that we can help. I would like to share a few things we have been doing at UCLA to re-establish our connection with our students.

One of the first activities we resumed was our continued support of Lightning Lessons, which we adopted at UCLA after an incredible presentation by Heather Joy and AJ Blechner at the AALL Annual Conference 2018. To learn more about Lightning Lessons, you can check out this [recap of Heather and AJ’s presentation](#) from the FCIL-SIS blog, or read [their article](#) published in the July/August 2020 edition of *AALL Spectrum*. Sangeeta Pal and I worked to bring this program to UCLA as a joint project of Access Services and Reference. In our implementation, one person from Access and one person from Reference sit together in the law school courtyard once a week at lunchtime with a menu of short lessons we offer to students. Our menu remained static this year, with items such as our “secret” hours, online study aids, our secondary sources guide, advanced Google tips, and “Ask A Librarian.”

In previous years, we offered donuts or snacks to entice students to our table, but with campus COVID precautions in place this fall, we switched to a prize wheel. We give out small items like fidget toys, pens, highlighters, coasters, and notebooks. (Our most popular items were custom wine stoppers



*This fall, after a year of Zoom isolation, Rebecca Fordon set out to re-engage her UCLA students. ("Class Reunions Zoom Meeting" by Joe Shlabotnik is licensed under CC BY-NC-SA 2.0)*

that another law school department was discarding, until an eagle-eyed library staffer intercepted them.) Whether because of students’ yearning for increased connection after 18 months of solitude, their desire to study outdoors in the courtyard, or maybe just wanting to spin the prize wheel, Lightning Lessons this year garnered the most interactions in its history at UCLA.

Other major changes I made when we returned included tweaks to my Advanced Legal Research class. Last year, when I taught Advanced Legal Research online, I had trouble connecting to students and remembering their names. I never met them in person, there was less interaction during Zoom lectures than I had hoped, and it was harder via Zoom to drop into their small groups while they were working on in-class exercises. I taught the class online again this fall, and to ensure I connected with the students better, I tried some new techniques to increase engagement.

*continued on page 5*



*continued from page 4 (Returning to Campus)*

First, I required my students to meet with me one-on-one at least once within the first month of class. I had 42 students, so this was no small endeavor. (I used a calendaring program called Microsoft Bookings to make scheduling easier on myself.) In these short, 15-minute sessions, I asked students about their previous research experiences, and they asked me questions about the class. Some students described current research projects, and I provided them with helpful resources. Others told me about some prior frustrations they had with research, and that information helped me shape the course. I think the face-to-face discussion gave students enough comfort with me that when they had questions later, they did not hesitate to email.

My success in talking to students about their research led me to a second experiment. About midway through the semester, I assigned an essay in which students told me about a current or recently completed research project. They reflected on how they could apply skills they had learned in class to the project, gave me some sample searches, and described something they anticipated having difficulty finding. I joked at the time that I had inadvertently given myself 42 reference requests because I couldn't help but

respond with suggestions for the things they didn't know how to find. This assignment was useful pedagogically, as I could assess whether they had achieved the learning objectives of our class. It also gave me better understanding of the types of research my students were doing, and it increased engagement. Once students realized how much librarians could help with their projects, many returned (either to me or to the reference desk) to ask even more questions and get additional direction.

I won't dwell on my *unsuccessful* engagement experiments (of which there were many), except to say that none of them had the same close relationship to reference. Indeed, both of my successful experiments were near-simulations of the reference interview. Law students may not come to law school knowing what reference librarians can do for them, but by showing my students what a successful reference interaction is like, I encouraged additional and deeper reference interactions.

In the coming months, I plan to look for more ways to encourage these kinds of reference interactions with students who *are not* in my Advanced Legal Research class. Coming full circle to Lightning Lessons, I will close by noting that we have always included on our "menu" an invitation to ask a librarian any reference question. Now, I wonder if we should add a new item: "Tell us about your project—no question required!"



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## The New Normal

By Erik Y. Adams  
Manager of Library Digital Initiatives  
Sidley Austin

The first date we were given for our return to office was in September: the day after Labor Day. When the email arrived in my Inbox, I had been working full time at home for more than a year and had become accustomed to it. For a while my employer had encouraged us to come to the office at least one day a week, reminding us that working from home was a temporary solution to a temporary problem, and we should try to keep our commuting skills sharp. I tried to do that but did not always succeed. Many things large and small kept me working at home.

But I knew the day would come when instead of walking to the living room I would have to drive to downtown Los Angeles. In August, as the Delta variant became a concern, the target date for the return was pushed to mid-October. It annoyed me that the date had changed, but was understandable. I was not looking forward to my commute growing from 15 feet to 15 miles, but I figured that I had done the longer journey for years before the pandemic and would acclimate to it again. Eventually the date was pushed to Monday, November 1st, and that date stuck. On *Día de Los Muertos* we returned to the office.

To sweeten the appeal of the office, my employer scheduled many perks to make the return more palatable. The first day there was a fancy catered lunch; the second day there were fruit and pastries in the break room (besides lunch); and on the third day a barista with a portable espresso machine was installed in one of the conference rooms. All the food and strong coffee I could want, all for the price of going to the office just like “the before times”.

Except, I had scheduled my annual physical for that Monday. My doctor’s office is closer to my home than my employer’s office, so I worked from

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home that day. On Tuesday a family member had a doctor appointment, and I am the designated driver, so I worked from home again. On Wednesday I had an early conference call, scheduled to accommodate people in other time zones. I would have preferred to take that conference call from home but went to the office instead and arrived 20 minutes late because I grossly underestimated how long the commute would take. On Thursday I had another early phone call, but I was only 5 minutes late for that one. On the plus side, I was getting better at estimating how long it would take me to make the journey to the office. On the minus side, I was still late. Then came Friday, and I was back to working from home. And it felt very normal.

The biggest change for me has been my attitude about working from home. I have stopped thinking of the office in Los Angeles as the place I usually spend my time on weekdays. Instead, I think of my desk at home as the

place where I work. The office in Los Angeles is something else.

This seemingly small change in attitude has infused many aspects of my life, and I wasn’t entirely aware of it. Over the last year I stopped worrying about scheduling appointments around when I would be at home versus when I would be in the office. If I needed a tradesperson to come and fix something, or expected a delivery, or had a doctor appointment, I scheduled it without thinking about it. The return to office means I must go back to the old way of thinking and plan these events for when working from home.

Before the pandemic, I would have said that my home life was more important than my work life. But my actions painted a very different picture: I spent more of my waking time travelling away from my home in Pasadena, going to the office in downtown Los Angeles, spending the day miles from home, and then commuting back to Pasadena. Now my employer is offering working more days from home than in the office, and I am taking advantage of it. This is a small good to come of the pandemic: I now spend more time in the place I think is more important in life, and my actions are now aligned with my values.





## Doing My Home Work during Covid-19

By Derek Antler  
Acquisitions Assistant  
Pardee Legal Research Center  
University of San Diego

Our library staff moved to remote work in mid-March 2020, the time of crisis brought on by Covid-19. Five hundred days later, the first week of August 2021, we returned to on-campus in-person work. Looking back on this intense and extraordinary time, it is hard to fully comprehend the impact Covid-19 had on work and life. I am happy for this chance to reflect on my experiences over the past year and a half and illuminated contrasts and comparisons of working at home and on campus.

Recalling how library staff made the turnabout from working on campus to working at home and adapted to the new conditions, the quiet stillness of my remote office setup stands out the most. While silence was at times helpful and conducive to concentrating on individual tasks, weeks and months of social separation was unnatural and difficult. As students, staff, and faculty returned to the campus, a widespread feeling of energy and activity also returned. The quiet stillness is replaced with a strong sense of community, camaraderie,



*“While silence was at times helpful and conducive to concentrating on individual tasks, weeks and months of social separation was unnatural and difficult.”*  
(Image licensed under CC0)

and collegiality, with the resumption of in-person classes, meetings, celebrations, talks, and other events. There is a newfound understanding that staff can benefit from brief stretches of work done in quiet study spaces. Soon after our return to the library, a conference room was set up with a computer, printer, and webcam as a dedicated workspace. With this arrangement, we can be at our desks but also schedule time to use the room for focused work, Zoom meetings, etc. Many library staff work in shared offices or public spaces such as the circulation and reference desks. In this private room, staff have the option to take Zoom calls and do other work with limited interruptions and noise.

A major contrast between working remotely and working on campus involves modes of communication. Working at home, we used email, phone, and web-based tools for communication. Further into the pandemic, the number of web-based options seemed to increase, while developers rolled out software improvements. Our staff successfully used programs such as Zoom, Slack, Congregate, and others. We used Zoom videoconferencing for regular All Hands meetings. These meetings gave staff the chance to hear important updates and, also, get to know each other better through informal weekly conversations about our interests and hobbies. We maintained daily contact with each other in multiple channels through Slack, which proved to be a highly useful platform. These were welcome ways to keep the library group in touch and working together and imparted a feeling of normality to the decidedly abnormal times. Also, by working directly and frequently with the software programs, we were able to quickly learn how best to use them and customize them for our library.

At a certain point, interacting exclusively online causes fatigue. Now that we have returned to

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*“There is a double advantage in having the option to communicate in either mode – remote or in person. By scheduling videoconference calls, we have had more meetings with people in departments outside the library. But in person, we have enjoyed impromptu hallway discussions, planned meetings, and simply being in the same time and space with colleagues.”*

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working on campus, we continue to use some of the same tools as when we worked remotely, notably Slack and Zoom. Over the past seventeen months, we have

all become proficient in these systems. There is a double advantage in having the option to communicate in either mode – remote or in person. By scheduling videoconference calls, we have had more meetings with people in departments outside the library. But in person, we have enjoyed impromptu hallway discussions, planned meetings, and simply being in the same time and space with colleagues. As another example, soon after returning to work on campus, our library staff inaugurated a delightful and non-virtual event—a Bocce ball tournament on the lawn outside the library. This was the first time in a long time that all of us could gather to play a game, and it confirmed the importance of being together in person, of community spirit, and belonging.

The transition to remote work also brought an opportunity to pause and reconsider current projects, procedures, and ways to share information. For example, as we used shared digital files and cloud storage,

*continued on page 8*

*continued from page 7 (Doing My Home Work)*

our team found that embedding files with tags and descriptive information improved record keeping and helped everyone stay apprised of updates. We continue to use this method with billing documents, adding standard phrases such as For-Review, In-Progress, Paid, etc. This simple change has prompted further exploration into automating acquisitions procedures. One area of interest is using issue tracking software for file organization.

From the start of remote work, library staff made use of online learning opportunities, such as webinars, software tutorials, and virtual conferences. These educational activities helped us learn of the many changes in library operations, learn and hone technical skills, and continue staff discussions through Slack and other channels. In these circumstances, we had the means and the support to explore a wide range of subjects and events we may

otherwise have missed—copyright law webinars, creative software presentations, and resource sharing conferences. We also had the benefit of meeting new colleagues near and far. Since returning to work on campus, library staff continue to find, share, and participate in learning and training opportunities.

With the opportunity to pause and take stock came a chance to take in and appreciate nature’s beauty. For example, birdwatching fast became a favorite library pastime and topic of discussion. Remarkable photos and recordings circulated among staff as we witnessed the animals flourishing. Another natural phenomenon (the first of its kind since 1623) was the “Great” Conjunction of Jupiter and Saturn. Returning to work in person, we were welcomed by the beauty of the campus gardens, landscapes, and panoramic views. The simple act of reflection brought about greater gratitude for the gifts of living—family, friends, coworkers, and community.

## Membership News

*By Annie Mellott and David Isom*

**Welcome, new members!**

**Sandra Levin** is the Executive Director at **L.A. Law Library**.

**Molly Solazzo** is a Public Services Librarian at **Orange County Public Law Library**.

**Julia Vafiadis** is a Research Analyst at **Mintz**.

**Welcome, new student members!**

**Anna Andrews** is a student at **San José State University**.

**Spencer Gales** is a student at the **University of Southern California**.

**Claudia Rodriguez** is a student at **Santa Ana College**.

Any corrections, changes, or additions to your membership information, as well as any announcements for Membership News, should be sent to:

**Annie Mellott**  
Co-Chair, SCALL Membership Committee  
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## Career Opportunities

Date Posted	Job Description	Location
November 17	Research Librarian; Bryan Cave Leighton Paisner	Los Angeles
November 17	Sr. Research and Reference Specialist; WilmerHale	Los Angeles; Palo Alto or San Francisco
November 12	Collection Management Services Assistant; Loyola Law School	Los Angeles
November 12	Research Analyst; LAC Group	Virtual
November 9	Access Services Librarian; Loyola Law School Library	Los Angeles
November 2	Circuit Librarian; Ninth Circuit Library	San Francisco
October 29	Library Assistant; Riverside County Law Resource Center	Temecula
October 21	Research Analyst; Morrison & Foerster	Los Angeles; San Diego or Other Cities
October 6	Sr. Business and Legal Research Analyst; Venable LLP	Los Angeles or San Francisco
September 24	Library Supervisor; USC Law Library	Los Angeles
September 20	Research & Knowledge Analyst; Skadden	Los Angeles
September 3	Research Analyst; Goodwin Procter	Los Angeles; San Francisco; Santa Monica; or Silicon Valley
August 18	Research & Knowledge Analyst; Skadden	Palo Alto
August 2	Research Services Law Librarian; USC Gould School of Law	Los Angeles
July 24	Research Librarian; Covington and Burling LLP	Los Angeles or Other Cities
June 30	Risk Mitigation Analyst; Fox Rothschild	Los Angeles or Other Cities

By Don Buffaloe  
 Chair, SCALL Placement Committee  
[donald.buffaloe@pepperdine.edu](mailto:donald.buffaloe@pepperdine.edu)

View complete job descriptions at [scallnet.org/career-opportunities/](http://scallnet.org/career-opportunities/)

# Executive Board Meeting Minutes

By Daisy De Anda

A virtual meeting of the SCALL Executive Board was held on June 24, 2021 via Zoom. A quorum being present, President Margaret Hall called the meeting to order at 3:36 pm.

President: Margaret Hall  
 Immediate Past President: Erik Adams  
 Vice President: Patrick Sullivan  
 Secretary: Daisy De Anda  
 Treasurer: Caitlin Hunter  
 Executive Board Member: Tiffani Willis  
 Attendees: Tanya Livshits and Sangeeta Pal

1. The minutes from the regular board meeting May 5, 2021 were presented for review.
  - a. Caitlin Hunter moved to approve the minutes as amended and Tiffani Willis seconded. The motion carried.
2. Incoming Of New Members/  
 Introduction of New Members:
  - a. The Board thanks Tiffani Willis and Erik Adams for their time and dedication serving on the Board.
  - b. Welcome Tanya Livshits and Sangeeta Pal as new incoming members.
3. Treasurer's Report
  - a. Treasurer Caitlin Hunter reported that SCALL has \$45,593.55 in the SCALL bank account, \$220.83 in Petty Cash and a PayPal balance of \$84.75, for a total of \$45,899.13.
  - b. Maggie Hall moved to add new signers to the SCALL bank account: President: Patrick Sullivan Vice-President: Caitlin Hunter, and Treasurer: Sangeeta Pal and to also remove all other signers that are currently on the account off of the account. Maggie Hall moved to approve the motion and Erik Adams seconded. The motion carried.
  - c. Maggie Hall moved to approve the Treasurer's report and Tiffani Willis seconded. The motion carried.
4. Secretary's Report
  - a. Secretary Daisy De Anda reported that the SCALL Wilshire Mailbox account has a forwarding credit of \$32.76 as of June 18th and that mail forwarding is running smoothly.
- b. Daisy De Anda also reported on the uncontested election results. The results were as follows:
  1. Vice President/President-Elect: Caitlin Hunter
  2. Treasurer: Sangeeta Pal
  3. Executive Board Member: Tanya Livshits
- c. Maggie Hall moved to approve the Secretary's report and Patrick Sullivan seconded. The motion carried.
5. Vice President's Report
  - a. Patrick Sullivan had nothing to report.
  - b. Maggie reported that Patrick Sullivan and Caitlin Hunter will be attending a AALL training and program as incoming President and Vice President.
  - c. Daisy De Anda moved to approve the Vice President's report and Caitlin Hunter seconded. The motion carried.
6. President's Report
  - a. Maggie presented her highlights and agenda that will be presented during the Annual Business meeting. Daisy advised we highlight the PR Committee for their amazing efforts during the last year.
  - b. Board unanimously agreed to record the SCALL Business Meeting and will be posted.
  - c. Daisy De Anda moved to approve the motion and Erik Adams seconded. The motion carried.
7. Committee Updates:
  - a. Discussion was had about SCALL President welcoming new members (via phone or email) and engage them with conversation regarding Committee opening and encourage participation to the low impact Committees. President can provide this link (look under Committees): Policy and Procedures | SCALL (scallnet.org)
  - b. Daisy De Anda reported that Amy Atchison would like end her tenure as Bylaws Committee Chair (16 years!). However, Laura Fouladi, Acquisitions Librarian at UCI Law, would be happy to take over from her if that is okay with the Board.
- c. Maggie will compile all committee reports.
8. Old Business
  - a. Tanya Livshits reported that Programs Committee would like a repository of documents. Caitlin suggested WildApricot as a space where there items can be kept. Committee is looking for new Chair or Co-chairs.
  - b. Brief discussion had regarding the 50th SCALL Institute and location proposals.
9. New Business
  - a. Caitlin Hunter proposed SCALL have a credit card for Programs, the Institute, etc. and become the responsibility of the Treasurer. Sangeeta and Caitlin would like to make things easier for Committee chairs when making reservations, or purchasing in large dollar amounts. Discussion was had regarding possible Credit Card policy (receipt submission and deadline, reconciliation, who will have credit card information, etc).
  - b. Maggie moved for a SCALL credit card to be obtained and that the incoming Board creates a Credit Card policy and Patrick Sullivan seconded. The motion carried.
10. Motion to Adjourn
  - a. A motion to adjourn was made by Maggie Hall and Daisy De Anda seconded. The motion carried.

The meeting was adjourned at 4:28 pm.

Respectfully Submitted,  
 Daisy De Anda  
 SCALL Secretary, 2020-2022



## Treasurer's Report

By Sangeeta Pal, Access Services Librarian, UCLA School of Law

### SCALL Balances

Bank Balance as of November 10, 2021	\$45,310.58
Paypal Balance as of November 10, 2021	\$220.83
Petty Cash Balance as of November 10, 2021	\$84.75
Total Balance as of November 10, 2021	\$45,616.16

Committee Income and Expenses since July 1, 2021

Committee	Budget	Income	Expenses	Budget Balance
Archives	\$100.00	\$0.00	\$0.00	\$100.00
Awards	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Board	\$1,950.00	\$0.00	\$0.00	\$1,950.00
Government Relations	\$400.00	\$0.00	\$0.00	\$400.00
Grants	\$7,000.00	\$0.00	\$0.00	\$7,000.00
IT	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Institute	\$12,000.00	\$920.00	\$4,130.69	\$8,789.31
Inner City Youth	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Library School Liaison	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Membership	\$1,400.00	\$3,076.00	\$337.59	\$4,138.41
Newsletter	\$300.00	\$1,003.00	\$0.00	\$1,303.00
Professional Development	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Programs	\$3,000.00	\$0.00	\$0.00	\$3,000.00
PALI	\$150.00	\$0.00	\$0.00	\$150.00
Public Relations	\$450.00	\$0.00	\$0.00	\$450.00
Secretary	\$1,000.00	\$0.00	\$253.45	\$746.55
Treasurer	\$500.00	\$0.00	\$80.00	\$420.00
<b>Totals</b>	<b>\$43,250.00</b>	<b>\$4,999.00</b>	<b>\$4,801.73</b>	<b>\$43,447.27</b>

## Submission Deadlines

The SCALL Newsletter team welcomes submission of any articles of interest to the law library community. Contact Christina Tsou, SCALL Newsletter Editor: [ctsou@law.uci.edu](mailto:ctsou@law.uci.edu)

All submissions should be received by:

Spring 2022	March 14, 2022
Summer 2022	May 2, 2022
Fall 2022	September 6, 2022
Winter 2022	November 14, 2022

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