



ABOS Board Minutes

May 19, 2017

The meeting was called to order by President Ann Plazek.

Present: Ann Plazek, Tina Williams, Brooke Bahnsen, M. Courtney, Marianne Thompson, Kim McNeil-Capers, David Kelsey, Thomas Moore, Susan Parkins, Michael Swendrowski, Rose Huling

Absent: Gina Fuller

Secretary's Report for April 2017 was approved with correction of the name of the BOIR consultants from Acadia to Ascedia.

Treasurer's Report - Monthly financial report for March & April 2017. The April Treasurer's report was approved. Brooke needs to correct the March financials.

We have filed a tax extension through November 15, 2017 in order to use a longer tax form. The change in tax forms is required by our increased level of income to report. Brooke is consulting with accountants and the IRS.

Committee Reports:

Advocacy - Susan/Kim

- As of the 19th their goal of entering state contacts onto an Excel sheet was nearly finished. Staff from Kim's library has undertaken this task.
- Elevator speech is finished and is in the Advocacy folder.
- Ideas for presentations are being gathered by Amy and Zach.
- Membership and Advocacy are both emailing contacts.

Awards - David

- Seven Carol Hole Award applicants.
- One Bernard Vavrek submitted.
- We should encourage nominees for the John Philip award.
- Past award winners can be found on the ABOS website.

BOIR - Repository/Database – Michael

- Letters were sent out on National Bookmobile Day.
- Will send a reminder out to the Advocacy list.
- Plans to tap Membership for 50 sample libraries for data.
- Met with Bob from CDF. Templates will be available within the month.
- The Board discussed the fundraising, development and current costs involved with the

database.

- Indiegogo is a possible crowdfunding source but we should wait for some input from our vendors.
- Seven companies were contacted and four proposals were received for the project. Ascedia was the best. (Ascedia estimates can be found in the BOIR Committee folder in the shared drive.)
- Ascedia's charge is \$125/hour. Their initial \$9000 would cover the data collection tool.
- The project will be designed in phases.
- When BOIR is up and running the database is open source and Ascedia can drop out at any time.
- The Board approved BOIR Consultant Expense of \$9000 for Ascedia.

Conference Planning/Long Range planning -- Ann & Tina

- Pittsburgh
 - Meetings with Mary Frances Cooper, Director, Carnegie Library and Chuck Arregia, Allegheny Bookmobile
 - Researching evening event
 - Plugging in contacts in the 2017 Conference folder
 - Program proposals, 28 that Tina is reviewing
- Raleigh negotiation
 - Comparing Crabtree and Hilton North
 - Crabtree cannot drop their room price below \$165 as they negotiated that amount for another organization.
 - Received sample contract from the latter (contact is Sasha)
- Experient <http://www2.experient-inc.com/>
 - Experient is an events planning company that negotiates contracts between organizations and event sites.
 - Ann contacted Experient and asked them to review the sample contract. Shona Nitzel saw some red flags. (Amigos doesn't perform this service.)
 - Service is free to us, they make their profits from the hotels based on a percentage of the services negotiated.
 - Ann asked Shona to work with the Hilton contract.
 - Shona asked us to contact Experient earlier in the process for 2018 and 2019.
 - Brooke asked if they can look at our Amigos contract.

Marketing - Gina

- Unable to attend, sent a document with some merchandise suggestions (lanyards, shirts, et.)

Membership - Courtney/Thomas

- Personalizing letters to libraries. Will add North Carolina.

Nominations/Past Presidents - Marianne

- Nothing to report

Technology - Tina/Rose

- Tina creating plan to proceed on social media including gathering information and assigning projects.
- Rose is in charge of directions and documentation.
- Tina and Rose need information on committee needs for the website. Tina will email a reminder.

Old Business

- Brochure Availability - Ann will mail out
 - Kim and Susan need. Tina and Courtney want 50 each.

New Business

- ALA - attendees: Tina, Ann, David and Kim.
 - Affiliate table available. Contact Ann for a shift. Banner Marianne made will be on the table.
 - Saturday Diversity Fair.
 - Ascedia will have BOIR project information available.
- Document Retention
 - Courtney wanted to know what to save of the old emails in the Secretary account. She'll compare to those already archived in the Shared Drive.
 - The Ad Hoc Committee should look at developing a retention schedule.

Announcements

- David published in Public Libraries: Outreach and Senior Services.
- Board meetings will be held the 3rd Friday of the month at 2 pm Mountain, 3 pm Central Time, 4 pm Eastern Time unless otherwise arranged.

Adjournment - 5:11 p.m.