



## **ABOS Board Minutes January 19, 2018**

The meeting was called to order by President Tina Williams at 4:00 p.m. CST.

Present: Tina Williams, Susan Parkins, Ann Plazek, David Kelsey, Brooke Bahnsen, Lori Berezovsky, Brock Hutchison, Kris Ringwalt, Michael Swendrowski, Cathy Zimmerman and Rose Huling

Absent: Thomas Moore and Kim McNeil-Capers

Secretary's Report for December 2017 will await approval until the February 2018 meeting so all board members have time to look at it.

### **President's Report**

Tina welcomed all new members of the ABOS board.

Tina asked all board members to verify their contact information and to share cell phone numbers via Drive.

Tina suggested using LinkedIn as a way to get to know our fellow board members, since we aren't able to meet in person until the October conference. Brock suggested a mini-board retreat before the conference. Think about this for a future discussion.

Expect to take part in several meetings in the next couple of months so we can all be on the same page with using Gmail and Drive, Doodle polls, Survey Monkey.

### **Treasurer's Report**

The December 2017 report came out late and the Finance Committee needs to discuss the 2017 budget. Both will be discussed and reported at the February 2018 Board meeting.

Brooke gave an overview of ABOS finances. Overall we were over budget expenditures and didn't take in as much revenue as predicted. Possible causes for the 11% decrease in income may be fewer conference attendees and overdue membership renewals.

The Finance committee will meet next week and will have a more thorough report in February.

The Executive Board (President, Vice President, Treasurer and Secretary) has the rights to use Amigos bank accounts ending in 9993 and 9994. Ann made a motion to update the information with Amigos to reflect the current Executive Board names. Cathy seconded. Motion passed.

### **Committees**

In the past, committees have started out strong but then lost steam. Interested members are listed at the bottom of the Important Contacts document in Drive. Susan related her experience with contacting people last year for the Advocacy Committee; they emailed and called, but

didn't want to hound anyone.

Ann shared that there is a Committee Interest doc in the Committees folder in Drive. The chairs of each committee needs to come up with specific goals for their committee to achieve this year.

**Advocacy** - Kim

**Awards** - Brock

**BOIR** - Repository/Database – Michael

**Conference Planning** - Tina

**Finance** - David

**Long Range planning** - Susan

**Marketing** - Lori

**Membership** -Thomas

**Nominations/Past Presidents** - Ann

**Bylaws** - Ann

**Technology** - Brock (with assistance from Michael)

Michael gave an overview of the Bookmobile and Outreach Information Repository Project (BOIR) and how it started. ABOS has been a great support in getting the word out about BOIR, which is nearing phase 2 (creating code to extract data) in its development. BOIR is crowdfunding \$20,000 to pay for the input site (completed), phase 2 and phase 3 (fine tuning). Cathy suggested going outside the box for grants or funding. She expressed urgency in getting BOIR up and running as soon as possible. Cathy and Michael will discuss some funding possibilities. Tina would like all committees to include BOIR in their conversations and plans.

Amendment: Since the Board meeting, Michael and Cathy have been exploring IMLS grants and grant opportunities. In order for them to officially apply for grants, we need to have Board approval. This was conducted by email 1/24/2018:

Tina moved that the BOIR committee chair seek out grant funding opportunities for the purpose of supporting the BOIR Project, apply for and process grant documentation for the purpose of the BOIR Project, and must communicate fully all opportunities with the Treasurer and BOIR Committee. Michael seconded. All agreed. Motion carried.

## **Contracts**

There was discussion on whether we should use Google Hangouts and Meetups or Uberconference for ABOS meetings. Uberconference is \$120 per year. Brock said he thought Uberconference was much easier to use.

Brock motioned that we purchase an ABOS Uberconference account. Cathy seconded. All agreed. Motion passed.

Our Amigos 2-year contract is up for renewal with very few changes or updates. Amigos would like one point person on the board as a contact; David, as treasurer will be it. A copy of the contract is in our shared Drive documents. Amigos is our fiscal agent. Kris motioned to approve the 2018-2019 contract with Amigos. Michael seconded. All agreed. Motioned passed.

The discussion on whether or not we should hire an accountant was tabled until February, when the Finance committee will have met.

Tina proposed a car rental discount for people attending the conference through National. A code would be given to attendees, but it could be used all year. There is no cost. Tina will get a contract for the February meeting.

### **Annual Conference**

Tina gave an overview of how conference planning works.

Ann reported getting only two insurance quotes back out of the four requested. She asked for an extension on due dates. The best quote so far was \$1451 for total coverage offered.

### **Technology Expectations**

Tina will send out a Doodle poll soon for a conference call meeting to go over Google Drive. We'll discuss what's in Drive, who's responsible for putting it there, and how to name files so everyone can easily find them.

Though we aren't mandated to follow the Open Meetings Act, we will work as transparently as possible as a Board and in our working committees.

### **Upcoming Conferences**

There was a lengthy discussion on the amount allotted by ABOS to send the President to ALA-Midwinter or PLA. Currently, there is \$500 allotted to cover travel expenses. If airfare, hotel and conference costs are needed \$500 doesn't cover it all and the balance would be paid by the President. Ann indicated that while ALA-Midwinter is made up of many meetings, for ABOS it's more of a connection opportunity, not only with ALA but with vendors.

David reported that finances allow 1 person to attend ALA-Midwinter and 2 to attend ALA Annual. Our budget is based on how many people register for the ABOS conference. We purposely reserve money to pay for the conference, in the event there is low attendance.

The timing of our January board meeting and conference registration is not ideal for ALA-Midwinter or PLA.

Cathy motioned that for this year ABOS covers the already incurred expenses Tina has for ALA-Midwinter. Brock seconded. All agreed. Motion carried.

David suggested waiting on future conference expenditures decisions until next month, after the Finance Committee meets.

No one on the ABOS Board is attending PLA this year, except Tina. We discussed sending a second person to PLA.

Tina motioned that ABOS cover Susan's costs (airfare and hotel) to attend PLA. Cathy seconded. All agreed. Motion carried. Amendment: Susan looked up the cost of PLA registration and asked who would be responsible to pay for this as it would be over \$600. Tina will speak to ALA and see if there are any free passes for this conference. If so, the motion will stand.

ALA gives complimentary registration for 2 people to attend ALA Annual; Tina will ask them to add one more. David reported that the current amount budgeted for ALA is \$700 each (two people total). The Finance Committee will look at this, but he said they wouldn't be able to exceed that amount. This will be revisited at the February meeting.

Increasing ABOS conference fees will also wait until the Finance Committee meets.

### **Adjournment**

David motioned to adjourn. Cathy seconded. Motion carried.