



January 18, 2019 ABOS Board Meeting minutes

Susan called the meeting to order at 3:04 p.m. Central Time

In attendance: Susan Parkins, Cathy Zimmerman, David Kelsey, Lori Berezovsky, Brock Hutchison, Wendy Ramsey, Michael Swendrowski, Katrina Ford, Zach Roberts, and Rose Huling.

Absent: Tina Williams, Kim McNeil-Capers

Secretary Minutes

The December 21, 2018 Board Minutes have been distributed to all board members and reviewed. Lori moved that we accept the December Minutes as written. David seconded. Motion carried.

President's Report

Susan reported that all of the continental United States time zones are represented on the board this year. She asked board members to look at the 2019 Board Members document in Google Drive and add cell phone numbers to it. Susan went over the various ways the board communicates with each other, such as Doodle polls, UberConference, and Survey Monkey.

The board discussed "My ABOS Story" which was started last year to encourage members to run for office. The board agreed that it should be continued. "My ABOS Story" can be found on the website under Board Information. If you've already submitted your story of how you came to be on the board, but it hasn't been published yet, please resubmit it to Brock.

The 2018 conference presentations should be moved behind the log-in wall on the website. David suggested this is done each year on January 1. All agreed. During the March board meeting the board will review Technology procedures.

Susan and Cathy met with the vice president of ARSL recently via conference call. They discussed EveryLibrary and what they do for ARSL. We may be able to partner with ARSL on this. Another meeting will be scheduled for next month.

The board discussed our monthly board meeting time. The third Friday works well, but after discussion it was agreed that we would move the meeting up an hour to 2:00 p.m. (Central Time).

Treasurer's Report

David reviewed the monthly financial report. We ended the year well and have a bigger nest egg. The Finance Committee met earlier this week and should have the budget for 2019 set in a couple of weeks.

Because ABOS has several tax forms to submit each year we will retain an accountant to assure accuracy. The 990 EZ form, contrary to its name, is very complex and time consuming.

Wendy motioned to accept the December 2018 Financial Report. Zach seconded. Motion carried.

Brock motioned to accept sending documents to the accountant for the 990 EZ form. Wendy seconded. Motion carried.

Cathy motioned that we ask the accountant to look into getting tax money paid in NC at the conference, totalling about \$4500. Lori seconded. Motion carried.

David is in the process of scheduling the February Finance Committee meeting.

Committees

Advocacy: Kim

Awards: Cathy

Bylaws: Tina will chair. The president and vice president will serve on this committee.

Conference Planning: Susan reported that we are planning on including breakfast each day and two lunches with the conference fee this year. ARSL saw increased attendance when they increased meal coverage. We will ask bookmobile drivers to bring proof of insurance (hard copy or virtual) to the conference since the bookmobile parking situation will be in either the hotel parking lot, valet parking, or metered street parking. There are fees associated with parking, and those will be figured into the cost of the conference.

Long-range Planning: Susan

Marketing: Lori reported the committee is working on the newsletter, but got sidelined by the holidays. It should be done soon. Cathy asked if BOIR could have a column in each newsletter; good idea! The committee will meet again on January 31.

Membership: Katrina will chair this committee. David has been filling in and will meet with Katrina soon.

Nominations: This committee is chaired by the Past President each year so Tina will be the chair. She will work with Rose for the technical part of this committee.

Technology: Brock said the committee will meet in late January or early February.

BOIR: Currently, this committee is listed as an ad hoc committee, but Susan would like to change the bylaws to make BOIR its own committee.

Michael reported that the committee met this morning and that the project is gaining momentum. They discussed Counting Opinions and the proposals they offered. They opted not to move forward with Counting Opinions based on their high fees and inability to customize thing according to our needs. Cathy motioned to move forward without Counting Opinions. David seconded. Motion carried. The committee is also moving forward with universities and ALA as partners. BOIR is almost ready to begin BETA testing; the release date will be in late January or early February. 60 libraries are signed up. The committee is looking for a new chair for fundraising since Cathy has moved into the vice president role. They are also looking for a technology partner. Michael said they hope to have the entire project done by the ABOS conference this fall.

Webinar: Susan suggests making this new committee a whole board committee. The goal is to broaden our continuing education offerings so it's not all about the annual conference. We want to offer year-round learning for everyone. Do we know of a platform to use for the webinars and its cost? We may not get this up and running this year, but we can make progress for doing it in the future.

Google 101

Susan offered a training session for board members needing to set up UberConferences. Brock will set up a short video tutorial.

Committee chairs should type up committee meeting notes and add them to the shared Drive in the Committees folder.

Gmail training has gone out to the incoming board members. One rule to remember for Google Drive: Never delete something unless you created it.

Contact Brock or Rose if you'd like to unsubscribe from the ABOS listserv. Some board members may get listserv emails in their personal account, as well as their board account.

Annual Conference

The 2019 ABOS conference will be held in Omaha, NE. Dallas, TX has been booked for 2020. Susan explained that we use Experient, an event management company, to help us select a conference venue based on the criteria we set. We choose the locations and Experient does all the legwork. Some things we look for is inclusiveness and how easy it is to get and/or park bookmobiles at the site. In 2021 we're considering moving the conference to the first week in November when rates are considerably cheaper.

Upcoming 2019 Conferences and ABOS' Involvement

ALA Mid-Winter: no ABOS representative attending.

National Library Week: April 7-13.

ALA Annual: Cathy will attend; Tina thinks she'll be able to go. We'll put together a poster session and a presentation, most likely during News You Can Use.

ARLS: Rose and Susan will attend; the conference will be held in Vermont.

ABOS: October 23-25 in Omaha, NE.

PLA: Held in Nashville, TN in 2020.

New Business

Susan asked that if the board hears of outreach or bookmobile news to share it.

The Technology Committee will be working on a social media policy.

Our regular board meeting time will be at 2:00 p.m. (Central Time) on the third Friday of each month.

Cathy motioned that the meeting be adjourned. David seconded. Motion carried. Meeting adjourned at 4:45 p.m.