



April 19, 2019 ABOS Board Meeting minutes

Susan called the meeting to order at 2:04 p.m. Central Time.

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

Absent: Kim McNeil-Capers, and Michael Swendrowski.

Secretary Minutes

The March 15, 2019 Board Minutes have been distributed to all board members and reviewed. Cathy moved to accept the February Minutes as written. David seconded. Motion carried.

The board discussed ex officio board members and what stipend they get for our conferences. Brock will not be attending the conference this year due to his baby's arrival at that time and so will not be using his stipend or complimentary conference registration. David motioned to have the \$300 stipend and free conference registration (the board rate) be given to Rose Huling as an ex officio board member this year. Wendy seconded. Motion carried. The board will discuss this for future conferences with any changes being reflected in the Bylaws.

President's Report

Email Votes

- On March 28, 2019, the board was asked to consider adding a line item for site visits. It was proposed that \$1000 be budgeted in this line item to cover site visit costs associated with travel (mileage reimbursement) and accommodations. Up to \$250 would be allocated to each visit if needed. All board members voted for approval.
- On April 5, 2019, the board was asked to consider the 2019 ABOS Conference registration rates. It was proposed that we include the 5 meals for all conference registrations, even if registration is taken at the conference. The numbers should be small enough that it shouldn't cause a hardship for the hotel to add a few more meals. All board members voted for approval.

Conference Planning

Susan said the committee has determined the conference registration dates. The committee hoped to open registration by the end of April, but still had some loose ends to tie up. May 6 is the registration target date, which is still earlier than in the past. The call for presentations went out on April 16.

Cathy reported on the Vendor subcommittee including:

- Farber upped their sponsorship to the Gold Level (\$2000) and will also sponsor the Vavrek and John Philip awards.
- ACORE will sponsor 3 Carol Hole awards and are now at the \$1500 sponsorship level.
- Winnebago is at the Gold Level (\$2000) and will also pay author Jill Esbaum's speaking fee of \$2000. Jill is a children's book author from Iowa.
- Tech Ops is a brand new potential sponsor from Baltimore.
- Several other vendors have been contacted and are deciding at what level they'd like to participate.

Long Range Planning

Three site visits have been made. Cathy visited two hotels in St. Louis recommending the Hilton at the ballpark. Wendy visited Knoxville, TN and three hotels with Hotel Knoxville beating out the competition. Susan visited Phoenix and three hotels with the Scott Hotel best meeting our needs. Zack and Brock will visit Louisville, KY in May.

The board discussed gender-neutral restrooms and their importance to our conference.

Tina motioned to authorize Susan to work with Experient on starting contract negotiations for St. Louis in 2021, Scottsdale in 2022, and Knoxville in 2023. Katrina seconded. Motion carried.

Treasurer's Report

David reported that he sent out the spreadsheets for the March Financial Report. Last month membership fees started coming in; the liability insurance for directors was paid and was the same price as last year; our accountant was paid his fee of \$1000. The Finance committee is currently reviewing financial procedures and looking at conference registration fees.

David will be handling individual conference registration fees, while vendor registrations will go to Susan or Cathy. Vendors have a separate form for registration. Bookmobile drivers will have to contact David and confirm that they're bringing a bookmobile; he'll give them the code to register. Once conference registration begins David will send out weekly updates from Amigos detailing the number of registrants, etc.

Committees

Advocacy: Kim submitted her committee report via email: The committee agreed to share outreach and bookmobile stories every month through one picture that has a humanizing touch. They hope this could be a part of the ABOS newsletter, social media, and EveryLibrary. This month they plan to be on the public-facing digital magazine of EveryLibrary. This could also be shared with ODLOS. The goal is to increase ABOS's visibility and impact those mobile libraries and outreach offer-serving communities. The Advocacy committee has a conference call scheduled with John from EveryLibrary on 4/29 at 4:30 p.m.

Awards: Cathy reports that award applications are open and applications have started coming in. They've received applications for the Carol Hole and John Philip awards, but none for the Vavrek award yet. The logos of vendors sponsoring awards are on the website next to the award they are sponsoring. The vendors were very happy to see this.

BOIR: No report.

Bylaws: Tina reported that the committee met on April 12. They are working with a document of things to be clarified or added. The committee is talking about policy vs. procedure and will make sure that the bylaws notate that we have procedures or policies. They are looking at conflicts of interest, code of ethics, etc. and making everything very clear. The committee's goal is to meet prior to the next board meeting in May so they can bring this to the board and then to the membership in June for a vote.

Marketing: Lori reported that the April issue of the Out and About newsletter has been sent out to the board; once it's on the website she will post on Facebook and the listserv by linking to the website. New t-shirt designs were recently sent out to the board. The designs will be refined. Conference merchandise other than the t-shirt has not been determined as yet but will be soon.

Membership: Katrina reported that the committee postponed today's meeting until next week. Katrina now has access to the membership email account. Currently, the committee is reaching out to state libraries to determine whether or not they have focus groups for bookmobiles and outreach. If not, the committee will find out if the state libraries would create one. The California State Library just created a bookmobile and outreach group. The committee hopes to use these groups as a way to build our membership.

Technology: Brock reported that he just put the April Out and About newsletter on the website. The committee met this morning. They are looking at the restoration of the ABOS history page under the *Get Involved* tab on the website. They will add testimonials under the *News* tab. Brock is working with Amigos to get Google Analytics up and running. Brock mentioned that someone emailed him asking to access 2018 conference presentations. We restrict access because it is a membership perk. For now, he'll find out if she's a member; if so she can just log in. If not, she'll be put in touch with the presenter, with the presenter's permission.

Webinar/CEP: Susan had nothing to report.

Old Business

Susan thanked the board for putting committee meetings on the Google calendar. As the conference gets closer there will be a lot more email votes, so check your ABOS email often. Please use your ABOS email for ABOS correspondence. Also, either add a signature (ask if you need help setting this up) or sign your name to your emails.

Upcoming Conferences:

- ALA Annual in Washington, DC, June 20-25. Tina and Cathy will present a poster session and a conference presentation. They will also represent ABOS at the ODLOS meeting, a Spectrum Scholarship event, and at a Coretta Scott King event. The bookmobile parade's logistics are still being worked on.
- ARSL in Burlington, VT, Sept. 4-7. Susan and Rose will represent ABOS. A discussion needs to take place with ARSL about how we will represent and support each other's conferences in the future.
- ABOS Annual Conference in Omaha, NE, Oct. 23-25.
- PLA Conference in Nashville, TN, Feb. 25-29, 2020.

New Business

David may not be here for the next board meeting.

Susan got an email from Pauletta Aguilar from Rural, Native and Tribal Libraries of All Kinds (RNTLOAK), an affiliate of ODLOS. Paulette would like an ABOS member to serve on their committee. Susan will work with Katrina to find interested members.

Susan motioned to adjourn the meeting at 3:53 p.m.