



## **August 16, 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,, Wendy Ramsey, Brock Hutchison, Zach Roberts, and Katrina Ford

**Absent:** Michael Swendrowski, Kim McNeil-Capers, and Rose Huling and Tina Williams

### **Secretary Minutes**

The July 19, 2019 Board Minutes have been distributed to all board members and reviewed. David moved to accept the July Minutes as written. Cathy seconded. Motion carried.

### **Treasurer's Report**

David reported that the Finance Committee has had a great month. As of the end of July, we have \$147,000.00 in our account as compared to \$88,000.00 at this time last year. So far this year we've received \$21,000.00 in registration costs, as compared to \$14,705.00 at this time last year. Vendor support is up, too, with \$23,200.00 at the end of July as compared with \$9500.00 last year.

132 people have registered for the conference, as of today, which is a jump of about 25 since the last count. Early bird registration ends soon, so we may get more today. So far only one bookmobile is registered as coming to the conference.

David crafted and sent out for review the **Travel Reimbursement Policy**. The policy will not affect any travel cost reimbursements incurred prior to today, nor can the policy be used retroactively. All travel cost reimbursements from this time forward will be governed by the policy. Lori motioned to accept the policy; Katrina seconded. Motioned carried with no one opposed.

We have \$18.61 coming in from Amazon Smile.

### **President's Report**

The conference is only two months away! Between now and then email communication will be vital, so check your ABOS email often.

Our meeting time will move back to the original time of 2:00 p.m. Central Time or Noon (P), 1:00 (M), and 3:00 (E). We only have 3 more meetings (not counting the General Meeting at the conference) this year.

### **Committees**

**Advocacy:** No report.

**Awards:** Cathy reported that the committee has chosen all of the award winners. The six Carol Hole Conference Attendance award winners are: Devon Andrews, Diane Brunson, Caitlin Clyne, Kevin Kammeraad, Pam Palcat, and Amy Perry. They are in the process of registering for the conference. Natalia Miles is the Bernard Vavrek winner. The John Philip Award of Outreach Excellence winner is our own David Kelsey.

Cathy asked whether the John Philip and Bernard Vavrek awards should be announced now. Most organizations announce their award winners immediately. It can be stressful when we don't reveal the winner until the conference; we have to use covert methods to make sure the winner will attend the conference. After discussion, we all agreed to announce all 3 awards now and then celebrate them at the conference. We will alert ALA of our winners and see if ODLOS will put together a press release for us. This not only helps us celebrate our winners, but is a good way to get ABOS recognized. Cathy will notify the Vavrek and John Philip winners right away.

**BOIR:** No report.

**Bylaws:** No report.

**Conference Planning:** Susan reported that she and Cathy went on the Omaha site visit. We needed to meet the 80% room occupancy so we don't incur extra charges, and we've already reached that goal.

Susan sent an email with the AV contract attached to the board for review before the board met. Pricing just keeps going up for AV providers. We increased the number of rooms from 6 to 8 so we could offer more presentations. The hotel will not charge us for AV needs on Friday. We will have to pay sales tax in Omaha.

David motioned to pursue the contract for AV services with the Embassy Suites Hotel. Cathy seconded. Motion carried with no one opposed.

**Omaha Site Visit:** Susan said the hotel is still under construction, but we have been assured that it will be finished before the conference. The hotel is very close to the Old Market area which is full of restaurants, museums, craft breweries, boutiques, and more. Bookmobile parking has been confirmed, and it will be free. The hotel's food was wonderful. We will all have 2-room suites; the hotel has an open atrium feel. There is a free shuttle service to and from the airport.

**Schedule:** No changes. The schedule is almost ready for the booklet. Send anything to be included in the booklet to Lori.

**Marketing:** Lori reported that all merchandise and badge ribbons except the t-shirts have been ordered and have arrived. It all looks good. T-shirts will be ordered Sept. 13 and will be shipped directly to the hotel. Out & About is in the works, but there is plenty of room at this point for any articles or reminders for the board to add if needed. Lori is creating the conference booklet this year, so remember to send her anything that needs to be in the booklet. Lori sent out a brief Q and A to all 6 Carol Hole award winners as a way to highlight them at the conference. (note as of 8/21/19: responses have been received from 3 of them)

**Bookmobile Wrangling:** Cathy says the team is prepared. An email has gone out to the vendors to see how many bookmobiles they'll be bringing. There are already 6-7 lined up. An email went out via the listserv inviting attendees to bring their bookmobiles, too. Katrina will put together a list of libraries within a 100-mile radius of Omaha; Cathy will contact them about bringing their bookmobiles.

**Networking Nite:** Tara Borden is the chair of this committee. They will meet soon.

**Vendors:** Cathy says there aren't any updates with the exception of the possible addition of The National Network of Libraries of Medicine. They are based in Dallas and are excited for us to be in Dallas in 2020. We've sold one ad so far, for Pedal Perfect.

Susan will send out a signup sheet for working the registration table at the conference. Everyone needs to work the registration table and help make sure attendees have a good time. David suggests talking to people during meals, answering questions, and otherwise be welcoming. Wendy's rule is "eat with strangers." Susan will also send out what is expected of the board during meetings or events. We should all be prepared to talk about our committees and mention the committee members.

**Long Range Planning:** Susan is waiting on Shonna for a contract with Sandusky, OH. It's about 40 minutes from Cleveland (the closest airport) to Sandusky. Shonna is looking at transportation options from the airport.

**Membership:** Katrina reported that the committee was busy this month. They've been reaching out to groups that are not affiliated with ALA and getting the word out about the conference and ABOS.

A California state library representative is now on the ABOS listserv.

The Marketing committee sent Katrina their thoughts on new member swag. They suggested small items, such as a bookmark or lanyard, that could be mailed in a #10 envelope.

We get 1-5 new members each week. Katrina will send David some cost estimates and shipping costs.

The committee is still thinking about institutional and lifetime memberships. They'd like to add these but are working on appropriate rates. Katrina will check on other organizations' tiers of membership and will write up an outline so the board can discuss it.

**Technology:** Brock reported that there are no new updates. The committee has been working on general upkeep and keeping the conference information up to date. In order to have all the presentations prior to the conference, there will be a cut off date for submission. This will make it easier to have them all queued up and ready to go at the conference.

#### **Old Business**

- Omaha site visit, Aug. 4-6 (see conference committee report)

#### **Upcoming Conferences:**

- ARSL in Burlington, VT, Sept. 4-7. Susan and Rose will represent ABOS.
- ABOS Annual Conference in Omaha, NE, Oct. 23-25.
- PLA Conference in Nashville, TN, Feb. 25-29, 2020.
  - Does PLA provide our registration like ALA does? ALA's answer: they have a reduced rate but it is not waived as with other organizations. The registration cost will be estimated at \$305 with hotels \$300/nt.

#### **New Business**

The next board meeting will be August 16 at 2:00 p.m. Central Time. This is a return to the original meeting time.

Susan adjourned the meeting at 4:30 p.m. Central Time.