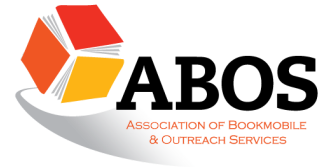


**Association of Bookmobile and Outreach Services**  
**Regular Meeting of the Board**  
**Friday, February 17, 2023**  
**2:00 pm CST / 1:00 pm MST / 3:00 pm EST / 12:00 pm PST**  
Recorded by Stephanie Mayeux, ABOS Secretary



**In attendance:**

Brooke Bahnsen, Past Treasurer  
Lori Berezovsky, Past President (left after Long Range Planning Committee Report)  
Karen Bradley, Treasurer  
Jenn Koetz, Vice President  
Stephanie Mayeux, Secretary  
Brittany Peacock, President  
Cathy Zimmerman, Executive Director

Danielle Carlton  
Hollis Cobb  
Kim Jones  
Wayne Keith  
Kassy Trejo

Those absent: Cristina Reyes

**Call to order**

- Meeting called to order by Peacock at 2:04 pm CST.
- Motion by Jones to approve minutes of the ABOS Regular Meeting of the Board on Friday, January 20, 2023 . Seconded by Trejo. Motion carries.

**President's Report**

- Given by Peacock.
- Motion by Keith to accept the executive committee's recommendation to add Cathy Zimmerman, Executive Director, as the sole authorized user of the ABOS credit card with a limit of \$5,000.00. Seconded by Berezovsky. Motion carries.
- Motion by Trejo to accept the executive committee's recommendation to accept the 2023 Amigos contract at \$17,000. Seconded by Bradley. Motion carries.
- The April 2023 regular board meeting has been rescheduled for Friday, April 14, 2023 2:00 pm CST / 1:00 pm MST / 3:00 pm EST / 12:00 pm PST.

**Executive Director Report**

- Given by Zimmerman.

**New Business**

- Given by Peacock.
- Motion by Keith to approve the 2023 budget. Seconded by Jones. Motion carries.
- Committee Reports

- Awards Committee Report given by Jones.
- BOIR Committee Report given by Zimmerman.
- Communications Committee Report given by Carlton.
- Conference Planning Committee Report given by Peacock.
- Continuing Education Committee Report given by Koetz.
- Finance Committee Report given by Bahnsen.
- Long Range Planning Committee Report given by Zimmerman.
- Membership Committee Report given by Cobb.
- Technology Committee Report given by Trejo.

Due to time constraints the meeting adjourned following the Technology Committee Report. Remaining agenda items will be tabled until the next regular board meeting on Friday, March 17, 2023.

Motion to adjourn by Trejo. Seconded by Carlton. Meeting adjourned at 4:01 pm CST.

Included as an addendum to the minutes: Meeting agenda, Awards Committee Report, Communications Committee Report, Continuing Education Committee Report, and Technology Committee Report

## ABOS Board Meeting Meeting Agenda



February 17, 2023, 2:00 CST / 1:00 MST / 3:00 EST / 12:00 PST

Brittany Peacock, President	Stephanie Mayeux, Secretary
Lori Berezovsky, Past President	Brooke Bahnsen, Past Treasurer
Jenn Koetz, Vice President	Cathy Zimmerman, Executive Director
Karen Bradley, Treasurer	Hollis Cobb, Board Member at Large
Danielle Carlton, Board Member at Large	Kassy Trejo, Board Member at Large
Wayne Keith, Board Member at Large	Cristina Reyes, Board Member at Large
Kim Jones, Board Member at Large	

- Call to order
  - Roll Call
  - Approval of minutes from the previous meeting
  - Additions/corrections to agenda
  
- President's Report
  - Author Update
  - Amigos Meeting Recap
    - Amount of contract
    - Recommendation of the Executive Committee
    - Motion to approve - Board vote
  - Credit Card Name and Signature
    - Recommendation of the Executive Committee
    - Motion to to approve - Board vote
  - April Executive Committee Meeting & Board Meeting Combined?
  
- Exec Director report
  - ALA/ODLOS
  - Strategic Plan
  - BOIR
  - Vendor Updates
  - AARP - Presentations
  - 3 free memberships plans
  
- New Business
  - 2023 Budget
    - Motion to approve - Board vote

- Executive Director Time Off - Front Load vs. Accrual
  - Signature line format for Board Member emails
  - Google Calendar
  - Committee Chair & Committee Co-Chair overviews
  - Committee Updates
    - Awards
    - BOIR
    - Communications
    - Conference Planning
    - Continuing Education
    - Finance
    - Membership
    - Technology
  - Youtube Channels
  - Membership Campaign
    - Sweet on Outreach
    - Danielle has made graphics
  - Flickr account - Now free
  - Later.com has been canceled
  - LinkedIn account
  - Books for the Conference - bookshop.org
- Old Business
  - Check emails daily
  - Reminder to please add Cathy's off days into your calendar
  - Conference schedule
    - Registration pricing finalized
    - Get information out soon
  - Monthly Celebrations
    - January - Meet Your 2023 Board
      - Kudos to Stephanie and Danielle and all board members for submitting content
    - February 13-18 - LFL Week
    - March 6-12 - National Consumer Protection Week
    - April 23-29 - Virtual Bookmobile Parade
    - May 14-20 - Youth Services Week
    - June 11-17 - Membership Week
    - July 16-22 - Senior Services Week
    - August 6-12 - Book Bike Week
    - September 17-23 - Student Week
    - October 9-11 - CONFERENCE
    - November 12-18 - StoryWalk Week
- Next Board meeting

- Friday, March 17th same time same place
- Motion to end the meeting

## Awards Committee Report

Feb 2, 2023

Prepared by: Kassy Trejo, Awards Committee Chair



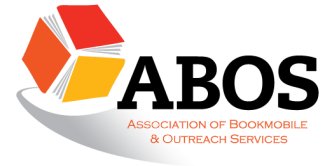
1. Talking about changing Paralibrarian to something else.
  - Paraprofessional - to include drivers
    - i. Awarded annually to any outreach/bookmobile professional staff member for continuing their work in Outreach. (5+ years)
    - ii. Example: Like drivers who have been accident free
    - iii. For anyone in the outreach/bookmobile service.
    - iv. Cathy suggested that we change the name to MMI (Me, Myself and I) an award for the outreach team that is just one person.
      1. We will work on the wording and description as the group starts to meet up.
2. Kim will be setting up the doodle to send out to the group and set up the next meeting for late feb, early march.
3. We talked about how to better advertise the awards and came up with some ideas we would like to share with the rest of the board and get their opinion about it.
4. We have 7 people signed up and confirmed to assist with the Awards.

**Next meeting:**

## **Communications Committee Report**

**February 17, 2023**

Prepared by Danielle Carlton & Stephanie Mayeux



### **February 2023 Communications Committee Meeting**

We held a successful introductory meeting on Friday, February 10, 2023 with a total of 8 committee members. Danielle and Stephanie went over the 2023 Social Media & Newsletter guidelines, newsletter and social media tracking sheets, Canva account, and Constant Contact. The committee was broken into two subcommittees: social media and newsletter, with some overlap between the two.

#### **Social Media Team**

We rolled out the following social media campaigns:

- Jan- Join a Committee!, Meet your 2023 Board, Little Free Library call for submissions
- Feb- Little Free Library Week, platinum sponsors
- Most popular post on Instagram was the TechOps vehicle and the most popular post on Facebook was Hollis Cobb's board introduction.

#### **Newsletter Team**

- Jan- Posted call for submissions for the April 2023 newsletter
- We currently have two member submissions and are brainstorming a BOIR feature article
- Submissions are due Feb. 28, 2023. Newsletter team will be assigned articles and begin contacting authors shortly
- Lori Berezovsky volunteered to be an editor

#### **Scheduled for February & March**

- Call for submissions- virtual bookmobile parade, April 2023 newsletter
- National Consumer Protection Week
- Next committee meeting is scheduled for Friday, March 3, 2023

**Continuing Education Committee Report  
February 17, 2023**

Prepared by Jenn Koetz, Committee Chair



- Initial committee meeting held February 8, with seven committee members on board this year.
- Emily Brady, St. Albert Public Library will be serving as Co-Chair this year. Emily has previously served as a member of this committee.
- Goals determined for 2023 with a plan of action to carry them out.
- Webinars:
  - Slated for bi-monthly beginning in January
    - January 19 – *Talking Books libraries – Library of Congress’s Best Kept Secret!* – presented by Morgan Pershing,
    - March 2 – *Leveraging E-Rate Dollars for Your Bookmobile* – presented by Beverly Sutherland and Elijah Goins, Ed Technology Funds
    - Additional webinars to be announced
- Driven Discussions
  - Slated monthly
  - Schedule and topics currently being determined



## Technology Committee Report

Feb 1, 2023

Prepared by: Kassy Trejo, Awards Committee Chair



1. Wayne and myself talked about some of the set up we would need for the conference. But had questions about room size, how many people it can hold, sound system, etc
2. Will get in touch with Cathy, asking her if she can help us get in touch with Hershey's technology group. So we can ask them questions!
3. After we get a better understanding of the contract, and what is usually used for the conference, we will be setting up a meeting with our Tech Committee -
  - Have already sent out the initial email asking if they would still like to help out.
  - Send out a doodle to check for what days/times work best for everyone to set up the first meeting.
4. (2.7.23) Cathy, Wayne and Kassy had a small meeting with Hershey Encore Tech Support(Bryan), from what we discussed he will draft a proposal of what we need and send it over. We should have it in 2 weeks or so. By or before the week of the 20th.
  - Bryan Hess, Sales Manager at Hershey Resorts has send the preliminary AV [quote](#)

**Next meeting:**