

Association of Bookmobile and Outreach Services
Regular Meeting of the Board
Friday, January 20, 2023
2:00pm CST / 1:00pm MST / 3:00pm EST / 12:00pm PST
Recorded by Stephanie Mayeux, ABOS Secretary



In attendance:

Brooke Bahnson, Past Treasurer
Lori Berezovsky, Past President
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 (joined after Continuing Education Report)
Cristina Reyes (joined after Continuing Education Report)
Kassy Trejo

Call to order

- Meeting called to order by Peacock at 2:06pm CST.
- Motion by Bradley to approve minutes of the ABOS Regular Meeting of the Board on Friday, December 16, 2022 . Seconded by Koetz. Motion carries.

President's Report

- Given by Peacock.

New Business

- Given by Peacock.
- Committee Reports
 - Vendor Coordinator Report given by Zimmerman.
 - Awards Committee Report given by Trejo.
 - Technology Committee Report given by Trejo.
 - Continuing Education Report given by Koetz.
 - Communications Committee Report given by Carlton.
 - Membership Committee Report given by Cobb.
 - BOIR Committee Report given by Reyes.
- Treasurer's Report given by Bradley.
- Motion by Koetz to purchase an external hard drive for no more than \$200 to archive photos from the ABOS Flickr account. Seconded by Reyes. Motion carries.
- Motion by Jones to reduce membership by \$10 for lapsed ABOS members to renew their membership in 2023. Seconded by Trejo. Motion carries.

- Motion by Carlton to reduce membership by \$10 for new members during ABOS Membership Week in June 2023. Seconded by Berezovsky. Motion carries.
- Conference proposal to the 2023 AASL national conference submitted by Zimmerman.

Unfinished Business

- Given by Peacock.

Motion to adjourn by Berezovsky. Seconded by Trejo. Meeting adjourned at 3:58pm CST.

Included as an addendum to the minutes: Meeting agenda, Communications Committee Report, Treasurer's Report.

ABOS Board Meeting Meeting Agenda



January 20, 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
 - Welcome to our new Board Members
 - 2023 Look Ahead
 - Utilizing Constant Contact
 - Conference
 - Guidelines and Goals for each Committee
 - Board List has been sent out
 - Amigos Contract
 - Social Media Promotions form for committee chairs
 - 2023 Membership campaign
 - Institutional Membership \$135 for 3 and \$40 for additional employees is in effect thanks to Lori!
 - Membership Goals - 1,200 in 2023
 - Break it up quarterly!

- New Business
 - Minutes Changes
 - Budget - Vendor Update
 - Committee Call for members
 - Committee Reports

- Committee info form
 - Awards List
 - What went well and what needs improvement/evaluated
 - Monthly Celebrations
 - January - Meet Your 2023 Board
 - 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
 - Membership Campaign
 - Sweet on Outreach
 - Flickr account - plans for old photos
 - Membership Rates - Lori
 - Executive Director Paid Holidays
 - Executive Director Proposal to School Librarians
 - Executive Director - Strategic Plan committee
 - Continuing Education - offering incentives to present
 - Later.com
 - Vendor update
- Old Business
 - Zoom Accounts
 - Passwords
 - Update Pink Squirrel for 2023
 - 1 keeper of the file
 - Check emails daily
 - Whova programs hidden
 - Board Meeting Attendance Expectations
- Next Board Meeting
 - Friday, February 17th same time same place

Motion to end the meeting

Communications Committee Report

01/20/2023

Danielle Carlton, chair



- Committee Meeting
 - Currently working on scheduling our first committee meeting. We have a Doodle poll out to those who showed interest in being on the committee, and we sent out a special invite email to all past members highlighting the major changes we have made.
- Constant Contact
 - Constant contact has been used to blast a call for committee members and Little Free Library Week information.
 - Reach out to Danielle if you want Constant Contact training.
- Submission Forms
 - All celebration week and newsletter submission forms have been created for this year.
 - A special form was created for board members to share information they want promoted in newsletter and/or social media. It also has a place for board members to request graphics.
- Little Free Library Week
 - Little Free Library will not place information in their newsletter to promote Little Free Library week to encourage stewards to share photos of their Little Free Libraries.
- Communication Committee
 - Social media and newsletter guidelines have been revamped for this year.
 - Tracking sheets have been made for social media and newsletter content.
 - Danielle met with Stephanie to go over all things Communications.
- Board Member Spotlights
 - Danielle is creating a fun Q&A to send out to board members. Once completed, she will schedule social media posts of all board members.

Treasurer's Report

1/20/23

Karen Bradley, Treasurer

Brooke Bahnsen, Past Treasurer



- Karen and Brooke have met weekly to go over Treasurer duties, including email, Google Drive, and budget information.
- Later.com has been canceled on 1/19/23 and is paid through 4/21/23.
- The application for non-profit status was approved for Flickr on 1/19/23.
- There were three outstanding balances for virtual attendees from October. Amigos has written them off since none of them downloaded the Whova app, so did not attend, and the recordings are no longer available.
- There were two payments to Hershey: one for the 2023 conference, and the deposit for the 2027 conference.
- Submitted reimbursement for Cathy's ALA, PLA, ARSL membership per Executive Director contract.
- We provided a W-9 for Odyne.
- Amigos has until Jan 31, 2023 to supply 1099s to our vendors.
- Karen and Brooke are working to improve upon the monthly financial report.