



February 18, 2022, ABOS Board Minutes
Recorded by Karen Bradley, ABOS Secretary

Call meeting to order

The meeting was called to order at 2:07 pm CST by ABOS President Lori Berezovsky and Roll Call performed by Karen Bradley.

Roll call

In attendance: Lori Berezovsky, Brittany Peacock, Karen Bradley, Brooke Bahnsen, David Kelsey, Michelle Fernandez, Crystal Harris, Jenn Koetz, Maggie Petersen, Alicia Rodriguez, Susan Parkins, Cathy Zimmerman

Absent: Carlotta Young

Secretary Minutes

Meeting minutes from the January meeting were distributed and adjusted by the Board. Jenn motioned to accept, David seconded, and the motion was approved. January minutes will be uploaded to the website.

President's Report

- Membership sits at 805, with 14 new this month. We currently have 167 lapsed members.
- Welcome to Maggie Petersen; Maggie is replacing Xo Wagner who stepped down.
- Michelle Fernandez will be with us through the end of March and then Liz Anastasi will take over her place on the Board.
- The Lois Lenski Covey Foundation Bookmobile Grant has joined our listserv and will put an article in the next Out and About. They provide grants for bookmobile programs.
- We will be working with ALA on a pilot membership group for promotional growth. ALA wants to do a group activity to promote membership for ALA and ABOS. Of our current members, 200 are also ALA members.

Treasurer's Report

2022 Budget

There are a few changes to the budget. Our projected income is based on 250 attendees at the conference and the previous year's registration. As an organization, we try to estimate low on the income to keep us spending realistically within our budget. When budgeting, Brooke tries to maintain a zero balance. If we have lower income, we can utilize savings as a buffer. Current membership dues are based on 600 for a realistic number.

Expenses

Amigos went up this year because of membership growth but was negotiated for a good deal. Technology now includes the website redesign and Constant Contact for social media.

Conference Expenses

The budget is based on 250 attendees at \$250 for registration which covers food for the week. We will need to negotiate food and beverage below \$40,000. The AV budget should be covered. Board member reimbursement for conference reflects the new \$500 amount. The budget for membership swag and raffles is \$4,000.

Scottsdale hotel is charging us for storage for anything we ship there and Shonna was able to negotiate a \$150 credit for it (equals 3 boxes). An option to avoid the storage issue is to have folks driving up carry as much as possible or perhaps ship to the Scottsdale library and pick up on the way to the hotel.

Expenses are equal to our income, so if we take from savings 49k we can continue safely for the next years

Karen motioned to approve the 2022 budget, Brittany seconded; none opposed; motion passed. The 2022 budget has been approved. Brooke will send the final copy out to the Board.

Committee Reports

Awards - nothing to report

Bylaws

The Bylaws Committee will be redoing bylaws this year. There will be a new section for the Executive Director position and a new section for the Communications Committee. Changes to the bylaws require membership approval and we will have a vote for this later this year.

BOIR - nothing to report

Communications

Michelle, Brittany, and the Communications committee met last Friday to discuss breaking up duties. They introduced everyone's roles and responsibilities and are sending out a survey for the next meeting soon. Int'l outreach week is coming up and Lori is making a list to send out to folks. The Bookmobile Parade request has been posted and Board members are encouraged to submit. Brittany will work on a new graphic for the parade that is more traditionally bookmobile appearing.

Continuing Education

The Continuing Education committee met on February 4th. The goals for this year include:

- Develop and implement a survey of the membership about desired continuing education topics.
- Offer 4 - 6 continuing education webinars throughout the year offered to members as a membership benefit.

- Develop and implement a post continuing education survey for both attendees and presenters.
- Slate a minimum of 2 continuing education webinars to take place in 2023.

Long-Range Planning

2023

Hershey, PA needed an addendum to cover a change in room night amounts from 299 to 199 and then subsequent changes resulting from that. It has been reviewed by the committee and approved by the Executive Board. It is signed and is being held by Hershey until approval of the 2027 contract.

2026

Cathy is working on 2026 and it is proving to be difficult. Everything west of Texas is coming back either expensive, not the right size, or booked for our dates. She is also looking at Denver but has had no response. There have been several bids from Las Vegas, but they are all on the strip and offer no parking for bookmobiles. The Guest House at Graceland in Memphis is a possibility. Salt Lake City is a firm NO due to their lack of inclusiveness. Covington is not available. Matthews has asked us to come to Greensboro and that is being investigated. The committee will continue to search for an adequate venue with Maritz's help.

2027.

2027 in Hershey is a result of the renegotiation of the 2023 contract. Room costs were increased from \$199 to \$225, which is very fair. All functional needs are remaining the same from the 2023 contract. Food and Beverage is raised to \$45K. Our attrition is reset to 15% for room usage. There is a one time fee of \$50 for vendor tables and \$30 per electric outlet. This can be passed on to vendors as needed.

Membership (Crystal)

Nothing to report

Technology (David and Alicia)

Tentative meeting planned for 2/24; some returning some new; goal for this year is to work on the website; David has worked on it and suggests Board take a look at it;

Vendors

Vendor conference sponsorship solicitation began early this year based on budgets and timing. We are getting lots of positive feedback. To date, the following items have been spoken for: B. Vavrek scholarship, J. Philips award, 2 "in-kind" gifts for outreach awards (Johnston and Hake), 1 Memorial monetary gift for the Pres School award, JA Jance fee, 1 Break, and Networking Nite.

There are also several new vendors who are considering joining us at conference this year, including Odyne, 4Imprint, Beanstack, Creative Bug, and A Mind to Care.

New Business

Raising reimbursement amounts for board members attending conferences

\$500 stipend for board members attending the ABOS conference

\$2000 per person to attend ALA Annual (this year two are attending/presenting)

\$1200 to send one person to PLA (every other year)

\$1800 per person for conference site visits (this year 2 people are going to AZ; possible site visit to a future conference site)

David motioned to raise board amounts; Brittany seconded, none opposed; motion passed

2023/2027 Conferences

Hershey added an addendum February 10th for our 2023 contract stating that we will return in 2027. There is also a new contract for 2027 where we asked them to increase our final room count and we are asking for a 3 day conference. The deposit schedule for 2027 is in line with what we are doing for 2023. We asked them to change our attrition rate to 15% instead of 10%. They agreed to charge the same booth rate in 2027 as 2023 - \$50 flat booth rate per vendor. The room amount will be \$225 per night, which is about \$26 more than 2023. The motion to accept the 2027 contract as agreed upon from Hershey, PA was put forward, Brooke motioned to accept it, Jenn seconded, none opposed, and the motion passed.

Executive Director

ABOS is looking to create an Executive Director position due to membership growth and activity. Over the last few years we have had forward thinking presidents and the organization grew by almost 500 members last year, and included active social media, continuing education, and new events. Covid helped us dedicate more time to ABOS and we need someone to continue the dedicated work of improving the organization. The Executive Director will do daily duties to help keep the board running smoothly. This person will be someone to do strategic planning, mentor the board, offer consistency, and look at long term goals. Membership approval is required to move forward with the position. The Board will officially conduct the employee search and approve of the hire, who will start in January of 2023. The topic was opened for discussion, which included a question about benefits. The details of the position will come at a later date.

Brittany Peacock motioned to approve the creation of the position and approach membership for their vote. Alicia Rodriguez seconded, none opposed, and the motion passed.

Jenn Koetz motioned to update the bylaws to reflect the addition of the executive director, Brooke Bahnsen seconded the motion, none opposed, and the motion carried.

Old Business

Flickr

Susan has been going through photos and has deleted over 200 pictures. Most of the pictures were from 2019. She has been deleting repeat photos and blurry or unflattering shots. Susan

will report back next month and hopes to be finished so that we can figure out what to do with Flickr.

Still no response from ALA about Emerging Leaders

Reminders

- Include Lori in committee meeting times and meeting minutes.
- Check ABOS mail daily...and respond.
- Send a committee report to Karen prior to each board meeting.

Upcoming Events

- PLA Mar. 22-25, 2022 (Lori, Susan, and Maggie are attending)
- ALA's Virtual LibLearnX (Virtual), Jan. 21-24, 2022
- ALA Annual (in-person), Washington, DC June (Lori and Cathy will present)
- ABOS Conference, Oct. 4-6, 2022, Scottsdale, AZ
- Events:
 - International Outreach Week, March 14-18, 2022
 - Virtual Bookmobile Parade, April 4-8, 2022
 - Youth Services Week, May 16-20, 2022
 - Membership Week, June 13-17, 2022
 - Senior Services Week, July 18-22, 2022
 - Book Bike Week, August 1-5, 2022
 - Student Week, September 20-25, 2022
 - StoryWalk® Week, November 7-11, 2022

Motion to end meeting

Brooke motioned to end the meeting. Michelle seconded, and the motion carried. Meeting adjourned at 3:24 pm CST.