

**Association of Bookmobile and Outreach Services
Combined Executive Committee Meeting and Regular Meeting of
the Board**



Friday, April 14, 2023

2:00 pm CST / 1:00 pm MST / 3:00 pm EST / 12:00 pm PST

Recorded by Stephanie Mayeux, ABOS Secretary

Edited by Cathy Zimmerman, Executive Director, on 5/30/23 to reflect excused absences

In attendance:

Brooke Bahnsen, Past Treasurer
Lori Berezovsky, Past President
Karen Bradley, Treasurer
Jenn Koetz, Vice President
Cathy Zimmerman, Executive Director

Danielle Carlton
Hollis Cobb (arrived after President's Report)
Wayne Keith
Kassy Trejo

Those absent: Kim Jones (excused), Stephanie Mayeux (excused), Brittany Peacock (excused),
Cristina Reyes

Call to order

- Meeting called to order by Koetz at 2:04 pm CST.
- Motion by Berezovsky to approve minutes of the ABOS Executive Committee Meeting on Friday, March 10, 2023. Seconded by Bradley. Motion carries.
- Motion by Trejo to approve minutes of the ABOS Regular Meeting of the Board on Friday, March 17, 2023 . Seconded by Keith. Motion carries.

President's Report

- Given by Zimmerman.

Executive Director's Report

- Given by Zimmerman.

New Business

- Given by Koetz.
- Committee Updates
 - Awards Committee Report given by Trejo.
 - BOIR Committee Report given by Zimmerman.
 - Communications Committee Report given by Carlton.
 - Conference Planning Committee Report given by Koetz.

- Continuing Education Committee Report given by Koetz.
- Finance Committee Report given by Bradley.
- Long Range Planning Committee Report given by Zimmerman.
- Membership Committee Report given by Cobb.
- Technology Committee Report given by Keith.

Unfinished Business

- Given by Koetz.

Motion to adjourn by Keith. Seconded by Trejo. Meeting adjourned at 3:02 pm CST.

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

**ABOS Executive Committee and Board Meeting
Meeting Agenda**



April 14, 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
 - ALA Annual
 - Hershey Visit April 19-21

- Conference Bags!
 - Designs have been approved!
- Exec Director report
 - Strategic Plan
 - Next mtg 4.17 teams are working on assignments
 - Vendor Update
 - San Jose will no longer be able to join us - budget issues
 - Working with several new organizations for conference
 - Proposal for Don Thompson Idea (Acore Shelving)
 - For the website
 - Clearing house for extra or unused shelving/carts
 - Don can get a discount for shipping
 - Missouri Conference
 - Oct 4-6
 - We've been asked to do a presentation
 - Thoughts?
 - Google changes
 - Begins 4.14 Just be aware of things looking and acting differently
- New Business
 - Conference
 - Overview for Board Members
 - What to expect when traveling for conference, etc
 - Board Expectations before, during, and after the conference
 - Registration
 - A small group met this week to discuss the registration page that Amigos Created
 - Additional Keynote Speaker (Cathy)
 - Call for presenters Update (Karen)
 - Committee Updates
 - Awards
 - BOIR
 - Communications
 - Conference Planning
 - Continuing Education
 - Finance
 - Long Range Planning
 - Membership
 - Technology
- Old Business
 - Check emails daily
 - Monthly Celebrations

- April 23-29 - Virtual Bookmobile Parade (how many submissions?)
- May 14-20 - Youth Services Week (how are submissions going?) ■
- 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 Executive Committee meeting
 - Friday, May 12th same time same place
- Next Board meeting
 - Friday, May 19th

- Motion to end the meeting

Awards Committee Report

April 5, 2023

Prepared by: Kim Jones, Awards Committee Co-chair



Attended by: Lynn Pawloski, Lisa Mosley, Megan Lowery, Amytha Willard, Kim Jones, Meredith Wulff and Karen Horner

Absent were: Laura Antolin and Kassy Trejo

1. Kim went over the time frame we had to get information out to the ALA Accredited Graduate Schools for the awards.
2. Kim asked if any of the committee members were able to help out in the process of contacting the schools. Everyone was on board to help out
3. Amytha explained about how the letters were sent last year answering how much was involved in the process of helping.
4. Went over the timeframe of submitting the information to the schools and set the deadline for Friday April 14, 2023.
5. Informed the committee members they would be getting the information for the schools they would be submitting for and then that link for the letter to send in the next couple days.

Next meeting: May, 2023 @ 2:30 Est time

Communications Committee Report

April 14, 2023



Prepared by Danielle Carlton

April 2023 Communications Committee Meeting

We had three members participate in this month's meeting. Main items for discussion included preparation for 2023 Virtual Bookmobile Parade, updates to social media tracking sheet, ALA merch, and conference promotions.

Social Media Team

We rolled out the following social media campaigns:

- Mar- Vendor promotions, conference teasers, virtual bookmobile submissions
- Apr- Membership discount, call for presenters, awards, and youth services week
- Most popular post on Facebook was virtual bookmobile submissions; for Instagram, it was youth services submission
- 103 total submissions for virtual bookmobile parade.

Newsletter Team

- Updates to come. Newsletter to go out on April 20th.

Scheduled for April & May

- Call for submissions- Youth Services Week, Membership Week
- Publish April 2023 newsletter
- Social media campaigns- Virtual Bookmobile Parade, Membership Moments, Awards, Call for Presenters, Youth Services Week, Conference Registration
- Next committee meeting is scheduled for Friday, May 12, 2023

Continuing Education Committee Report

April 14, 2023

Prepared by Jenn Koetz, Committee Chair



- Survey sent out to members, as well as to Listserv; to receive feedback on what the ABOS Community is looking for in Outreach CE opportunities.
- A call for proposals will be forthcoming for CE webinars.
- Driven Discussions being scheduled monthly.

Technology Committee Report

April 14, 2023

Prepared by: Kassy Trejo, Awards Committee Chair



Attended By: Wayne K., Kassy T. Brooke B., Chris E., Karen S. Carl C., Cathy

1. Chris had just gone to the Washington Library Association conference, and liked their

website.

- <https://www.wla.org/board-roster>
 - He suggested we might want to do something similar to their “hands” logo, they were handing those out as stickers when people signed in.
2. Karen suggested to get a new graphic for the continuing education logo, so it's not just in the corner but takes up most of the space, like the Awards logos
 3. QR Code, for downloading Whova, Maps, questioner,
 - Chris mentioned a QR app he uses - <https://blinq.me/blog/how-to-create-and-use-a-dynamic-qr-code>
 4. Kassy will ask commons to update the education logo, and start updating the information
 - sending the team screenshots as reference for the next meeting, so we can do a screen share and update things as a group.

Next meeting: Mat 12, 2023