



August 19, 2022, ABOS Board Minutes
Recorded by Karen Bradley, ABOS Secretary

Meeting called to order at 2:03 pm CST

Roll Call

In attendance: Lori Berezovsky, Brittany Peacock, Brooke Bahnsen, David Kelsey, Jenn Koetz, Maggie Petersen, Kassy Trejo, Alicia Rodriguez, Danielle Carlton, Cathy Zimmerman

Absent: Karen Bradley, Crystal Harris, Susan Parkins

Approval of Minutes

Jenn Koetz made the motion to approve the July minutes and Brittany Peacock seconded the motion, none opposed. The motion was approved and the July minutes will be uploaded to the website.

President's Report

Welcome to Danielle Carlton who is replacing Liz Anastazi. She will be co-chairing the Communications Committee.

Ron Kelley

The entire board has received individual emails from Ron Kelley. Lori has been in contact with Amigos and ALA regarding the situation and they have offered some suggestions, including a code of conduct. We have a code of conduct and we might revisit it to improve upon it. We also need to list the code of conduct front and center on the listserv page. Ron Kelley is asking for documents that we are not required to share and information that we don't keep, including past emails. Our emails are cleared out every year when there is a new board member. Due to past behavior he was removed from the listserv. We have spoken with Shonna about what to do if he decides to come to the conference. She is working with the hotel and Meritz Global to come up with an action plan in case this happens.

Overflow hotel rooms

We have secured two hotels across the street from the Scott. Because it is overflow, and we don't need a large block, they will each give us 10 rooms and when we fill those, they add on others. Lori has approached the award winners and presenters encouraging them to register and book their rooms by Monday.

Technology Contract

Our technology contract will be with Top Tier AV Solutions. Of the three that submitted proposals, Marvin from Top Tier was the only one that responded to requests for modifications. Lori negotiated with Marvin to remove a lot of the high end options in order to match our small, simple needs as a non-profit organization. Marvin has been very responsive to our requests and has lowered the cost to something more affordable to us. Lori would like to know if there is anything in the contract that concerns members of the board.

Presenters will be notified that they need to bring their own laptop, dongles, and accessories to the conference. They will also want to make sure to load their presentation onto their laptop and have backup copies of their presentations in case they cannot access their presentation from their laptop the day of the conference. Board members can also bring their own laptops to help with emergency situations or if a presenter is unable to bring their own. We will need to get a spec sheet from Marvin so that we know what the presenters need in order to connect to the projectors.

Lori is going to follow up with Marvin to ask him about the cost of having one laptop available in the ballroom. Laure Tohee wants to have a presentation, she is not sure about JA Jance. She will also ask about lighting, since it is \$2,200 to illuminate the ballroom. We are in the process of getting our tax exempt card; Lori will follow up with Marvin to see if that will also make a difference for taxes in the contract. Once Lori has the new price, she will email board members for an online vote. Board members need to be on the lookout for the email and respond within 24 hours.

The Scott lists a \$130 for setup and take down but our contract says that we will incur no additional charges for bringing in an outside contractor. Shonna is working with the hotel to waive that fee. According to the contract, we are supposed to have complimentary wifi with the hotel.

Brittany will want to start working on the AV contract in January to make sure everything is settled in time for the Technology Committee to prepare for the conference and iron out details.

Treasurer's Report

July saw an increase in income due to conference registration and totaled \$45,153 putting us at \$72,539 as year to date. We had budgeted for \$57,000 so the extra income is helping with the extra AV expense. Our income from vendors is also over our projected budget.

She is working on obtaining sales tax exemptions for Arizona and the city of Scottsdale. She spoke with 4 Imprint regarding sales tax and they said that we would need an exemption for the state we are shipping the items to. Brittany is going to ship the items to Iowa and carry them in her suitcase so she is going to investigate a general Iowa and local city exemption.

Working on Sales tax exemption for Arizona and city of Scottsdale

Brooke is working with Amigos to clarify both of our responsibilities for our future conference deposits .

Committee Reports

Awards

All 11 award winners have been selected and notified. There are 7 winners in the Carole Hole category. The National Library of Medicine is sponsoring 2 of the 7 awards. Lori will send the award winners a reminder to register and book their hotel rooms. David will contact them to get pictures for social media, the website, and press releases. Unfortunately, there were no nominees for the paraprofessional award this year but there were several nominees for the childrens' award. Once David has heard from everyone, he will work with Brooke to get checks sent out to the winners.

Bylaws

David will bring some copies of the bylaws for the conference since they have been updated since last year.

BOIR

Great news! We received the IMLS grant, which will support us out through 2024. There will be advertisements running on a few different platforms and Iron Moose will be responsible for improving the tool itself.

Maggie broached the idea that the board member chairing BOIR needs to be there for more than a year because it is a large project that will last two years. The project starts in January of 2023 and will last through the fall of 2024. Some board positions are 2 years so one of those individuals might be able to chair the committee. We might also be able to alter a position for a longer time frame. Additionally, we could have an individual chair the committee who is not on the board but would report back to the president, who would report back to the board.

Communications

The Instagram team is working on promotionals for award winners, speakers, and pushing the conference. Twitter content creator stepped down and Brittany and Danielle are creating content for the time being. Brittany, Danielle, are going to learn the ins and outs of Constant Contact. Mary Beth uses Constant Contact with her library and will be available to help out. Mary Beth will also be helping proof read the conference booklet once it is completed. Next promotion is for Student Week; once those promotions are complete, they will be sent out through social media. We will be adding water bottles this year at the ALA Store. Brittany and Danielle are working on graphics for the conference booklet. The board looked over designs. Cathy will get all of the vendor ads to the Communications Committee for the booklet. Cathy and Lori will also send them a comprehensive list of specific sponsored items to highlight in the booklet.

Google invite, which is used for the calendar invitation, does not show the agenda for meeting attendees because it restricts access to ABOS files. Workarounds were discussed, including saving the document in Word and attaching the file as well as including the link.

Conference Planning

Met August 1 and was happy to let the committee know that the library tours were scheduled. After the conference ends on Thursday there are 3 conference times for attendees to attend. If we get more than 25 attendees at one time, Jennifer can split the group and do two tours. Transportation is scheduled.

For the Long Time No See, the committee plans to have a photobooth with the conference logo as a backdrop and someone on hand to take pictures. Brooke has been working on a sticker mural. We might also have some butcher paper out for people to doodle and draw on. There will be Cahoot trivia games. The committee has everything planned out, including logistics.

JA Jance is supposed to speak after lunch on Tuesday, but she is flying Air Alaska, which has a poor flight record. Lori is coming up with a plan B in case we need to change her speech time.

Cathy has asked for the program schedule to be completed so that vendors know when they need to be at specific locations. Posting the program and the workshops will boost virtual registration. Susan is pulling together emails, minus duplicates, from the past two virtual conferences so that we can send them information about virtual registration.

Continuing Education

The Continuing Education team has continued to book out the Driven Discussions for the remainder of the year, and into 2023. There is a reminder going out by the end of today regarding registration for the August Driven Discussion. There will be information going out about the September Continuing Education webinar.

Finance

4 Imprint

Crystal has put in an order for pins and a few other items from 4 Imprint. She believes that she used her county tax exempt form but is going to double check. Brittany is going to order with her library's tax exempt form and have Amigos invoiced. Unfortunately, there isn't a country tax exemption, so we need to use the local ones.

Long-Range Planning

2026 - There are two hotels, the Hyatt and Marriott, that are interested in hosting us in Columbus, Ohio. Shonna will let them know that we will entertain proposals. We have been meaning to go back to that area for a while. The rooms look good online and it seems like there is plenty of parking for bookmobiles. Columbus is the birthplace of ABOS.

Membership

We currently have 835 active members and about 300 lapsed members. The Membership Committee is sending the lapsed members an email each month. Crystal has been getting lots of emails with questions about membership, including modifying or changing membership. The Membership Committee is preparing for Student Week and Crystal has been emailing student

members for bios to promote on social media. Crystal is driving to the conference and will be bringing membership brochures and swag. Leftovers will go with Karen so that she can have them at the booth for the New Mexico Library Association conference at the end of October.

Technology

The AV contract is almost complete. David has sent out an email to the Technology Committee. There are only 5 or 6 committee members that are able to attend the conference this year. David and Alicia are going to map out the volunteers for the presenters. They will go from room to room helping presenters get everything ready to go. David will have a meeting with all of the technology volunteers before the conference so that everyone knows their schedule and duties ahead of time.

Cathy asked if David would like the vendor slideshow on a flashdrive. David has asked that any presentations or slideshows be sent to him so that he can have them ready to go on a flashdrive for the ballroom. This year, presenters will bring their own laptops and this will lessen Technology Committee involvement with pre-loading laptops with presentations.

Vendors

Cathy has had 10-30 minute interviews with the vendors for something new to the Whova app, called Vendor Voices. These videos will be available through the app so that both in-person and virtual attendees can watch the videos and follow up with the vendors with any questions. The two remaining videos will be completed next week. Once they are recorded, David uploads them to YouTube, and Cathy adds the link to Whova.

There are currently 23 total vendors. Cathy is working with another vendor and will have an answer by next week. So far vendors have provided \$36,400, with \$28,600 already disbursed to us. They are providing most of the cost of transportation for the Networking Night and library tours. We have two older adult vendors this year; MEternally and Mind to Care. All vendors are registered and hopefully have secured their hotel rooms.

Vendor support:

- 14 Gold Sponsors
- 5 Premium Sponsors
- 2 Loyal Sponsors
- 2 Affiliate Sponsors

Whova

The schedule has been uploaded and is ready to go. Brittany is continuing to import attendees as they register. Susan and Karen are working together on a comprehensive list of all of the presenters and their descriptions so that it can be added to the app. Then, Karen will contact all of the presenters to upload their bios, handouts, and powerpoints to the app. Susan needs information and pictures about the featured speakers. Please send any emails that come in regarding Whova to Susan so that she can answer them.

New Business

Conference cocktail

The hotel will pick the cocktail, but we are going to name it. Official cocktail name options:

The Book Drop - lemon drop

The Lobby Stop

Routine Maintenance

Beep Beep

“Professional Development” or “Black Coffee”

The winner is Professional Development!

Technology volunteers

Lori will send out a call for general volunteers next week.

Meals

Because all of the meals are included in the conference this year, do we need to check attendee badges for food selections? In the past, we have checked for tickets because some people opt out and then decide the day of the conference that they would like to join for the meal. Our hotel needs accurate numbers. Something to consider for next year is that we need a count for each meal so that we can plan accordingly and have the hotel add 10 extra meals just in case.

Old Business

Executive Director

The search committee is interviewing candidates on August 26.

Martin Marek

Martin Marek, with Farber Industries, is retiring this year after years working with ABOS. He has been coming to our conferences since the Great American Bookmobile years and we would like to honor him with a plaque for all of his contributions over the years.

Reminders

Check your board email at least once a day from here on out. Email voting will be needed and things will pop up unexpectedly and need a timely response. Please keep everyone aware of changes for the conference.

At the conference, all of the committee chairs will give a brief update about what the committee have been doing for the year. Please be prepared to have a report ready for the general board meeting at the conference. Don't forget to recognize your committee members for their hard work. Send the report to Karen before the conference. We will also have sign up sheets available for attendees who are interested in serving on a committee.

Upcoming Events

Student Week, September 20-25, 2022

ABOS conference, October 4-6, 2022, Scottsdale, AZ---45 days away!!!

StoryWalk® Week, November 7-11, 2022