



September 16, 2022, ABOS Board Minutes
Recorded by Karen Bradley, ABOS Secretary

Call meeting to order

The meeting was called to order at 2:03 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, Jenn Koetz, Kassy Trejo, Danielle Carlton, Susan Parkins, Cathy Zimmerman , Crystal Harris

Absent: Maggie Petersen, Alicia Rodriguez

Secretary Minutes

Meeting minutes from the August meeting were distributed and adjusted by the Board. Brittany motioned to accept, Jenn seconded, none opposed, and the motion was approved. August minutes will be uploaded to the website.

President's Report

Conference volunteers will be emailed this week about their jobs at the conference. David should have the tech check schedule ready by Monday, September 19. Volunteers include the conference planning team who will help with the Monday Long Time, No See event. Two volunteers will help with Matthews; originally they were needed for set up but that has been covered and they will take turns handing out Matthews t-shirts. One of them will ride over to the event with Matthews, and the other will ride over with the rest of the attendees.

Shipping for the Conference

We weren't able to make schedules mesh for a pick up and Jennifer has asked that their library courier drop off the boxes to the hotel. All available board members and volunteers will be needed to help unload boxes from the courier at 1pm on Sunday. As a gesture of thanks, Lori will be getting Thank You cards for Jennifer and her library staff.

Conference Booklet

Brittany and Danielle are putting the final touches on the booklet. It will either be shipped directly to the hotel or Brittany will carry them in her suitcase. Fewer than 100 attendees selected a booklet but we will print an additional 20-25 just in case, for last minute people.

Opening Session timeline

Lori shared the opening session timeline with everyone, including the order of events.

Closing Session/General Meeting timeline

Board reports are expected during the general meeting. Board members will type up their reports, send them to Lori and copy Susan. Susan will upload those reports into Whova so that attendees can read through them.

During the general meeting, Chair members are reminded to thank their committee members for serving and helping out throughout the year.

Badge Holders, Lanyards, and Tote Bags

Amigos has placed all of the badges in badge holders for us. We are asking board members to bring any spare lanyards and tote bags for the event. Cathy is waiting to hear back from Brock with Farber about whether or not they have any bags we can use. David is going to check and see if there is a surplus we can use of READ bags from his library's marketing department.

JA Jance books have been purchased and are being shipped to the Scottsdale Public Library.

Treasurer's Report

Income and expenses are as expected for the conference. Conference registration income is \$101,199 and vendor support is currently at \$37,150. Brooke is working with Amigos to schedule the upcoming deposits that are due for future conferences. Virtual registration fees have covered all of our conference technology expenses.

Committee Reports

Awards

Checks are being sent out for the awards and David is printing out certificates this week. David has confirmed who is and who is not coming to the conference. Those who are not attending, will have their awards mailed next week.

David is working on succession planning, including templates on the Google drive as well as lists for everything purchased for awards and the simplified ABOS award certificate.

Bylaws

The new bylaws were approved this year. David has added more information about the bylaws into the Google folder. He will have a few copies of the bylaws at the info desk for the conference in case anyone wants to see them and Susan will upload them to Whova.

BOIR

Maggie and team met with the IMLS grant group last week.

Communications

The Communications Committee met last Friday and talked about the upcoming events and celebrations. Student Week is coming up next week and StoryWalk Week is in November. Danielle has some graphics made up for StoryWalk week and has replicated the StoryWalk questionnaire. They have been working on the booklet for the conference. Three Communications Committee members will be attending the conference in person. They all will

be sending out social media blasts for the conference. The hashtags for the conference are #abosaz2022 and #risingupand-reaching-out. All schedule changes will be updated through Whova and announced during the morning session.

Conference Planning

Long Time, No See

The Monday night event has everything lined up and ready to go. Everything for the event is getting boxed and sent to the Scottsdale Public Library. There will be 3 photographers for the photobooth. Lori will follow up with Whitney about the bingo card.

Networking night

Caitlyn Braunn's will be calling people to check on their RSVPs because the last time Cathy checked, there were only 80 people who RSVP'd. There may be an issue with spam filters keeping the invite hidden. Networking Nite will have t-shirts, drink tickets, and heavy appetizers.

COVID-19 precautions

We have not had any questions so far about COVID-19 precautions. Lori will have a box of masks; the conference is being advertised as mask optional and ABOS will respect whatever choice attendees have made.

Registration

We currently have 253 virtual registrations which pays for the AV contract and Whova app.

Continuing Education

The latest webinar, "What Now?: Older Adult Services in 2022" was hosted on Wednesday. There were 116 people registered, 114 people were approved to attend, and 58 members attended the live webinar.

The Continuing Education committee is planning on having one Driven Discussion at the end of each month for the remainder of the year. There will be three Driven Discussions at the conference and Jenn will moderate them.

The committee is working on a survey for late fall/end of the year.

Long-Range Planning

Cathy has a November site visit scheduled for Columbus, Ohio. Several members of the board think we may have had a conference at this particular site before. It is located near the university and the airport. They have already given us a contingency plan if we end up running over for hotel rooms. There are two other properties joined by the same parking lot and we can have rooms at both of them if needed.

Once we get 2026 sorted out, we are set through 2027 and can start looking from region to region in the future.

Membership

As of today, there are 816 active members, with 34 pending members. Crystal is continuing to send out invitations to lapsed members to rejoin. She is going to reach out to the grad school listservs since Student Week is next week. She did get some responses from students for testimonials and will be sending them some swag as a thank you. She is also sending out swag for the referral winners of Shift Into Gear with ABOS.

Crystal is printing and bringing membership brochures so that we can put one in each bag at the conference. She will also bring about 300 extra ones for Karen to take with her to the New Mexico Library Association conference.

Technology

The Technology Committee will have about 9 or 10 tech volunteers for the conference, including Kassy. David has a confirmed time to meet with them before the conference to touch base. He will have volunteers at each presentation, 15 minutes beforehand, to make sure that things are going smoothly. There will be a committee meeting the week before and on Monday night of the conference to go over things. Lori will send David Marvin's contact information so that they can connect before the conference.

Vendors

We have just under \$37,000 in vendor income. Baker and Taylor will have a representative joining us at the conference. San Jose State is under a travel ban and are sending us a gift basket for Monday night. Cathy will be sending a copy of the schedule and assorted information to the vendors soon, including the notice that they are responsible for their shipping costs.

Whova

Karen - All of the recording links have been checked and the videos are set to go. Some presentations were very short so we will want to clarify the length of presentations next year in the acceptance letter. Karen is double checking presenters to make sure they are registered. She is sending out another reminder email to upload handouts and presentation slides before the app goes live on 9/19.

Susan - Lori, Brooke, Karen, and Cathy have been going through and proofreading the content in the app. It will go live Monday, September 19th. Once it is live, attendees will have access to the recordings and all uploaded content.

Amigos sent out a registration report today and Susan will do one last reconciliation. She is asking that Amigos send one last report Monday morning so that she can make sure everyone is uploaded before opening the app. Brooke would like the report to have a paid/unpaid column for easy perusal.

An email will be sent out to all attendees, both virtual and in person, letting them know that if they haven't reached out to us regarding their payment, they will be removed from the app. Someone will need to get this list to Susan and she will remove them.

Susan reminded everyone to download the app and forward any questions that come in regarding it to her.

Nominations Report

David has created the Nominations timeline. He will be sending out a teaser email next week which includes the timeline and will be promoting nominations at the conference. Nominations will be accepted from October 10-October 31 and voting will take place December 5-7. The winners will be contacted and then announced on the website December 12th, with a starting date of December 16th for their first board meeting.

David looked through the bylaws and saw in Article 6.9 that interim board members remain until the next election; they do not stay for the full term of the person they are replacing and must run for a position. This year we will post for the following positions: Vice President/President/Past President (3 years), Treasurer (3 years), Secretary (1 year), 2 Board Members at Large (2 years), and 1 Board Member at Large (1 year).

Those with positions ending this year: Danielle, Crystal, Maggie, Kassy, Alicia, Karen
Those with positions ending next year: Jenn

New Business

Board work assignments at the conference are in the 2022 Board Information folder. Lori will send out the link as well. David will include the tech help but will send out a separate one as well for just the volunteers for the Tech Committee.

Registration/Information desk

Lori will send out a sign-up sheet for all board members. Once the big push for registration is over, the desk will be where people go for information and to ask questions. We will want to make sure that we focus on our other big tasks first, but will make sure the table is covered. The desk will be the drop off location for vendor punch cards, will have information for membership, and the sign up for library tours. CVB will bring brochures for us to include in the bags.

Once big push for registration is over, the desk will be where people go to ask questions; focus on other tasks first but make sure the table is covered, even towards the end of the week for information gathering. Deposit vendor punch cards; info about membership; sign up for library tours, CVB will bring brochures for us to include in the bags;

All available Board members are asked to come to the lobby at 1pm on Sunday to help unload items from the Scottsdale Public Library courier.

Monday's work timeline is slowly firming up

Everyone available will help Monday with bag stuffing and is asked to help with registration and answering questions in the evening. Please be around to greet attendees and make sure that people have what they need. Lori has an email request out to Desiree to go over the BEO and the ballroom setup on Monday.

The hotel is going to have a themed cocktail for us. The selected cocktail is a modified Mojito and will be called "Professional Development."

Thursday

Brooke and Crystal will be at the registration table.

Everyone who is available is asked to help clean up at the end of the conference and get things ready to ship home.

Lori will send out board travel 2022 and work assignment sheets.

We will want to be sure to remind our attendees to be courteous and tip your bus driver for Networking Nite and the library tours. We will include this reminder in the booklet.

Old Business

Executive Director

The Executive Director Search Committee has made their recommendation to the Board and is asking for a vote. The Executive Director will help with the day to day work, conference planning, continuing education, new initiatives, and growing the organization. Membership has approved the creation of the job and the Search Committee would like to offer the position to Cathy Zimmerman, upon approval by the voting members of the board. Cathy Zimmerman has made countless contributions to the organization, has experience as an Executive Director, and led us through the challenges faced after 2020 and the pandemic.

Jenn Koetz made the motion to approve the hiring of Cathy Zimmerman as Executive Director of the Association of Bookmobile and Outreach Services. Danielle Carlton seconded the motion.

The vote is as follows:

Yea - Lori Berezovsky

Yea - Brittany Peacock

Yea - Karen Bradley

Yea - Brooke Bahnsen

Yea - David Kelsey

Yea - Crystal Harris

Yea - Jenn Koetz

Yea - Kassy Trejo

Yea - Danielle Carlton

Absent: Maggie Petersen, Alicia Rodriguez

The motion passed. David has drafted the employment contract and will consult legal counsel. He will set up payroll, including the appropriate taxes by the end of the year. Upon confirmation, Cathy will start January 2, 2023. Lori will announce her new position during the general meeting at the conference.

Reminders

- Check your board email at least once a day from here on out. Email voting will be needed, things will pop up unexpectedly and need a timely response.
- Prepare now to give a committee report at the conference.

Upcoming Events

- ABOS conference, October 4-6, 2022, Scottsdale, AZ---**18 days away!!!**
- Events:
 - Student Week, September 20-25, 2022
 - StoryWalk® Week, November 7-11, 2022

Adjournment
4:02 pm CST