



March 15, 2019 ABOS Board Meeting minutes

Susan called the meeting to order at 2:03 p.m. Central Time.

In attendance: Susan Parkins, Cathy Zimmerman, Lori Berezovsky, David Kelsey, Wendy Ramsey, Michael Swendrowski, Zach Roberts, Brock Hutchison, and Katrina Ford.

Absent: Tina Williams, Kim McNeil-Capers, and Rose Huling.

Secretary Minutes

The February 15, 2019 Board Minutes have been distributed to all board members and reviewed. Cathy moved to accept the February Minutes as written. David seconded. Motion carried.

President's Report

Susan gave the board an overview of what the Conference Planning Committee discussed at their meeting earlier this month. The conference is still in the planning stage. The Conference Planning Committee talked about covering breakfasts, two lunches and Networking Night and raising conference registration fees a bit to cover the extra meals. This is based on what ARSL does for their conference meals. The Committee is hopeful that a vendor will cover Networking Night, but we must plan for it as if we will pay for it. Last year we raised fees \$25. Michael asked that we promote strongly the "meals included" change. We plan to have attendees check off which meals they plan to attend at the time of registration and again two weeks prior to the conference. This will save us money and will result in less food waste.

Early registration opens in April. Susan will get registration information to the board via email before the next board meeting.

Since many people leave on Friday after breakfast, we are considering having brunch instead of breakfast, with the keynote speaker. The committee talked about offering sessions well into the afternoon on Friday, as well. It was suggested that we offer something like a library tour on Friday to encourage people to stay for the entire conference. Setting up small group discussions on various outreach topics in a manner similar to speed dating is an option, too. Another option is to offer two events and stagger their starting times.

Susan will send out conference information to the board as it is decided.

Treasurer's Report

David reported that the next Finance Committee is next Friday. We paid Amigos \$5750 (annual fees), turned in the Attorney General form and the 990EZ form which were filled out by our attorney. The estimated bill for the attorney's work is \$1000. This month the committee will begin

working on financial procedures. They are looking into tax exemption for the conference in Nebraska. We decided to increase the conference travel allotment for board members going to ALA Annual and Mid-Winter by \$200, making it \$900 per person.

Cathy motioned to approve the Treasurer's Report; Lori seconded. Motion carried.

Committees

Advocacy: No report this month.

Awards: Cathy reports that all awards forms are on the website and applications are ready to be filled out. The committee is contacting State Libraries about getting the word out about the Bernard Vavrek Award. A few tweaks were made to the applications this year to get more complete information from the applicants. Cathy said that notice has been sent out to be included in the Out and About newsletter, ODLOS, the ABOS listserv, and more. Cathy is still waiting to gain access to the Awards email account. Brock will contact Rose about email access. We will offer 3 Carol Hole awards unless a vendor wishes to sponsor more.

BOIR: Michael reported it has been a busy month. The committee met last Tuesday. The site was released for Beta testing today. Beta testing went out to 97; so far there are 7 new accounts. They are looking forward to seeing the Beta testing results. BOIR received a \$500 donation from ODLOS. Cathy and Michael met with representatives of ALA and PLA. The committee has reached out to several organizations for partnerships and sponsorships: ALA's Association of Services to Children, PLA, ENCG, and John Kraska of EveryLibrary. Michael has put John in touch with Kim and the Advocacy committee. Zach will write a letter of intent for a special grant from the Carnegie Foundation.

Bylaws: Tina has no report this month. A Doodle poll will go out to Susan and Cathy soon.

Conference: Susan reported that the committee met and set up sub-committees. Cathy is heading up the Vendor Committee. A Doodle poll went out to returning vendors, asking about their role in our conference. Cathy plans to meet with them, which will be the first time ABOS has met with vendors like this. We have been offered a spectacular deal at a brand new hotel in Las Vegas; Cathy suggested that if we take advantage of the deal that we ask the vendors to bring their newest and best bookmobiles to Las Vegas. Zach used to work at libraries in Las Vegas and still has connections there.

Susan added that something will go out to the membership about session proposals soon.

Long-range Planning: Susan reported that the committee met last Tuesday. They are currently working on conferences for 2021 and 2022. Hotels are filling up quickly. We have 4 locations to decide amongst: Scottsdale, AZ, St. Louis, MO, Knoxville, TN, and Louisville, KY. Las Vegas will also be added to this list until we can check out the venue. Shonna, our Experient contact, is in Las Vegas now and will check out the venue while she's there. Upcoming site visits: Cathy will go to St. Louis, and Susan will go to Scottsdale. Zach and Brock will go to Louisville. Wendy

will go to Knoxville. Susan said the site visits should take place within the next 4 weeks. Shonna needs a commitment from us very soon. Susan explained why some of the sites reject us, the main reasons being the pricing and the amount of parking we need for bookmobiles and also room to space ratio. Here is an explanation of what that is: This is the amount of space a group requires compared to the number of sleeping rooms in the hotel that they will be occupying. Each hotel has its own method of determining profit and loss. They use this room ratio to determine whether or not they wish to take the business. The size of the food and beverage spend is also a large factor in this equation..

Marketing: Lori reported that the April issue of the Out and About newsletter is in the works. As it stands right now Lori will be the editor of the newsletter due to committee members' schedule changes. The committee has no upcoming meeting in April but will most likely begin deciding on merchandise soon via email. Lori will send the board the new t-shirt designs when she gets them.

Membership: Katrina reported that the committee met earlier in the month. They talked about their vision for the year, which will focus on increasing membership and retention of members. They will reach out to State Libraries to see if they have a list of bookmobiles and library school students. The committee was tasked with Spectrum Scholars assessment. Katrina is still waiting to gain access to the Membership email. The committee will discuss offering institutional memberships and student memberships. The board discussed that idea briefly. Zach wondered if we could afford to offer a multi-person discount for institutional members. David said it would be better to have those coming to the conference with an institutional membership pay the member rate. Susan asked if Katrina was sending out welcome emails to new members, and she is, although she doesn't have access to the Membership email account yet. We have four new members.

Technology: Brock reported that the Technology committee didn't meet this month. He posted the February issue of Out and About on the website. Lori asked about website stats, and Brock said there isn't a built-in way to do this on our website, but it is possible via Google Analytics. Brock will look into this next month. The Awards applications went live yesterday. Susan asked about Survey Monkey survey results; she would like to have the results in a readable format. Brock will follow up with Rose.

Webinar/CEP: Susan reported there isn't anything news yet, except CEP (Continuing Education Programming) has been added to the title of the committee. The committee is still gathering ideas and will share those with the board in the future.

Old Business

Susan said that everyone has been entering meetings on the Google calendar and UberConference for their board meetings, which is good. It eliminates conference call conflicts.

Cathy and Tina will not only present a poster session at ALA Annual but also a presentation. They will also represent ABOS at an ODLOS meeting, attend a Spectrum Scholarship event, and represent ABOS at a Coretta Scott King event.

New Business

Michael Smith, a Public Affairs Specialist with the IRS contacted Susan today. He's looking to get tax information out via organizations that work with the underserved. Susan will forward his email to the board.

Susan motioned to adjourn the meeting at 3:40 p.m. David seconded. Motion carried.