



## ABOS Board Of Directors Meeting

February 19, 2024

Recorded by Kassy Trejo, ABOS Secretary

Edited by Kassy Trejo, ABOS Secretary, on 4/18/2024 to address grammatical errors and corrections to last names.

Meeting called to order at 4:02 PM (CST) by ABOS President, Jenn Koetz

### **Roll Call:**

**Present:** Jenn Koetz, President; Kassy Trejo, Secretary; Kim Jones, Board Member; Wayne Keith, Board Member; Stephanie Mayeux, Board Member; Katie Reineke, Board Member; Danny Rice, Board Member; Brooke Bahnsen, ExOfficio; Cathy Zimmerman, Executive Director Audra Green, Board Member (Arrived during the Committee Reports).

**Absent:** Sam Woolhiser, Vice President (Excused), Karen Bradley, Treasurer (Excused).

### **Approve/Modify Agenda and Minutes:**

Jenn Koetz provided clarification of how the distribution of board meeting minutes will occur for the remainder of the year. The minutes from the previous month's meeting will be sent out as a link within the upcoming month's agenda, one week prior to the next scheduled meeting. This will allow board members ample time to review the materials and prepare for the discussion and suggestion of any changes to the minutes.

Kim Jones motioned to approve the January minutes. Danny Rice seconded the motion. None opposed. **Motion carried.**

### **Information and Action Regarding Board/Committee Reminders:**

Jenn Koetz presented several important points regarding document management and communication protocols for ABOS. All documents created for ABOS belong to the organization, not the individuals that created the document. Committee members should share documents openly and collaborate effectively. Before making any changes to organizational accounts, including Constant Contact and Zoom; members must seek verification from the Core group to ensure proper oversight and avoid potential issues. Individual password changes are exempt, but informing the Core group is still recommended for emergency access. Utilize folders in Google Drive and Email for clear organization. When sharing files, send an email with context and a link instead of directly sharing the file. Maintain consistent contact information and board/committee email signatures, currently using the ABOS logo (transitioning to the conference logo soon). Individual logins are replacing generic ones for committees. The Technology Committee Chairs manage Zoom and requires sharing passwords with the Core group for safekeeping. All Constant Contact account users must provide access information to the Core group. Only five official users are allowed, so access needs to be managed efficiently. Within the platform, email sender names can be adjusted (e.g., secretary@abos-outreach.com).

**Information on 2024 Amigos Contract:**

Jenn Koetz shared with us more information on the 2024 Amigos contract. Amigos has recommended a wind down of their services due to perceived differences in organizational direction. ABOS has agreed to a 12-month transition period to ensure an orderly handover. A new contract with updated terms will be drafted during this period. Amigos will continue providing support until the transition is complete. The quoted cost for the transition period exceeds our initial expectations. Cathy Zimmerman expresses concerns that Amigos may not be able to fully meet our organization's growing needs.

**Discussion and Possible Action Regarding ABOS Insurance Policy:** Jenn Koetz shared information regarding the ABOS insurance policy renewal. While the overall coverage areas were deemed acceptable, the current individual coverage limit of \$5,000 per person (medical) was considered insufficient. A proposal to increase this limit to \$25,000 per person was presented. The Executive Board recommended the increase in individual coverage from \$5,000 to \$25,000. This decision was based on the following considerations: Increased potential liability associated with larger and more complex conferences. Desire to provide better protection for attendees, speakers, and vendors. Relatively small monthly premium increase of \$177 compared to the enhanced coverage benefits.

**Discussion and Possible Action Regarding Technology Equipment for Executive Director:**

In Karen Bradley's absence, Jenn Koetz provided an update on the research regarding technology equipment for the Executive Director position. Research is ongoing, with a dedicated budget of \$1,500 allocated. Whova has provided suggestions for compatible badge printers. The majority of badges will be printed off-site. However, there is a need for on-site printing capabilities for a smaller quantity. Karen will continue researching and gathering information on suitable technology options, including details on compatible badge printers, and share it with the board upon completion.

**Discussion and Approval of Organizational Business:***Financial Update:* Jenn Koetz presented the January financial report on behalf of Karen Bradley. January expenses totaled \$4,743. Wild Apricot costs: Previous biennial contract was \$8,568. Renewed for two years at \$8,976, coming under budget. LibLearnX expenses in January are finalized. Upcoming deposits for the 2024 conference: \$5,000 due in March and June.

*Membership Update:*

Kim Jones gave an update on Membership Current membership: 888 active, 732 renewed, 722 lapsed. New members: 15 in total. Pending renewal are 14, with 12 new in the last 7 days, 32 new in the last 30 days. Renewal activity: 14 pending renewals.

*Series Updates:*

Jenn Koetz shared that all series have confirmed dates with submissions opening on March

11th for awards and program submissions. Storywalk dates currently listed are for 2023 and will be updated soon. Wayne Keith proposed opening board nominations earlier. Jenn Koetz and Cathy Zimmerman clarified the current approach allows candidates time to secure library support.

### **Committee Reports:**

#### *Awards:*

Kim Jones shared that the committee is setting up a rubric system to choose the winner for each award, it's a guideline everyone would follow. Subcommittees were discussed to help make it easier, and opening the awards earlier. Awards graphics will be kept from the previous year, but the letter to the school will be looked at and adjusted.

#### *Bylaws:*

Jenn Koetz shared that there are no updates, as the committee has not met yet. This committee doesn't meet every month, just as needed.

#### *Communications:*

Kassy Trejo shared that the committee had their first meeting, lots of new people, only one from the previous year.

#### *Conference Planning:*

Jenn Koetz shared that the committee has not met yet, and will be soon in March. This committee is responsible for things for the conference, ribbons, games.

#### *Continuing Education:*

Katie Reineke shared that the committee has 3 new people, and will be using a rubric for evaluating proposals. Committee will look at what other organizations do, if they have a template that we can follow. They will be sharing with the Core group, so that it can be decided. The new webinar will be March 21st,

#### *Finance:*

Jenn Koetz shared that there is nothing additional to share than what was previously shared during the meeting.

#### *Long Range:*

Cathy Zimmerman shared that the committee has not yet met, just email exchanged.

#### *Membership:*

Kim Jones shared that the committee has had 2 meetings so far, in January and February. Membership renewal drive in April.

#### *Nominations:*

Jenn Koetz shared that dates have been set.

### *Strategic Planning:*

Cathy Zimmerman shared that the committee held its first meeting, individual projects are being worked on. They will report back during the April meeting.

### *Technology:*

Wayne Keith shared that they have a light crew, Wayne and Danny have been exchanging emails to verify things are being done. Have worked closely with Jenn and Cathy to fix Zoom.

### **President's Report:**

Jenn Koetz announced that Cathy Zimmerman's official contract has been signed for the position of ABOS Executive Director for 2024-2025. ABOS representatives (Jenn Koetz and Cathy Zimmerman) attended LibLearnX (formerly MidWinter) in Baltimore. While attendance was lower than expected, valuable connections were made with vendors and other organizations. Decision on future participation in LibLearnX will be made at a later date. ABOS plans to attend the ALA conference with a presentation on Outreach. Representing ABOS at the conference will be our Executive Director, President, and Vice-President. Website improvements for consistency and user-friendliness are ongoing. Refer to the website for updated conference information. Addendum signed to secure rooms and down payments due to high conference demand for the 2024 conference site. Hotel Accommodations include 362 rooms available at \$139 per night. Board members will stay Saturday, with attendees staying Monday-Thursday, and limited Sunday options for vendors. Board Members will receive a grant valued at over \$1,000 per library for board members attending the conference. Jenn will share details on the Board Grant information via email. Emergency contact sheet will be implemented for board members. Access control measures for the contact sheet are being determined to ensure confidentiality. Similar system for attendees under consideration. Board one on one meetings are discontinued, but Jenn Koetz remains available for individual consultations.

### **Executive Director's Report:**

Cathy Zimmerman reported a successful webinar collaboration with ARSL for the ALA candidate forum. The recorded session was well-attended and received positive feedback, opening doors for future collaborations. She expressed hopes for similar joint ventures with other organizations. Currently, 18 vendors are confirmed with 25 pending, 6 platinum, 7 gold, 4 premium and 1 affiliate. Space remains, as we have room for approximately 30 vendors in the space provided. A site visit will be scheduled to assess the venue further. Swag exploration is ongoing for the conference and giveaways, with a trial program through 4Imprint to evaluate product quality. Sticky notes and pens have already been secured for PLA. Google Ads Grant, despite its benefits, was deemed cost-prohibitive due to the \$400 minimum subscription fee. The organization will not pursue this option. A partnership with American Library Magazine offers discounted ad placement for ABOS members and vendors. A major promotional event focusing on Social Security Administration is planned for March. AARP and Cathy will collaborate on a Facebook Live event dedicated to outreach initiatives.

**Other Business:**

None

**Adjournment:**

Kassy Trejo motioned to adjourn the meeting. Katie Reineke seconded the motion. None opposed. **Motion carried.** Meeting ended at 5:55 PM (CST)

**Dates to Note:**

- ABOS Board of Directors Meetings, 3rd Monday of Each Month
  - 4 pm (CST) / 3 pm (MST) / 5 pm (EST) / 2 pm (PST)
- ALA LibLearnX, January 19-22, 2024 (Baltimore, MD)
- PLA, April 3-5, 2024 (Columbus, OH)
- ALA Annual, June 27 - July 2, 2024 (San Diego, CA)
- ARSL Annual Conference, September 11 - 14, 2024 (Springfield, MA)
- ABOS Annual Conference, October 14-17, 2024 (Indianapolis, IN)

**Series:**

- February 1-29: Meet the Board / Committees
- March 11: Awards / Program Submissions Open
- April 1- 30: Membership Drive (Renewal/Lapsed Members) ● April 10: April National Outreach Day
- April 22-26: Virtual Bookmobile Parade
- May 6: Conference Registration Opens
- July 1-31: Community Engagement  
(Seniors, Youth, Book Bikes, Pop-Ups, Community Events)
- August 1-31: Membership Drive (New Members)
- October 14-17: 2024 Annual Conference
- October 28 - November 8: ABOS Nominations Open
- November 12-18: Storywalk Week
- November 18-29: ABOS Elections
- December 13: 2025 ABOS Board Announced

**Parking Lot Items / Future Topics:**