



ABOS Board Minutes November 17, 2017

The meeting was called to order by President Ann Plazek .

Present: Ann Plazek, Tina Williams, Brooke Bahnsen, M. Courtney, Marianne Thompson, Kim McNeil-Capers, David Kelsey, Thomas Moore, Michael Swendrowski, and Pattie Johnston

Absent: Susan Parkins, Rose Huling

Secretary's Report for October 2017 was approved. Corrections made to the Special Session minutes to reflect the pre-Board meeting comments.

2017 General Session Minutes are in the Shared folder under 2017 Minutes. Board Members need to review for errors, please check italicized sentences and questions and update Courtney.

Treasurer's Report - Monthly financial report for October 2017 was approved.

- 2016 Federal tax 99 filed.
- David asked if all the Award winners were contacted. Yes.
- Thomas hasn't received the bill for his conference meals.
- Ann suggested that Brooke should contact Amigos to make sure they have sent out bills to all who signed up last minute.
- Most of the conference bills have not come in yet.

Committee Reports:

Advocacy - Kim/Susan (from email)

- Tentative timeline in place for the beginning of the year with these goals: double check that state library lists are current; contact Outreach managers/groups in each state in addition to the state library directors; look up possibility of advertising in library publications; and work with other committees to incorporate an ABOS newsletter.
- Contact everyone who has expressed interest in the Advocacy committee by mid-January and schedule a first phone meeting by early February.

Awards - David

- Has updated procedures. They can be found in the Shared Drive > Committees > Awards folder.

BOIR - Repository/Database – Michael

- Project continuing along. Restarting crowdfunding.
- Fifty-nine libraries have signed up for Beta testing.
- Connecting Rose to Bob about server space for the website.
- Asked Board members to continue to advertise BOIR on Facebook posts.
- Tina asked Michael if he had contacted anyone from the IFLA (International Federation of Library Associations and Institutions). He had not. She will share this information with Michael.

Conference Planning/Long Range planning -- Ann & Tina

- Survey Monkey Post-Conference
 - Ann encouraged everyone to read it. Felt it was a mixed bag of responses.
 - There were issues with the hotel location and food options.
 - Raleigh is still not quite walkable.
- Wrap-up
 - The number of rooms comped at each hotel/conference has varied. Tina joked that she wanted one like Ann's.
 - Staffing at the Registration/Membership table:
 - Ann: appreciated that there were always Board members there.
 - Tina: liked having a Membership table.
 - Pattie: liked that there were a variety of people present; there should be someone at the table if we are selling merchandise.
 - Brooke: thought there should be some periods of limited registration so people didn't miss sessions.
 - Kim: had some people come by during lunch.
 - Overall: better opportunity to connect with people.

Marketing - Ann

- No update

Membership - Courtney/Thomas

- No update from co-chairs.
- Ann sent the membership brochure to Gwendolyn Prellwitz from ALA. Gwendolyn has offered to be our liaison to state libraries. ALA can print our brochures to have at the conference. She also asked Ann what else ALA can do for us.
- Ann let us know there had been 5 new memberships and 1 renewal since the conference.
- Brooke needs to send the free membership information to Amigos. Pattie and Marianne weren't clear whether their intent was for a new membership or could

be applied to a renewal.

Nominations/Past Presidents - Marianne

- Nominations were still in progress at the time of the Board meeting. There were 3 candidates for Vice President/President Elect, 1 for Treasurer, no one for Secretary, 12 for the 2 year Member at Large slot, and 4 for the one year Member at Large position.
- The Secretary position will be offered to one of the persons with the next highest vote for Vice President/President Elect.
- Pre-election email will be sent out before the survey monkey vote to determine who on the listserv are actually members.

Bylaws - Ann

- Has added a draft in the shared drive to pull all P and P and Bylaws into one document.

Technology - Tina

- Rose is uploading conference photos and presentations to the website.
- Rose is working on survey monkey for the election.

Old Business

- Advertising: waiting for financial information post-conference bills; need to decide what the focus of it should be.
- Job descriptions, bylaws and other documents should be tackled in 2018.

New Business

- Brooke brought up the need to hire an accountant beginning in 2018. She has been in contact with one company located in Missouri that already works with Amigos but the ABOS Treasurer would still have to do Illinois paperwork (fee \$450.) She has also been in touch with one in Illinois that would do both Illinois and Federal (fee \$500.) She will write up proposals and we can look at their websites for a December vote.
- Brooke is working on the tax situation in Pennsylvania, Kentucky waived them off.
- Ann is working on a list for future venues including whether they honor tax exemptions from other states.
- We may be able to have tax waived on food and audio-video services. Kentucky did not separate these out.
- Pattie says pursuing this is worth the amount that is taken off of ABOS's cost.

- Brooke will write up a statement/form for conference attendees that need to use their library's credit card at their venue.

Announcements

- Board meetings will be held the 3rd Friday of the month at 2 pm Mountain, 3 pm Central Time, 4 pm Eastern Time
 - Next meeting

Adjournment