

ABOS Board Minutes February 17, 2017

The Meeting was called to order by Ann Plazek at 4:02 p.m. EST.

Present: Ann Plazek, President; Tina Williams, Vice-President, President-Elect; Brooke Bahnsen, Treasurer; M. Courtney, Secretary; Marianne Thompson, Past President; Board Members at Large: Gina Fuller, David Kelsey; Susan Parkins; Michael Swendrowski; Rose Huling, Webmaster; absent: Kim McNeil-Capers and Thomas Moore, Board Members at Large,

Secretary's Report

The minutes of the January 27, 2017 meeting were approved with the addition of the last minute correction appended by Courtney. Tina proposed that the minutes now include the names of the Board members present.

Susan so moved and David seconded. Approved.

Treasurer's Report

Brooke apologized for the smaller amount of information included this month. There was not a lot of January activity.

Pay Pal cost: This is generated by members paying their dues online. The dues are credited as \$49 but Pay Pal receives \$1.48 of the fee.

Bonding Fee for President and Treasurer: Ann & Brooke are investigating this charge.

Illinois Charitable Bureau Fund Annual Filing (\$15.00) and Illinois Secretary of State Filing Fee (\$15.00) are being checked by Brooke.

Travel reimbursements for Board ABOS Conference will be updated by Brooke.

ABOS received \$20 from ALA, Brooke will check if this is a donation.

Brooke moved that the report be approved and Tina seconded. The report was approved.

Committee Reports

Advocacy: Susan and Kim have contacted everyone on the list. There are 14 members including the co-chairs. There was just one invalid message. The co-chairs will set up a 1 hour meeting in the next two-week period.

Awards: David sent out an invitation/Doodle Poll to meet the last week of February. David will post streamlined procedures to the shared drive.

BOIR: Michael updated the Board. There will be meeting the week starting February 19. BOIR has added 3 new members. Ann's project is to work on a letter to send to State Libraries.

Conference Planning/Long Range Planning:

- Ann has sent out a Doodle Poll. Tina will need to be there for 2018.
- Ann has contacted the top contender cities' Convention and Visitors Bureaus about the services we would want.
- She has also put a call in to Reading is Fundamental about how we can work together. RIF is a client of Michael's, he is putting together a vehicle for them.
- Marianne asked how many rooms/nights over we said we had were needed for future planning. She is emailing Megan.
- Ann brought up the fact that we've been having a discussion about diversity and the "bathroom bills" that are cropping up in states beings considered for conferences. Some comments:
 - Marianne said that we have looked at both North Carolina and South Carolina. As we are Outreach Services we are for everyone.
 - Brooke stated that it might be a disservice to the Library employees of those states if we don't come.
 - Tina said that ABOS should talk with John Amundsen about what we should do as we are under the umbrella of Diversity. Tina and Ann will talk with him and others.
 - Ann will talk to ALA about their guidelines.

Marketing: Gina stated that 13 people have responded and that the committee will meet the first Friday of the month. The first meeting will be March 3rd. Her goal is to talk with everyone about their skills and crossover to other committees. Some current ideas: T-shirts, Facebook, and using Constant Contact to send out a monthly newsletter with articles including ABOS history and stories from ABOS members about their experiences.

Membership: Courtney provided a brief update. We are finalizing the committee and preparing to send out a Doodle Poll. We expect some cross pollination with other ABOS committees.

Past Presidents: Marianne has emailed and contacted some of the other past Presidents to see if they would like to join the committee.

Technology:

- Two people have responded to the committee invitation. Tina and Rose will send out a Doodle Poll for a meeting.
- Rose is working through the list of technology tasks with Tina's support.
- Survey Monkey:
 - Rose has sent everyone a link to Survey Monkey.
 - If you are sending out an email to the Listserv please touch base with Rose first.
 - Rose can set up responses to go to the webpage instead of a specific email.
 - Committees should present the surveys we would like to do to the Board first in case the survey can cover more than one committee's needs.
 - In the case of an emergency survey, Board members can send an email out to the Board rather than waiting for our monthly meeting.
 - Rose can send an email to the Listserv with a link to the the poll on either our Facebook page or the website.
 - Gina said that if we have a newsletter we can put in a plug for the poll and report the results as well.
 - Awards will be kept as a Google Doc.

Old Business

Courtney signed and mailed the draft minutes from the January 27th meeting to Linda Elkow. This would allow the change to bank signatures. Ann had not heard back from her as of this date.

New Business

- Approved the \$5500 payment to Amigos for Financial Services per 2016-2017 contract. Ann suggests that we put approval for the next payment (2018) on the December 2017 Board meeting agenda.
- Budget for 2017
 - The Amigos fee has gone up \$50, Brooke will correct this.
 - Constant Contact had been \$35/month in 2016. It would be a cost of \$480/year. We dropped it for 2017 as it was not be used. The Marketing

Committee will be looking into alternatives for the newsletter. Gina will report to us about this next month.

- Site visit fees: Most Board members have been doing this on their own, not putting in for reimbursement. What would this \$250 cover? Pattie's room at Covington was paid for.
 - Brooke will email everyone a list of questions to think about before the next meeting.
 - Brooke would like Committee requests by March 3rd.
 - Printing conference booklets and postcards - is this from the Marketing budget?
- Bonding Fee
This is provided by the Horton Group. Basically it covers dishonesty not liability. In 2016 it only covered Marianne. Ann will speak with John Amundsen about ALA's coverage. A Bonding fee is oriented more to a company than an organization. Marianne spoke with others through ODLOS and no one else had this policy. Tina would like to know what others are doing. The Board agreed that a Bonding fee should cover all 4 of the officers who have bank signatures. Information is in the Drive under Financials/Amigos.
 - Webinar ideas
 - ALA needs a 2 month lead time for a webinar.
 - David and Tina were asked if they could reconsider doing their presentation for ABOS. They answered yes.
 - An ABOS webinar could use the plug that "This is a taste of what you can get at our conference."

Announcements and Adjournment

David and Tina have put in a proposal for a presentation for ARSL. There is a plug for ABOS on their new blog.

The Meeting was adjourned at 5:06 p.m. EST.