

ABOS Board Meeting

January 27, 2017

The Meeting was called to order by Ann Plazek at 4:02 p.m. EST. Board members Ann Plazek, Tina Williams, Brooke Bahnsen, M. Courtney, Kim McNeil-Capers, Gina Fuller, David Kelsey, Thomas Moore, Susan Parkins, and Michael Swendrowski were present. Marianne Thompson was absent. The Board was joined by webmaster, Rose Huling.

December 13, 2016 Minutes

The minutes from December 13, 2016 from December 13, 2016 had one amendment. Under New Business the minutes are corrected to read:

Mid-Winter ALA Reimbursement for the president. Tina moved that we offer the \$700.00 reimbursement that the president is reimbursed for the annual ALA Conference. Tina seconded and the motion was approved by the Board.

David moved and Tina seconded that we approve the corrected minutes. The Board approved.

Treasurer's Report

Ann asked Brooke to explain the process of creating the report. Brook begins the spreadsheet with the yearly budget. Brooke updates the monthly report with the information she receives from Amigos.

Brooke then went over the current report with the comment that it is good for us to have extra funds available as we do not yet know the costs of the 2017 Conference.

There being no questions, Michael motioned that we accept the report. Tina seconded and all agreed.

Welcome to New Board Members

All of the Board members introduced themselves as there are three new members.

Committee Reports

- **BOIR** – Michael gave a quick explanation of BOIR and the work the committee is currently doing. Basically to collect and share data specific to Bookmobiles and Outreach nationwide with an intent to archive and share. Rose offered the committee the possibility of some BOIR specific accounts in the new G-suite. BOIR information can be found in the committees' folder on the shared drive. Information will be available to BOIR committee members and the Board.
- **LRP** – Needs to begin work on the 2018 Conference. Typically, the Board works on this first then pulls in other members.

ABOS has a signed contract for 2017 Conference rooms but not for food. A new Technology quote is in the Conference Planning 2017 folder. All agree that we need better AV and connectivity at the conferences.

LRP will be working on our 2017 budget over the next two months.

At Mid-Winter ALA in Atlanta Ann checked out some potential conference sites. She spoke with staff at the Marriott in Buckhead but there has been no official quote. There is a mall right

across the street and there is a MARTA line from the airport to Buckhead. There would be less support from the Atlanta Visitors' Bureau than the amount that was available to us from the Covington Bureau.

We might want to consider a smaller city.

Tina, David, Marianne, Michael and Courtney have joined this committee.

- **AWARDS** – David asked the Board to let the deadline for applications to remain 6:00 p.m. on July 31st. All agreed. Rose will give David an Awards email account.

OLD BUSINESS

- **Google Drive** – all now have access.

Rose is working on some suggestions to take a feed from the listserv to the ABOS website.

Rose will be adding photos to the Board Member information on the website. Send the photo you want to her.

Board members can forward their abos-outreach email accounts to their work accounts. Just remember to respond on the abos-outreach account.

Ann recommends that everyone read through the shared folders. All Board and Committee meetings minutes and documents will be archived to the Drive.

Rose has downloaded files from past conferences including presentations and programs.

Rose has a folder for website tasks.

Rose has set up the Google platform so that in addition to herself the ABOS President and ABOS Vice President will have the ability to fix password issues.

NEW BUSINESS

- **Committees and Chairs** – not all committees have been very active. Look at the current committees, we may decide to combine or discard some in the future. There is an overlap between Advocacy, Membership and Marketing.

Kim and Ann have talked about ABOS doing some formal programming at other conferences. Ann will follow up with the person she spoke with about PLA.

Ann proposed the following Chair assignments:

Advocacy – Susan with Kim

Awards - David

BOIR – Michael

LRP/CP – Ann

Finance – Brooke

Membership – Courtney with Thomas

Nominations – Marianne

Technology – Tina with Rose

Ad Hoc – Marianne

Susan moved and David seconded that the Chairs be approved. Motion approved.

Ann will send lists of those individuals interested in serving on the committees to the Chairs. Please email these folks before the next Board meeting and determine a frequency of meeting.

Send this information to Ann.

- **Budget drafting** – Brooke will email a draft out to the Board to review before the next meeting.
- **Coordination between Membership and Conference registration** – there has been a gap that may allow individuals to sign up for the conferences when their membership is not current.
No one knows if we had a system of checks and balances in place previously, Ann will check with Pattie and Marianne.

Gina suggested that a membership code could be emailed out to confirm that someone actually is a member.

- **Bank signatures** – Ann, Tina, Brooke and Courtney need to have their signatures on the ABOS accounts (9993 and 9994.)
Susan moved that Ann Plazek, Tina Williams, Brooke Bahnsen, and Marcia Courtney and Tracy Byerly have signature authority over the two ABOS accounts in Commerce Bank with account numbers ending in 9993 and 9994 and that Tracy Byerly have online access to all four accounts and Gina seconded. All approved.
- **Mid-Winter ALA** - David, Kim and Ann gave a brief description of their experiences there.
- **Miscellaneous** – Susan will share some annual Board meeting notes in the Board shared folder.

Agenda, minutes and reports will be emailed the Monday before the next meeting.

Tina moved and David seconded that the Board meeting adjourn at 5:20 EST.