



February 15, 2019 ABOS Board Meeting minutes

Cathy called the meeting to order at 2:05 p.m. Central Time
Cathy will lead the meeting because Susan lost her voice.

In attendance: Susan Parkins, Cathy Zimmerman, Lori Berezovsky, Tina Williams, Kim McNeil-Capers, Wendy Ramsey, Michael Swendrowski, Brock Hutchison, Katrina Ford, and Rose Huling.

Absent: Zach Roberts and David Kelsey

Secretary Minutes

The January 18, 2019 Board Minutes have been distributed to all board members and reviewed. Lori moved that we accept the January Minutes as written. Michael seconded. Motion carried.

President's Report

We discussed the 2019 conference theme. Theme suggestions are “On the Road | Out of the Box” (using the bar to separate the phrases), “It’s not a zoo, it’s outreach” and “Sizzle in Omaha!”. The question of having a place-oriented theme vs. a more universal theme was raised especially as it pertains to branded merchandise and it’s appeal the following year. The board agreed to “On the Road | Out of the Box” as the 2019 theme.

Cathy sat in on the ODLOS Advisory Committee meeting on Wednesday. They discussed ALA Mid-Winter, their organizational effectiveness, and all associated groups gave updates. Their committee minutes are online.

Treasurer's Report

David sent out budget and finance reports early. Wendy said that David had addressed and resolved any issues with the budget. The accountant completed the federal 990-EZ (and supporting documents) and the IL Attorney General Form – David will submit at the end of February

- ABOS cannot receive 2018 ABOS Conference tax funds back due to North Carolina restrictions; accountant verified by contacting North Carolina
- Finance Committee will investigate tax-exempt status for 2019 ABOS Conference in Nebraska
- Finance Committee will discuss, review, and approve financial procedures that Brooke and David drafted last year
- Finalized and approved ABOS budget at committee level; waiting for Board approval

Wendy moved that the budget be approved; Lori seconded. Motion carried.

Committees

Advocacy: Kim reported that the committee came up with three “Because” statements. They have some ideas for National Bookmobile Day. The committee is looking for an assignment to work on. Brock suggested having a page of all the different things libraries do for National Bookmobile Day for staff, the public, and more. We would put this on our webpage. Tina suggested “How Are You Outreaching?” which would encompass how we do all kinds of outreach, and National Bookmobile Day could be a part of that.

Awards: Cathy reported that she and Brock met to bring Cathy up to speed for chairing the committee. The committee met for the first time. They looked at the timeline and discussed suggestions for the applications for 2019. The committee feels there is a need for a few minor changes to give the committee more insight into the applicants. The committee is looking to add people. They will meet in March.

BOIR: Michael reported that Zach will be the new chair of the BOIR fundraising subcommittee. They had a setback with the Beta launch in that the website wouldn’t render. It should be cleared up in a few days.

Bylaws: Tina reported that the bylaws have been discussed for the last two years; the committee has lots of ideas and it’s easy to get caught up in the details. They will start by tackling the big issues, and once that’s done will go back and look at language to smooth it out. Susan agreed that it was a good idea to break it up to make it more manageable. Tina, Susan, and Cathy will bring it to the board when they have updates made.

Conference: Susan reported that the committee met and things are moving ahead. Now that we have a theme, that will help. Susan reported that the 2019 conference planning has been broken up into subcommittees. A Doodle poll will go out soon for the next meeting. Speakers and VIPs can be booked for future conferences once we have the venue booked.

Long-range Planning: We have not had a formal meeting yet but Susan will be putting out a doodle poll soon. Susan had Shonna, our contact from Experient put together some sites that meet the criteria that this committee came up with last year. The goal is to have our 2021 and 2022 site set up this year. By doing this we are able to meet the needs of the membership and those who have to budget well in advance for the next conference. It also allows us to actually start planning these conferences in advance. Keynote speakers, authors and VIP’s book well in advance. We can start working on setting these up once we have the site and dates in place.

Marketing: Lori reported that the January issue of the newsletter is still in progress. It was a perfect storm of new work schedules, the holidays, and more. However, it has been a good learning experience and the committee is already thinking ahead to the next issue and how to resolve things. The committee has come up with a document for Newsletter Guidelines so we are all on the same page, and so future newsletter committees will have a good start. The committee is continuing to look at merchandise options.

Membership: Katrina reported that things are going well, but slowly. The committee will meet the last week in February and will connect with Spectrum Scholars to increase conference attendance. Spectrum Scholars are new librarians; those interested in outreach are referred to us to learn more about our association and the outreach field.

Technology: Brock reported that they've had a busy month. He sent out training videos to the board. The committee had their first meeting where they discussed social media and created a policy for it. Brock will send the policy to the board to vote on at the March meeting. They also worked on procedures, the website banners, and more.

Old Business

Cathy went over the Board's communication tools. Some things to remember:

- check your ABOS email daily
- use SurveyMonkey to send out a survey. For SurveyMonkey help see Rose or the Technology folder in the shared Drive.
- Committee Chairs should add their committee meetings to the Google calendar to avoid double bookings.
- Board members can schedule Uberconference meetings, but non-board members can only call in.

Upcoming 2019 Conferences

- National Bookmobile Day is April 10th.
- ALA Annual Conference is June 20-25 in Washington, DC. Tina and Cathy are registered to present a poster session and a presentation. No word on whether or not there will be a bookmobile parade.
- ARSL Annual Conference is September 4-7 in Burlington, VT. Susan and Rose will represent ABOS
- ABOS Annual Conference is October 23-25 in Omaha, NE.
- PLA Conference is biannual; It's scheduled for February 25-29, 2020 in Nashville, TN.

Concerning the ABOS conference, Wendy asked when board members should arrive at the conference site. The answer: Arrive Tuesday and leave Saturday.

Katrina asked if there is a document on what the expectations are for board members during our conference. Susan directed the board to look at last year's document that she'll update for this year as details unfold.

Tina mentioned the IFLA (International Federation of Library Associations and Institutions) conference will be held in Athens, Greece, August 24-30, 2019. They are offering new grants for people to attend. They are looking for more public library involvement. See <https://ifla.org> for more information.

New Business

Cathy will be gone from February 21- March 3. She will check her email and respond based on her connectivity.

Cathy motioned to adjourn the meeting at 3:14 p.m. Lori seconded. Motion carried.