

## **Association of Bookmobile and Outreach Services**

### **Regular Meeting of the Board**

**Friday, March 17, 2023**

**2:00 pm CST / 1:00 pm MST / 3:00 pm EST / 12:00 pm PST**

Recorded by Stephanie Mayeux, ABOS Secretary

Edited by Stephanie Mayeux, ABOS Secretary, on 5/31/23 to reflect excused absences



#### **In attendance:**

Brooke Bahnsen, Past Treasurer  
Karen Bradley, Treasurer (left after New Business)  
Jenn Koetz, Vice President  
Stephanie Mayeux, Secretary  
Brittany Peacock, President  
Cathy Zimmerman, Executive Director

Danielle Carlton  
Hollis Cobb  
Kim Jones (left after Executive Director's Report)  
Wayne Keith  
Cristina Reyes

Those absent: Lori Berezovsky (excused), Kassy Trejo (excused)

#### **Call to order**

- Meeting called to order by Peacock at 2:04 pm CST.
- Motion by Keith to approve minutes of the ABOS Regular Meeting of the Board on Friday, February 17, 2023 . Seconded by Koetz. Motion carries.

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

- Given by Peacock.
- The April 2023 regular board meeting has been rescheduled for Friday, April 14, 2023 2:00 pm CST / 1:00 pm MST / 3:00 pm EST / 12:00 pm PST.

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

- Given by Zimmerman.

#### **New Business**

- Given by Peacock.
- Committee Updates
  - BOIR Committee Report given by Reyes.
  - Communications Committee Report given by Carlton.
  - Conference Planning Committee Report given by Peacock.
  - Continuing Education Committee Report given by Koetz.
  - Finance Committee Report given by Bradley.

- Long Range Planning Committee Report given by Zimmerman.
- Membership Committee Report given by Cobb.
- Technology Committee Report given by Keith.

**Unfinished Business**

- Given by Peacock.

Motion to adjourn by Keith. Seconded by Carlton. Meeting adjourned at 4:05 pm CST.

Included as an addendum to the minutes: Meeting agenda, Awards Committee Report, Communications Committee Report, Technology Committee Report

**ABOS Board Meeting**

**Meeting Agenda**



March 17, 2023, 2:00 CST / 1:00 MST / 3:00 EST / 12:00 PST

Brittany Peacock, President Stephanie Mayeux, Secretary
Lori Berezovsky, Past President Brooke Bahnsen, Past Treasurer
Jenn Koetz, Vice President Cathy Zimmerman, Executive Director
Karen Bradley, Treasurer Hollis Cobb, Board Member at Large
Danielle Carlton, Board Member at Large Kassy Trejo, Board Member at Large
Wayne Keith, Board Member at Large Cristina Reyes, Board Member at Large
Kim Jones, Board Member at Large

- Call to order
  - Roll Call
  - Approval of minutes from the previous meeting
  - Additions/corrections to agenda
  
- President's Report
  - ALA Annual
  - April Executive Committee Meeting & Board Meeting reminder
  - Hershey Visit April 19-21
  - ABOS Historian
    - Susan Parkins!

- Tiffany D. Jackson Update!
  - Contract signed
  - Purchase books through 4 titles selected
- Website
  - Newsletter Signup
- Exec Director report
  - ALA/ODLOS
    - National Outreach Day
      - 3-4 people for a panel discussion/webinar (topics TBD)
      - Asking for Board Members to present
      - Outreach Stories
    - EDI Meeting
      - Possibility of CC for programs and sessions
      - Use of a signer?
  - Strategic Plan
    - Membership form addition
  - BOIR
    - ALA Poster session
  - Vendor Updates
- New Business
  - Conference
    - Registration
      - Info for page development to Amigos (Attendee/Vendor)
      - Could we add a line for: Do you have a bookmobile/bookbike?
      - 3rd party billing release form
    - Tentative Keynote Speaker
    - Tentative Schedule
    - Call for presenters
    - Virtual Vendor Booths
    - Menu Recommendations- Brittany & Cathy
    - AV Contract - Cathy
    - Group Registration Rate - Cathy & Brittany
  - Google Calendar Update - Opt In
  - Constant Contact Board Updates- Lori
  - Committee Updates
    - Awards
    - BOIR
    - Communications
    - Conference Planning
    - Continuing Education
    - Finance
    - Long Range Planning

- Membership
    - Technology
  - Flickr account - Now free
  - Later.com has been canceled
  - LinkedIn account
  - Website updates (Brittany & Jenn)
  - Annual Conference
    - Overview for Board Members
    - What to expect when traveling for conference, etc
- Old Business
  - Check emails daily
  - CC'ing on emails (Jenn)
    - Committee emails - Exec. Dir., Past President, President, Vice President
    - Constant Contacts - Board
    - When in doubt
  - Monthly Celebrations
    - January - Meet Your 2023 Board
      - Kudos to Stephanie and Danielle and all board members for submitting content
    - February 13-18 - LFL Week (Huge Success!)
    - March 6-12 - National Consumer Protection Week
      - Mar 7 3pm CST AARP Webinar - Cathy to Moderate
    - April 23-29 - Virtual Bookmobile Parade
    - May 14-20 - Youth Services Week
    - June 11-17 - Membership Week
    - July 16-22 - Senior Services Week
    - August 6-12 - Book Bike Week
    - September 17-23 - Student Week
    - October 9-11 - CONFERENCE
    - November 12-18 - StoryWalk Week
- Next Board meeting
  - Friday, April 14th same time same place
    - Executive Committee meeting - combined with Board Meeting ●

Motion to end the meeting



## **Awards Committee Report**

**March 8, 2023**

Prepared by: Kassy Trejo, Awards Committee Chair

Attended by: Lynn Pawloski, Lisa Mosley, Megan Lowery, Amy Will, Kim Jones, and Kassy Trejo

1. Introducing ourselves.
2. Kim explained the timeline we have set up for the next couple of months.
3. Talked about the new award and worked on the wording.
  - a. MMI Award (Me, Myself, and I)

An individual in an outreach team of one, who has ambition, confidence, dependability, determination, eagerness, and a vision to expand Outreach and/or Bookmobile for the betterment of their Community.  
Available to all library staff/job classifications.
4. Kassy brought up the request for a new frame or portfolio for the awards when they are presented.
  - a. Kim suggested something like when you receive your diploma.
5. Kassy brought up requesting [new graphics](#) from Danielle for each award. Showed what Danielle has made so far.
  - a. Amy or Lisa suggested that we should try to promote the winners on ALA or Library Journal, as a way to get more notice for ABOS and awards that are available for people.
  - b. Kassy mentioned that she would request after the conference to promote the winners on social media.
6. Kim and Kassy informed the team about what needs to happen, soon. Posting the awards, sending out the emails to ALA accredited schools.

**Next meeting: April 5, 2023 @ 2:30 Est time**

**Communications Committee Report**

**March 17, 2023**

Prepared by Danielle Carlton & Stephanie Mayeux



### **March 2023 Communications Committee Meeting**

We had eight members participate in this month's meeting. Main items for discussion included preparation for 2023 Virtual Bookmobile Parade, graphics request for ALA store, and brainstorming for conference merch and ribbons.

### **Social Media Team**

We rolled out the following social media campaigns:

- Feb- Little Free Library Week
- Mar- Vendor promotions, conference teasers, National Consumer Protection Week ●
- Most popular post on both social media platforms was the TechOps vendor spotlight. ●
- As of March 26, 2023 we have received twenty-six Virtual Bookmobile Parade Submissions

### **Newsletter Team**

- We have received almost all of our newsletter submissions and are working on the first drafts.
- We are still missing just one report, which we might replace with a different article if necessary.

### **Scheduled for March & April**

- Call for submissions- Virtual Bookmobile Parade, Youth Services Week
- Publish April 2023 newsletter
- Social media campaigns- Virtual Bookmobile Parade, Membership Moments, conference teasers
- Next committee meeting is scheduled for Friday, April 14, 2023

### **Technology Committee Report**

**Mar 10, 2023**

Prepared by: Kassy Trejo, Awards Committee Chair



Attended by: Wayne K., Kassy T., Cathy Z., Brooke B., Carl C., Chris E., Karen S.

1. Introduction of everyone
  - a. Brooke - Illinois
  - b. Carl - Illinois
  - c. Chris - Washington
  - d. Karen - Texas
2. Talked about WHOVA, Website, Conference
  - a. Responsibilities
  - b. Expectations
  - c. Check other websites to get a reference for changes to ABOS
3. Carl C, Chris E, will be going to the conference. Chris will try to do a presentation.

**Next meeting: April 14, 2023 @ 1 pm**