



## ABOS Board of Directors Meeting

January 15, 2024

Recorded by Kassy Trejo, ABOS Secretary

Meeting called to order at 4:01 pm (CST) by ABOS President, Jenn Koetz

### **Roll Call:**

**Present:** Jenn Koetz, President; Sam Woolhiser, Vice-President; Karen Bradley, Treasurer; Kassy Trejo, Secretary; Kim Jones, Board Member; Wayne Keith, Board Member; Audra Green, Board Member; Stephanie Mayeux, Board Member; Katie Reineke, Board Member; Danny Rice, Board Member; Brooke Bahnsen, Ex-Officio; Cathy Zimmerman, Executive Director.

**Absent:** Brittany Peacock, Past President (excused)

### **Welcome and Introductions:**

Each member briefly introduced themselves.

### **Approve/Modify Agenda and Minutes:**

Kim Jones motioned to approve the December minutes. Danny Rice seconded the motion. None opposed. **Motion carried.**

### **Communications/Correspondence:**

Jenn Koetz shared that Brittany Peacock has made the decision to step down from the Past President position. The decision has been accepted, and Jenn Koetz explained that by the nature of the position that the vacancy will not be filled.

### **Discussion and Possible Action Regarding ABOS Board of Directors Expectations:**

Jenn Koetz reviewed the 2024 ABOS Board of Directors Expectations document with the committee.

### **Discussion and Possible Action Regarding Board of Directors Meetings:**

Jenn Koetz shared that ABOS Board of Directors Meetings will take place, 3rd Monday of each Month 4 pm (CST) / 3 pm (MST) / 5 pm (EST) / 2 pm (PST). Meetings will be formal but with a relaxed atmosphere. The agenda will be sent out a week in advance, and all members are expected to review it. Attendance is mandatory, with exceptions for excused absences. Minutes will be taken and sent out a week after each meeting. Be prepared by reading over the agenda, and be ready to participate. All meetings are recorded, and members can request training on how to use the recording system.

### **Discussion and Possible Action Regarding Technology Equipment for Executive Director:**

Cathy Zimmerman shared information about the purchase of a cell phone and laptop. She recommended that it be made, with the equipment to be owned by the organization for use by the Executive Director for their work done in their role for the organization. Discussion took place for a phone plan to be set up through Verizon, and a laptop to be purchased from Best Buy.

Katie Reineke motioned to allow the Executive director to set up autopay for a Verizon line for a mobile phone with the 3 year contract to up to \$100 a month for use of an ABOS phone for business purposes. Stephanie Mayeux seconds the motion, none opposed. **Motion carried.**

Karen Bradley will look into getting tax exempt for Iowa, for the future.

Stephanie Mayeux brought up that we need to keep in mind that we might need to replace the laptop a lot sooner than if it were a desktop. But a laptop would be easier to travel with and would be able to utilize it for ABOS work. Katie Reineke brought up that for trade in, is there a specific time that they do it. Will it be their timeline or will it be our timeline? Example: every 3 years? Cathy mentioned that it should be done every 3 to 4 years, and it would be something that we need to keep track of.

Karen Bradley motioned to allow the Executive Director to move forward with the purchase of the laptop from Best Buy up to the amount of \$1,000.00. Motion seconded by Katie Reineke. None opposed. **Motion carried.**

### **Discussion and Possible Action Regarding ARSL Collaboration:**

Cathy Zimmerman shared that ARSL has approached ABOS about an opportunity to collaborate to host a joint forum for the ALA Presidential Candidates. Cathy shared that ABOS had previously agreed to allow one of the candidates, Sam Helmick, a member of ABOS; who is currently on the Executive Board of ALA, to post about their campaign in the Listserv. It was agreed upon to participate in the forum, and recommend to the full Board that we move forward with this.

Sam Woolhiser motioned to allow the Executive Director to set up the collaboration with ARSL to host a joint forum for the ALA Presidential Candidate. Stephanie Mayeux second the motion. None opposed. **Motion carried.**

### **Discussion and Approval of Organizational Business:**

#### *Financial Update :*

Karen Bradley gave an overview of the 2024 Budget, and shared that if committees need to purchase anything throughout the year that they are to contact her first to verify funds. She also explained that all expenditures need Board approval. United States Liability insurance needs a review, needs to be signed by the President and sent back to them. Information about the Reno

2028 Master Account paperwork was shared. December and Year-End Financials have been requested from Amigos.

*Membership Update:*

Kim Jones shared that we currently have 882 active members, renewal 700, lapse 694. Work is being done on ways to boost it up.

*Series:*

Jenn Koetz shared that Series will be the term used for our celebration events throughout the year as opposed to Celebration Weeks.

**Committee Reports:** Jenn Koetz shared the process of committee reports for Board meetings. Committee duties were shared out:

- Bylaws - Chair, Jenn Koetz
- Awards - Chair, Kim Jones; Co-Chair, Audra Green
- Communications - Chair, Kassy Trejo; Co-Chair, Katie Reineke
- Conference Planning - Chair, Jenn Koetz; Co-Chair, Sam Woolhiser
- Continuing Education - Co-Chairs, Katie Reineke & Emily Brady
- Finance Committee - Chair, Karen Bradley
- Long Range Planning - Chair, Cathy Zimmerman
- Membership - Chair, Kim Jones; Stephanie Mayeux, Co-Chair
- Nominations - This will be shared out at a later meeting.
- Technology - Chair, Wayne Keith; Co-Chair, Danny Rice
- Vendor Coordination - Cathy Zimmerman

Committees may meet this month, while others will not be meeting until February. Meetings should occur every month for most committees, while others may not meet every month depending on their committee work. Committee members do not need to be active members, but they do need to be involved as much as possible in the committee by attending meetings, and being engaged in the committee work.

**President's Report:** Jenn Koetz gave background information on the Executive Director contract for 2023, which was set for one year back in 2022. The review process for the position was also put into place back in 2022, and took place on December 21, 2023. The Executive Director Contract for 2024 is almost finalized, and will be a 2 year time frame contract. Jenn Koetz shared information on how to reach her, by email, and by a call/text if needed. If you don't get a reply, when you thought you should, just ask again. ALL ABOS business is to be done with ABOS accounts.

**Executive Director's Report:** Cathy Zimmerman signed a dual contract for 2028 and 2032 for the Peppermill Casino Resort in Reno, Nevada. Negotiations for our 2025 contract are taking place, it was done back in 2019, but changes need to be made based on our growth. For 2024 we have gotten an updated estimate on the AV contract from Markey's, and they dropped the price another \$10,000, to a contract price of \$50,161.35. We will hold off on making a motion

until February. We have a new partner, the Social Security Administration. Conference vendors are currently at 5 platinum members, 4 gold members, and 1 premium member.

**Other Business:**

Jenn Koetz shared that all Board Members are asked to travel to the conference on Saturday, October 12, and travel back home after the conference on Friday, October 18. ABOS will reimburse a portion of Board Members travel expenses, to be verified by Karen Bradley. Conference theme is set and will be shared soon. Parking Lot items are for things we won't have time to cover and either need to have a different meeting for it or cover it at the next meeting. Parking lot is located at the bottom of the list.

**Adjournment:**

Kassy Trejo motioned to adjourn the meeting. Audra Green seconded. None opposed. **Motion carried.** Meeting ended at 5:52 pm (CST).

***Dates/Series to Note:***

- ABOS Executive Committee Meetings, 1st Tuesday of Each Month
  - 4 pm (CST) / 3 pm (MST) / 5 pm (EST) / 2 pm (PST)
- ABOS Board of Directors Meetings, 3rd Monday of Each Month
  - 4 pm (CST) / 3 pm (MST) / 5 pm (EST) / 2 pm (PST)
- ALA LibLearnX, January 19-22, 2024 (Baltimore, MD)
- PLA, April 3-5, 2024 (Columbus, OH)
- ALA Annual, June 27 - July 2, 2024 (San Diego, CA)
- ABOS Annual Conference, October 14-17, 2024 (Indianapolis, IN)

***Parking Lot Items / Future Topics:***