

**Association of Bookmobile and Outreach Services**  
**Regular Meeting of the Board**  
**Friday, May 19, 2023**  
**2:00 pm CST / 1:00 pm MST / 3:00 pm EST / 12:00 pm PST**  
Recorded by Stephanie Mayeux, ABOS Secretary



**In attendance:**

Lori Berezovsky, Past President (left after Executive Director's Report)  
Karen Bradley, Treasurer  
Jenn Koetz, Vice President  
Stephanie Mayeux, Secretary  
Brittany Peacock, President  
Cathy Zimmerman, Executive Director

Danielle Carlton  
Kim Jones (left after New Business)  
Wayne Keith  
Kassy Trejo

Those absent: Brooke Bahnsen (Excused), Cristina Reyes

**Call to order**

- Meeting called to order by Peacock at 2:02 pm CST.
- Motion by Berezovsky to approve minutes of the ABOS Combined Executive Committee Meeting and Regular Meeting of the Board on Friday, April 14, 2023. Seconded by Trejo. Motion carries.

**President's Report**

- Given by Peacock.
- Motion by Keith to approve spending up to \$200 for board transportation from the Harrisburg, PA airport to Hershey Lodge. Seconded by Jones. Motion carries.

**Executive Director's Report**

- Given by Zimmerman.

**New Business**

- Given by Peacock.
- Author 2024
  - Financial Commitment
  - Motion by Koetz to approve spending up to \$5,000 as a deposit for the 2024 ABOS Conference keynote speaker. Seconded by Keith. Motion carries.
- Committee Reports
  - Awards Committee Report given by Trejo.
  - BOIR Committee Report given by Zimmerman.
  - Communications Committee Report given by Carlton.

- Membership Committee Report given by Jones.
- Conference Planning Committee Report given by Peacock.
- Continuing Education Committee Report given by Koetz.
- Finance Committee Report given by Bradley.
- Technology Committee Report given by Keith.

**Unfinished Business**

- Given by Peacock.

Motion to adjourn by Koetz. Seconded by Trejo. Meeting adjourned at 3:56 pm CST.

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

**ABOS Board Meeting  
Meeting Agenda**



May 19, 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	Danielle Carlton
Kim Jones	Wayne Keith
Kassy Trejo	Cristina Reyes

- Call to order
  - Roll Call
  - Approval of minutes from the previous meeting
  - Additions/corrections to agenda
  
- President's Report
  - Hershey Visit Updates
    - Hershey Lodge Offerings
    - Spaces Added for our use Sunday night and throughout the conference
    - Transportation for Board
    - Marketing
  - ALA Conference
    - 2 hour session!
  - Board Member Resignation
    - Conference Registration Update
    - Plan for replacement
      - In place by June meeting
    - Replacing the Chair from within
  
- Exec Director report
  - Schwab Donation
  - ARSL conference
  - BOIR
  - PLA committee
  - Amigos Conference
  - PA Tax Exempt
  - Amigos

- New Business
  - Conference
    - Presentations Update (Karen)
    - Registration (Jenn)
    - Conference Swag Narrowed down by Comms Team
    - Vendor update(Cathy)
    - Board Arrivals and Departures Spreadsheet
  - June Membership Drive
    - Membership Celebration in July
    - Campaign
  - John Phillip Award
  - DEI Committee
  - Executive Director Travel (Jenn)
    - Plane vs. rental vehicle
  - Credit Card(s) (Jenn)
  - Facebook (Jenn)
    - Page vs. Group
  - Author 2024 (Jenn)
    - Financial Commitment
  
- Committee Reports
  - Awards
  - BOIR
  - Communications
  - Conference Planning
  - Continuing Education
  - Finance
  - Membership
  - Technology
  
- Old Business
  - Check emails daily
  - Let your team know when we can help
  - Monthly Celebrations
    - 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 Executive Committee meeting

- Friday, June 16th same time same place
- Motion to end the meeting

## **Awards Committee Report**

May 3, 2023

Prepared by: Kim Jones, Awards Committee Co-Chair



Attended by: Lynn Pawloski, Megan Lowery, Meredith Wulff and Karen Horner

Absent were: Laura Antolin, Kassy Trejo, Lisa Mosley, Amytha Willard, Karen Horner

1. Kim went over the time frame to get information out to the ALA Accredited Graduate Schools for the awards for the second round to be mailed out
2. Kim asked if the ones present at the meeting were able to send the letters out again, and Kim will inquire with the ones absent if they are able to do a second round of letters?
3. We went over the date that the second round of letters should be sent by to reach current students. All should be sent by May 24, 2023
4. Kim explained that when you get your list of the schools to send out to, it will be slightly different as Kim and Lisa did not get a list of schools last time.
5. Kim said there would be no monthly meeting in October because it is conference month but asked the ladies to think if they would want to do a meet in person for the ones who are at conference and or a virtual meet and greet.
6. The June meeting we will talk about the final round of letters to go out to reach summer students, the awards procedures and notifying applicants or persons making a nomination that their information has been received.
7. **Next meeting: June 14, 2023 @ 1:30 Central time.**

## **Communications Committee Report May 12, 2023**

Prepared by Danielle Carlton & Stephanie Mayeux



### **May 2023 Communications Committee Meeting**

We had 6 members participate in this month's meeting. Main items for discussion included ALA Graphics Store update and conference merch.

### **Social Media Team**

We rolled out the following social media campaigns:

- Apr- Virtual Bookmobile Parade
- May- Youth Services Week
- Most popular post on Instagram was East Baton Rouge Parish Library's submission for the 2023 Virtual Bookmobile Parade (55 likes!) and the most popular post on Facebook was the first 2023 Virtual Bookmobile Parade post (76 interactions!).

### **Newsletter Team**

- Apr- Published April 2023 edition of *Out & About*, opened submissions for Youth Services Week
- May- Opened submissions for July 2023 *Out & About*, posted April 2023 *Out & About*, and opened submissions for Membership Moments and Senior Services Week

### **Scheduled for May & June**

- New graphics were submitted to Rachel Johnson with ALA Graphics Store. New merchandise is currently live!
- Social media team will celebrate Membership Week in June and begin scheduling Senior Services Week posts for July
- Newsletter team will open submissions for Book Bike Week and start organizing articles for July 2023 *Out & About*
- Next committee meeting is scheduled for Friday, June 9, 2023

## **Financial Committee Report**

May 2023

Prepared by Karen Bradley



### **Income:**

Conference Income

Book orders: \$24

Sponsors: \$8,939

Merchandise - \$203.41 YTD

Membership Fees - \$3,194 (\$9,407 YTD)

Interest - \$3.92 (\$7.67 YTD)

Grant - \$100 donation made to fund two retiree memberships

### **Expenses:**

Executive Director flight to Hershey for Conference

Monthly Zoom fee - \$40.00

Go Daddy web address - \$30.16

Credit Card fee - 101.53

ACH fee - \$4.41

My HR payroll

### **Notes:**

Worked with Brooke and Amigos to change some line item numbers

Bob Rehayem emailed draft of Form 990 - 2022 to Treasurer; upon confirmation, he will mail the hard copy for Treasurer and President signatures



## **Technology Committee Report**

May 12, 2023

Prepared by: Kassy Trejo, Awards Committee Chair



Attended By: Wayne K., Kassy T. Karen S.

1. Kassy shared with the group, the page she is working on for the Awards winners.
  - a. Karen made a comment about the images being too close together and blending in, there should be a small gap between them.
2. Wayne shared some of his idea about adding images to the page.
  - a. He shared 3 links and discussed why he liked them and what we hope to achieve.
  - b. Karen showed her own Library page, what she likes and what could use some improvement.
3. Kassy informed everyone that there would be a meeting soon with the President to talk about their ideas about changes.
  - a. After the meeting, both Kassy and Wayne hope to have more time to change things for the website.

**Next meeting: June 9, 2023**