

ABOS Board Meeting Minutes

Conference Call

September 28, 2009

12:00 pm Central Time

Present

Jody Olivieri, President

Karri Marshall, Treasurer

Kathleen Butzen, Secretary

Edith Isele, Past Treasurer

Margie Brumm, Board Member 2009-2010

Pattie Johnston, Board Member 2009-2010

Brad Thomas, Board Member 2009-2010

Martha Buckner, Board Member 2008-2009

Mary Anne Marjamaa, Board Member 2008-2009

Tena Wilson, Board Member 2008-2009

Absent:

Kathy Totten, Vice President/President Elect

Theresa Gemmer, Past President & 2009 Conference Committee Chair

Call to Order and Welcome

- Jody Olivieri called the meeting to order.

Approval of Minutes

- Edith Isele made a motion to approve minutes. Pattie Johnston, second the motion. Motion Approved

Treasurer's Report

- Karri Marshall is going to transfer approximately \$3000 from the money market account to the checking account when the paper work arrives from Edward Jones. She has bills from Smith System for \$655 and Jump Line for \$322 for list-serv and website. The Smith System's bill is an estimate of their cost for program materials they will be giving to participants of their program, "*Keepin' it between the ditches.*" The estimate is for 50 participants and the bill is due upon receipt. Jody Olivieri wondered if this was normal practice, to pre-pay for programs, especially since Theresa Gemmer indicated to her that the sessions are not full. Martha Buckner indicated that "upon receipt" usually means 30 days. Karri Marshall said she would contact Smith System's to verify payment instructions. Also paid was an \$1800 Jan-Way bill.
- Edith Isele inquired about the amount of money in the money market account. Karri Marshall indicated that there is approximately \$37,000 but that she has asked Edward Jones to move some of that money into to the CD ladder, discussed at our last Board meeting, leaving approximately \$10,000 in the account. Karri Marshall reminded the Board that we need to maintain a \$2,500 balance in the Edward Jones account.
- Jody Olivieri said bonding has been approved and there will be \$258 bill from the insurance underwriter. She asked for any comments from the group about the contract from Barnes & Thornburg, our lawyers. Brad Thomas and Pattie Johnston voiced their concern about the wide range in the hourly rate charged by Barnes and Thornburg. Jody Olivieri indicated that this is because of the degrees of difficulty in what our lawyer may do for us. Jody Olivieri and Karri Marshall are still working toward filing the Articles of Incorporation with the States Attorney Office. Jody Olivieri called for a roll call vote on accepting the contract as written.

Roll Call Vote -

Jody Olivieri - **Yes**

Karri Marshall - **Yes**

Kathleen Butzen – **Abstain, did not receive contract in time for vote.**

Edith Isele - **Yes**

Margie Brumm - **Yes**

Pattie Johnston - **Yes**

Brad Thomas- **Yes**

Martha Buckner - **Yes**

Mary Anne Marjamaa - **Yes**

Tena Wilson - **Absent at time of vote**

Kathy Totten – **Absent**

Theresa Gemmer – **Absent**

8 yes, three absent and 1 abstain.

Contract Approved.

- Jody Olivieri stressed to the Board that while working on the Bonding and the Articles of Incorporation for ABOS, she has been asked repeatedly about how checks are signed and dispersed by our organization. One party checks, which is currently our organization’s method, is not considered to be the best way to do business. We are encouraged to change to multiple signatures on checks to ensure proper oversight with checks and balances. Karri Marshall said adding multiple signers would add work for the Board members, but she agrees it needs to be done. Discussion ensued to change the By-Laws to read, “All checks on the ABOS fund shall be signed by any two of the following officers; President, Vice President/President Elect or Treasurer. Mary Anne Marjamaa questioned how this can be done with the use of debit cards? Karri Marshall indicated that having the debit card allows authorized debit card holders the flexibility to do business in a timely fashion. Karri Marshall suggested sharing the pin number with the President and Vice President/President Elect, for our accounts for online access. Mary Anne Marjamaa suggested putting a limit on the amount of money that can be used with a debit card. Jody Olivieri asked how many debit cards there are. Karri Marshall said six, three for current Board members and three cards for old Board members. Jody Olivieri said to have the Bank of America delete the old numbers. Jody Olivieri asked Karri Marshall to have ready at the next Board meeting, signature cards from the bank for new and old members to sign off on.
- Jody Olivieri reminded the Board that with the Articles of Incorporation in place, this will require more reporting from the Board.

Committee Reports-

Marketing, Membership & Long Range Planning Committees

- Jody Olivieri wanted to know if the Board thought the Marketing and the Membership committee reports should be included in the conference packets. The consensus was no. Jody Olivieri reminded Karri Marshall that a Treasurer’s report would need to be ready for the conference. Mary Anne Marjamaa and Edith Isele said they would prepare a Long Range Planning report to be read aloud to the members at the conference. Jody Olivieri asked that information about the LEUs be included in this report, as this would give the Long Range Planning committee a chance to explain how LEUs work and answer any questions the general membership may have about the LEUs.

By-Laws Committee

- Martha Buckner found a conflict with the revised By-Laws between two articles. The sections pertaining to Article 5/section 2 and Article 8/section 4 are in direct conflict with each other in

regards to the 30 day wording with the elections. Discussion ensued by Board, and the consensus is to delete the 30 day reference.

- Mary Anne Marjamaa asked about removing the reference in the Advocacy Committee section of the By-Laws about the continued publication of *The Journal of the Association of Bookmobile and Outreach Services*. Since we do not own this journal, the consensus is to remove it from the By-Laws. The Board noted that publication of a similar journal may be a goal for the Advocacy Committee to pursue in the future.
- Martha Buckner found another conflict in the revised By-Laws pertaining to the Association Budget section on page 10. She suggested to delete ...approved, at least 30 days prior to the first meeting of the Board of Directors. Board consensus is to delete this wording.
- Martha Buckner found some grammar and other minor wording problems and will rewrite the By-Laws to reflect changes discussed today and will have the By-Laws ready for the general membership vote at the conference.
- In addition to a vote on By-Laws, Jody Olivieri said the Board will need to be prepared to present a membership fee structure to the general membership. Margie Brumm suggested we do something similar to what our sister organization, ARSL, charges; Students at \$9, Library Staff at \$39, Organizations at \$150 and Corporations at \$200. Edith Isele said Corporations should have a link on our website and wanted to know, in addition to voting privileges, what else would organizations and corporations get with membership, and how many votes would each be entitled to? Jody Olivieri noted, that Rose Huling, our webmaster, has added conference sponsor's links on our webpage. Mary Anne Marjamaa said this should be something the Membership Committee could research, which will be needed by November to have ready for a membership vote. Brad Thomas and Margie Brumm volunteered to work with Jody Olivieri to research and come up with a membership structure.

Conference Committees

- Tena Wilson arrived to the meeting with a 2011 Conference update. Tena Wilson said, she does not have anything in writing, but she wanted the Board to know that she has received verbal confirmation from the Hyatt in Cleveland, Ohio that they will be able to accommodate our conference, including parking for our vehicles either across the street on the Mall or down the block. The street would be blocked off and will fit 10-12 vehicles. Jody Olivieri reminded Tena Wilson that ALA gives us the opportunity to review the hotel conference contract before submitting it to BCR for approval.
- Tena Wilson announced she just found out that she is unable to attend the conference in Everett but will make sure someone else is prepared and ready to make the presentation for the Bernard Vavrek Scholarship Award.
- Jody Olivieri shared the following information on what the 2010 Joint Conference Committee agreed upon. Jody Olivieri acknowledged that this structure will be more complicated, but to help, BCR will have a button on the registration form so registrants can indicate which organization they are part of. Jody Olivieri called for a roll call vote from the Board asking if we are in agreement to the following-
 - Attendee fees from members of only 1 organization will go to that organization.
 - Attendee fees from joint members (both associations) will be evenly divided between both organizations.
 - Attendee fees from non-members will be evenly divided between both organizations.
 - Workshop/breakout expenses will be the responsibility of association scheduling that particular workshop.
 - Keynotes – all expenses split 50/50.
 - An ARSL committee member will consult with BCR to confirm that all this is possible.

- Major Event Sponsor(s) fees will be \$2000 – \$3000 each and may also sponsor evening events.
- Central sponsorship – 1 bookmobile to enter hotel.
- Senior Services \$1000
- Exhibitor’s fees –
 - Suggested - \$300 - \$500
 - Special event sponsors undecided.
 - % of - Divide Sponsorship & Exhibitor funds? Non-profit rate?
 - Presentation/lunch for presenter

Roll Call Vote -

Jody Olivieri - **Yes**
 Karri Marshall - **Yes**
 Kathleen Butzen – **Yes**
 Edith Isele - **Yes**
 Margie Brumm - **Yes**
 Pattie Johnston - **Yes**
 Brad Thomas- **Yes**
 Martha Buckner - **Yes**
 Mary Anne Marjamaa - **Yes**
 Tena Wilson - **Absent at time of vote**
 Kathy Totten – **Absent**
 Theresa Gemmer – **Absent**

Awards Committee

- Jody Olivieri wants to change the announcement date for the awards and scholarship to one week before the conference registration. Edith Isele suggested one week before early registration so members who are waiting to hear if they were awarded a conference attendance grant can make plans accordingly.
- Jody Olivieri will add the following wording for Rules of Conduct for Awards Committee, “Committee members are not eligible to apply for this award (scholarship, grant) during their tenure on the committee.” Jody Olivieri said that wording for the Vavrek Scholarship must indicate that a check will be sent directly to the ALA accredited library school where the applicant is currently enrolled to be applied to the next term of study.

Closing Comments

- Jody Olivieri asked Board members to sign-up to do introductions for program presenters at the conference. She also said she will be introducing Satia Orange's replacement from ALA and Michael Swendrowski, who will talk about National Bookmobile Day.
- Pattie Johnston asked whether she should bring the crown she received at last year’s conference to pass onto someone else. The Board agreed that would be a fun ice breaker. With that, Pattie Johnston made a motion to adjourn. Margie Brumm second.
- Meeting Adjourned at 2:15 pm Central time

Submitted by Kathleen Butzen, ABOS Secretary
 September 30, 2009
Amended Oct. 9, 2009