



**ABOS Board Meeting Minutes  
Conference Call  
December 17, 2009  
10:00 am Central Time**

**Present**

Jody Olivieri, President  
Karri Marshall, Treasurer  
Kathleen Butzen, Secretary  
Edith Isele, Past Treasurer  
Margie Brumm, Board Member 2009-2010  
Kathy Totten, Vice President/President Elect  
Mary Anne Marjamaa, Board Member 2008-2009

**Absent**

Martha Buckner, Board Member 2008-2009  
Pattie Johnston, Board Member 2009-2010  
Theresa Gemmer, Past President & 2009 Conference Committee Chair  
Brad Thomas, Board Member 2009-2010  
Tena Wilson, Board Member 2008-2009

**Call to Order and Welcome**

- Jody Olivieri called the meeting to order and read aloud the following correspondences- a thank you letter from Claudia Zimmerman for being named the winner of the John Philip Award, thank you letter from Kimberly Trinh-Sy, thanking the award committee for naming her the 2009 Bernard Vavrek Scholarship winner and a letter from the IRS stating that ABOS has now achieved the 501 (c) 3 status. Discussion ensued as to whether we still need to file state and federal taxes, if it needs to be done in Illinois, do we need to renew/verify our 501 (c) 3 status every year and is there a fee. Mary Anne Marjamaa volunteered to look into this for the Board, but Karri Marshall thought our tax preparer would have the answers.

**Approval of Minutes**

- Mary Anne Marjamaa made a motion to accept amended minutes and Karri Marshall seconded. Minutes approved.

**Treasurer's Report**

- Karri Marshall changed the contact information with BCR to begin in January. BCR stated their new software program will be implemented in January. Discussion ensued among Board members in terms of reports about membership and conference registration, money collected for author luncheon and how money is spent (or paid out.) We need a line item accounting.
- Jody Olivieri would like to see more details on the Treasurer's Report than has been submitted. For example, how much was spent on AV, food, etc...at the conference. Karri Marshall stated she had this information on a separate document

and would send it via email. Jody Olivieri asked that this document be sent to Kathy Totten for her reference when planning the Denver 2010 conference and to the Board as a historical document. Karri Marshall indicated that she sent this information back in October, but will re-send now. Edith Isele said she will put this information in an Excel worksheet and email to Kathy Totten and Jody Olivieri.

- Discussion ensued about conference expenses. Karri Marshall asked how much sponsors gave and where on the report is this supposed to be recorded? Jody Olivieri asked whether we received sponsorship money from Michael Swendrowski and Karri Marshall said she did not know. Kathy Totten wondered if we received sponsorship money from OBS and ACORE. Mary Anne Marjamaa stated that we should look carefully at the BCR report to make sure they all have not paid already, before we ask them for checks. Karri Marshall said she would look into this. Edith Isele said it is difficult to know this information from reports BCR currently gives us.
- Jody Olivieri stated that currently the conference expenses don't match what is listed on the Treasurer's report. Karri Marshall asked for clarification and discussion ensued to what should and should not be on the two reports.
- Edith Isele asked what the H.W. Wilson reference was on the Treasurer's report. Karri Marshall said it was a royalty check for Bookmobile and Outreach Journal published previously by Clarion University. Mary Anne Marjamaa stated that we never received royalty checks in the past and is not sure that the journal is still published or that we should accept the money. Mary Anne Marjamaa said she will contact the head of the Library School at Clarion University or the University comptroller. Karri Marshall will fax the email about the royalty check, a copy of the check and any other paper work to Mary Anne Marjamaa to investigate.
- Karri Marshall asked if conference sponsors should be listed on conference report. Kathy Totten said yes, and all agreed. Karri Marshall asked whether over-payments should be listed on the conference report. Mary Anne Marjamaa feels the treasurer's and conference reports are not a check registry, so we don't need to see that kind of detail.
- Karri Marshall suggested getting triple receipt books to use at the conference so we know if the money received at the conference is from merchandise sales or conference registration.
- Edith Isele suggested that there should be separate tables for registration, general information, merchandise sales, etc... She also suggest separate checks for different types of transactions
- Kathleen Butzen suggested that the treasurer meet with the volunteers for registration and merchandising the night before for a mini orientation.
- Jody Olivieri will break out reports on what vendors sponsored or paid. She stated we should be consistent from year-to-year on how it is reported and what is charged.
- Karri Marshall asked why Matthew's Specialty Vehicles pays more than other vendors. Mary Anne Marjamaa stated that it's not that they pay more, but that they sponsor more, for example luncheon, etc... Mary Anne Marjamaa also stated that before we broke with ARSL, vendors where charged \$5,000 but since we have been on our own, ARLS charged \$1,500, but we should be charging \$3,500. Kathy Totten asked if this means we should charge \$5,000 in 2010 since it will be a joint conference. Mary Anne Marjamaa said yes.

- Karri Marshall stated that BCR will charge \$5,000 next year. Edith Isele stated that if we ask BCR to report all the different charges as separate line items, that it may cost us more.
- Jody Olivieri said we will need to put together a new budget, so we need to find out what BCR will be charging us in 2010 if we require them to make changes to their way of reporting. Jody Olivieri stated that if they can not do this for us, we may need to look for a new management company.
- Kathy Totten asked if we change management companies, would this affect our relationship with ARSL, since they use BCR too. Kathy Totten said she will contact ARSL's treasurer to see how they receive reports and get their opinion on the matter.
- Karri Marshall will also contact BCR to find out how much it cost to do an opt in/opt out button for sharing email addresses with other organizations, like ALA. Kathy Totten stated that ARSL voted to lease/rent their member list to ALA. Mary Anne Marjamaa stated, keep in mind that many of the members in ARSL are already ALA members, as ARSL tends to have more directors and librarians in their organization, whereas, ABOS has more support staff as member that may not be ALA members.

## **New Business**

### **Committee Reports**

#### **Election Results**

- Jody Olivieri wanted to know how the Board felt the election went. She stated that 116 members voted. Karri Marshall said we have approximately 200 members, so she felt 116 voting was good turn out. Mary Anne Marjamaa thought using Survey Monkey worked very well.

#### **Conference Committee**

- Kathy Totten said everything is on target, including some fun programs for the evening, which is what people said that wanted to see more of based on previous conference survey results. An opening event Wednesday night is planned. Kathleen Butzen said she is still pursuing putting together tourist suggestions for conference attendees, something like, The Top Ten Things to Do in Denver. Mary Anne Marjamaa feels our speaker committee is more organized than ARSL at this point.
- Tena Wilson, 2011 Site Coordinator, could not log into the teleconference, so sent the following email messages: *"Everyone, I still cannot get a tone for the conference call. My window of time to very limited today, which is board meeting day and ratification of union contract."*

#### **Message #1**

##### ***Here is the status of the 2011 conference report.***

*I met repeatedly with the Hyatt and have assurance on every point of concern. Between their accommodations and the library, I feel certain that we could have a very cost effective (low cost) conference. However, I put my conversation on hold until I have assurance from the City on the bookmobile parking. The Bureau of Traffic does not issue permits this far in advance. I contacted the Mayor's office to see if someone can give me the assurance that we will be able to have Rockwell Street (the street behind the library, 1 block straight out the front door of the Hyatt) for the bookmobiles.*

*I need someone to tell me how much patience the Board has with my pursuit (and determination to make this downtown location work), or tell me when "enough is enough" and it's time to move on to*

*another location. I have no interest in another location, because anywhere else would be so removed from the downtown library.”*

## **Message #2**

*Yooahoo!!! It helps to get the Mayor's office involved. I just got confirmation that, even though it's too early to fill out paperwork, we will be guaranteed parking around the library for the bookmobiles. Even if there is construction on Rockwell, they will accommodate our needs by using 2 other side streets that are even closer to the Hyatt. Now I can proceed with sending BCR the Hyatt contract. Who at BCR should I contact?*

- Jody Olivieri reminded Tena Wilson, to send the contract to Deidre Ross at ALA. She will review the contract and give advice.
- Jody Olivieri asked what the Board members thought about Charlottesville, VA for the 2012 conference. Edith Isele stated that she thought it was good, adding this year we were out West, in 2010 we will be in the middle of the country and so the East coast is good choice. Mary Anne Marjamaa wanted to know where the closest airport is since that will be a cost factor for members who fly in for the conference. Mary Anne Marjamaa added that Willow Gale, who is from Charlottesville, will be on the 2010 Board and may be able to answer any questions we have. Jody Olivieri tabled this discussion until the next board meeting. Mary Anne Marjamaa suggested we ask Willow Gale to prepare a report and Jody Olivieri said she would send her an email. Kathy Totten said she would send an email too, since she will be the next Board president.

## **Website & Awards**

- Jody Olivieri stated the website is not completely up-to-date, including the Award winners names. Jody Olivieri stated we need a clear definition of what can and can not be released on the discussion list (letters, certificates) and we need scholarship supervision in place so we can document it for the IRS and our 501(c) 3 status.

## **More New Business**

- **New Dues** - Tabled
- **Constitution/Mission Statement Revisions** Jody Olivieri stated that Martha Buckner and Willow Gale volunteered to revise our Constitution and Mission Statement to reflect the changes made to our By-Laws.
- Jody Olivieri asked where the Board stands on establishing trademark. Edith wondered what the advantages and disadvantages may be. Karri Marshall suggested the disadvantage would be the cost. All agreed.
- Jody Olivieri asked about putting together a new board member packet that should include mission, constitution, By-Laws, etc... Kathy Totten volunteered to work on this project.
- Jody Olivieri asked what Board member thought about the rental or selling of the membership list and how this would work with BCR. Mary Anne Marjamaa said we should ask for an opt in and opt out button and we should make sure to say that the list is only rented to Library related organizations, like ALA.
- Jody Olivieri feels as an organization, we should review ALA's Strategic Plan to make sure we are included in the strategic planning. Kathy Totten and Mary Anne Marjamaa volunteered to read through the Strategic Plan and will report back to the Board.

**Old Business**

- Jody Olivieri reported that our 501 (c) 3 status is accomplished.
- Jody Olivieri said she would contact Theresa Gemmer about the old photos for the digitizing photo archive project for National Bookmobile Day. Kathleen Butzen volunteered to work on a tool kit for NBD.

**Closing Comments**

- Jody Olivieri thanked everyone for a wonderful year working together as a Board and called for adjournment.
- Karri Marshall made a motion to adjourn and Margie Brumm second. Meeting Adjourned at 11:35 am, central time.

**Submitted by Kathleen Butzen**

**ABOS Secretary**

**January 29, 2010**