



ABOS Board Meeting Minutes

Everett, WA

October 9, 2009

7:00 am

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

Theresa Gemmer, Past President & 2009 Conference Committee Chair

Martha Buckner, Board Member 2008-2009

Mary Anne Marjamaa, Board Member 2008-2009

Absent

Kathy Totten, Vice President/President Elect

Tena Wilson, Board Member 2008-2009

Call to Order and Welcome

- Jody Olivieri called the meeting to order and welcomed visitors to our meeting, with a special acknowledgement to Miguel Figueroa, Director, Office for Diversity & Spectrum and Acting Director, Office for Literacy and Outreach Services of the American Library Association and Rose Huling, Chairman of the ABOS Website Committee.

Approval of Minutes

- Jody Olivieri and Martha Buckner made corrections to the minutes. Theresa Gemmer made a motion to accept amended minutes and Martha Buckner seconded. Minutes approved.

Treasurer's Report

- Karri Marshall stated that she has not heard back from Edward Jones about the CD ladder discussed at our last meeting. Signature cards are almost done, just waiting for Kathy Totten's card. Karri Marshall informed the Board that a \$12 fee will be charged on our next statement from Bank of America because the checking account fell below the \$3,000 limit. Karri Marshall is still waiting for verification that payment was received from all vendors for conference fees. Karri Marshall looked into changing our debit card to a business check card. Discussion ensued about the difference between the two types of cards and all agreed that Karri Marshall should pursue investigating the advantages, costs and procedures needed to have a business debit card.
- Jody Olivieri asked Karri Marshall to set up virtual online access to the Bank of America account and suggested that the Vice President keep an excel sheet to

create a paper trail to oversee monthly activity. This would allow more transparency in accounting, at least among the Board members.

- Martha Buckner reminded Board members that the passwords for our accounts need to be changed yearly. Edith Isele suggested that the outgoing treasurer would give passwords to the incoming treasurer, who would then change the passwords.
- Karri Marshall announced that it is BCR's goal to start online access in January. Jody Olivieri would like BCR to furnish us with an itemized monthly statement that includes membership numbers, including new and renewed members, conference registration numbers, donations, etc... All Board members agreed this should be required of BCR.

Committee Reports

By-Laws Committee

- Jody Olivieri said we will need 162 affirmative votes out of 244 to pass the By-Laws. Edith Isele corrected, we need only 2/3 of the members responding, not total members to pass the revisions.
- Survey Monkey will cost \$19.95 for 30 days. Reports will be available for viewing. Rose will use her name and address for billing and will have the Survey Monkey posted to the LISTSERV. Miguel Figueroa said Survey Monkey creates unique URLs for each email. Rose Huling said that she will update email list for Survey Monkey.

Nominations Committee

- Jody Olivieri noted that nominations are open for the 2010 Board and will close on November 6. Balloting will take place Nov. 10-17.

Conference Committee

- Theresa Gemmer has received positive comments about the conference. Jody Olivieri thought things were going smoothly and has heard positive comments as well. Jody Olivieri reminded Board members when making introductions at each of the breakout sessions to include an explanation of, and to encourage sign up of LEUs, to silence any cell phones and to give thank you gifts to the speakers.
- Mary Anne Marjamaa mentioned that next year promotion of the LEUs will be fine tuned. Many members were not at the opening membership meeting or had already left the meeting when explanation of LEUs was explained.
- Jody Olivieri brought up the cost of audio visuals at our conferences. It is a major expense and severely cuts into our profit. In 2007 the cost was \$7,500, in 2008 it was \$5,800 and this year it is costing \$8,137 to have AV provided to us. Discussion ensued as to whether speakers should be required to bring their own AV. Therese Gemmer suggested that the speaker form needs to be revised to emphasize what they truly need for their breakout sessions. Karri Marshall feels we should not require speakers to bring their own AV; we need to bear this expense as a professional organization. Kathleen Butzen agreed. Brad Thomas suggested trying to negotiate the AV portion of the contract when negotiating the hotel contract for the conference. Miguel Figueroa commented that it is general practice for a hotel to already be under contract with an AV company so we can not "shop" around for a different company. Miguel Figueroa said it is common practice to "stack" or schedule speakers requiring like equipment in the same room, so as not to require every room to have all AV equipment. This would cut down on cost.

- Theresa Gemmer brought up an idea to hire a lawyer knowledgeable about the Americans with Disabilities Act specific to how it relates to library's compliance, to prepare a position paper about how cutting outreach services to patrons can be interpreted as a violation of the act. Members agreed that this was a worthwhile project, but suggested that this was something that could be pursued in the future.
- Jody Olivieri said Tena Wilson continues to work on the 2011 Conference scheduled to take place in Cleveland. Jody Olivieri has received suggestions from members with ideas on locations for future conferences, including Orland, FL and Virginia. Willow Gale volunteered to be "the feet on the street" if the 2012 conference is held in Virginia. Theresa Gemmer indicated that she has received several inquiries from hotels offering their facility as a potential conference venue. Martha Buckner stated that planning conferences into the future is critical to the success of future conferences. All members agreed and further discussion will continue in November and December.

Website Development Committee

- Committee Chair, Rose Huling, said she learned a lot this past year working as "the webmaster" for ABOS. Board members expressed appreciation for all the hard work she has done on the website in terms of design and keeping information up to date.
- Jody Olivieri asked the members what everyone thought about changing the generic bookmobile on the front page of our website to the official ABOS logo. Everyone agreed that this change would be an effective branding of our organization. Edith Isele asked whether our logo is copyrighted. Miguel Figueroa said images are trade marked not copyrighted. Therese Gemmer said she would look into the cost of trade marking our image. Members asked if the cost of trade marking our logo was worth it, who would really want to use it besides us? Jody Olivieri said, to her it makes sense that since we created it, then we own it. Discussion ensued among board and it was determined that the cost would be prohibitive.
- Jody Olivieri stated that the Flickr account needs to be renewed. The cost is \$24.99 for one year or \$47.99 for two years. The board directed Rose Huling to renew the Flickr account for one year only. Rose Huling said she would pay for the renewal and seek reimbursement. Therese Gemmer added that when we become incorporated, we can begin to apply for grants to digitize the archival photos the organization has.
- Mary Anne Marjamaa commented that she felt the LISTSERV activity seemed higher on the old LISTSERV and wondered if the method in which replies are made is part of the reason. Martha Buckner would like all respondents to include their personal information when posting on the LISTSERV. This should include their name, library and personal email address. Theresa Gemmer made the suggestion that when people sign up to join the LISTSERV, information about basic LISTSERV etiquette be included with the sign-up instructions. Rose Huling said she can set-up replies to automatically go to "reply all" as the default. Olivieri asked that Rose Huling send out monthly etiquette reminders to LISTSERV members. All members agreed that this would be the best way to address both problems.

By-Laws Board Vote

- Jody Olivieri called for a vote by the Board on the By-Laws revisions. Edith Isele made a motion to accept By-Laws as revised, Martha Buckner second. A roll call vote was called-
 - Jody Olivieri, **yes**
 - Karri Marshall, **yes**
 - Kathleen Butzen, **yes**
 - Edith Isele, **yes**
 - Margie Brumm, **yes**
 - Brad Thomas, **yes**
 - Theresa Gemmer, **yes**
 - Martha Buckner, **yes**
 - Mary Anne Marjamaa, **yes**
 - Pattie Johnston, Tena Wilson and Kathy Totten - **Absent**
- **Motion Passed.**
- Jody Olivieri stated that the By-Laws have been posted to the website and LISTSERV.

Dues Revision

- Brad Thomas reviewed what he and Margie Brumm put together with suggestions of types of memberships and benefits that may go with each. Brad Thomas thought that many of the suggestions he listed would require the organization to have a more dynamic web page. Jody Olivieri suggested Board members take some time to review what Brad Thomas prepared and be ready to discuss membership and dues structure at the next board meeting.

Membership

- Jody Olivieri reported that our current membership is down to 244 members from 285 last year. But a more accurate number will be available at the end of the year

ALA Affiliation

- Jody Olivieri reminded members that ALA's Midwinter Conference is in Boston from January 15-19 and that registration is free for the ABOS President and Vice President as part of our ALA Affiliation. Jody Olivieri would like to see us represented at the conference. Hotel expenses could be shared.
- Jody Olivieri suggested a film or some type of digital representation of Bookmobiles would be an appropriate project to work on for National Bookmobile Day, which is April 14, 2010. Brad Thomas said he would be willing to work on this project. Jody Olivieri said she will put this on the agenda for our next board meeting.

Closing Comments

- Edith Isele made an announcement stating that if members missed signing up for LEUs, the forms to do so will be available at the Spud-O-Rama.
- Mary Anne Marjamaa made a motion to adjourn, Therese Gemmer second. Meeting Adjourned 8:45 am.

Submitted by Kathleen Butzen

ABOS Secretary
October 21, 2009