

ABOS Board Meeting Conference Call

September 4, 2009

10:00 am Central Time

Present:

Jody Olivieri, President

Kathy Totten, Vice President/President Elect

Karri Marshall, Treasurer

Kathleen Butzen, Secretary

Brad Thomas, Board Member 2009-2010

Pattie Johnston, Board Member 2009-2010

Theresa Gemmer, Past President & 2009 Conference Committee Chair

Edith Isele, Past Treasurer

Martha Buckner - Board Member 2008-2009

Mary Anne Marjamaa, Board Member 2008-2009

Absent:

Margie Brumm, Board Member 2009-2010

Tena Wilson - Board Member 2008-200

Call to Order Welcome

- Jody Olivieri called the meeting to order.

Approval of Minutes

- Jody Olivieri asked for approval of minutes from the April 27, 2009 Board meeting. Jody Olivieri asked for clarification on the April 27, 2009 minutes in regards to the \$3000 budget line for speaker fees. It was agreed that the minutes reflected this intention. Pattie Johnston made the motion to approve minutes and Karri Marshall second. (Motion Passed.)
- Jody Olivieri asked for approval of minutes from the June 19, 2009 Board meeting. Pattie Johnston made the motion to approve minutes and Edith Isele second. (Motion Passed.)
- Jody Olivieri informed the Board that the minutes to our meetings are now posted on the ABOS webpage. The minutes can be found just to the right of the Board Members name under the "Contacts tab." Jody Olivieri asked that the Board members look at the website, and then send any input members may have about the location of the minutes.
- Jody Olivieri would like to see the budget posted on the website as soon as possible. If the budget is sent to her, she can convert the file to PDF and have Rose Huling post to the webpage.

Treasurer's Report

- Karri Marshall did not have formal report prepared but is able to answer questions from the Board.
- Jody Olivieri began by asking that everyone use the forms on the webpage when requesting money to be spent from the budget or when seeking reimbursement of money spent on ABOS business.
- Jody Olivieri informed the Board that the official address for ABOS is the Homer Township Public Library's address, which is, 14320 W. 151st Street, Homer Glen, IL 60491. A permanent address was a requirement for Articles of Incorporation from the IRS. In the future, she will forward all correspondence to the future presidents of the organization.
- Our lawyer, Paula Cozzi Goedert of Barnes and Thornburg, LLP, sent a letter to the IRS that answered their questions put forth for the Articles of Incorporation. The lawyer also made the payment for the \$50 fee to the IRS. The lawyer anticipates additional questions from the IRS, bringing us closer to completing the application for 501 (c) (3) status.
- Paula Cozzi Goedert of Barnes and Thornburg, LLP, has filed the ABOS Articles of Incorporation with the Recorder of Deeds in Will County, IL.
- Karri Marshall asked if money should be moved to the checking account in anticipation of the lawyer's fees. After reimbursing Martha Buckner for the shipping cost of ABOS merchandise, there is approximately \$4,800 in the checking account. Jody Olivieri said, even without knowing the lawyer's fees at this time, we should have enough money in the account to pay the lawyer.
- Once the Articles of Incorporation are approved by the IRS, it will need to be filed with the Attorney General. Jody Olivieri will do this, bringing our organization closer to completing the 501(c)3 processes and securing bonding.
- Karri Marshall received an email from Edward Jones informing her that our three month CD is up. Edward Jones wants to know if we want to renew the CD ladder. Jody Olivieri asked if we had enough money in the account to pay conference expenses. Karri Marshall said yes, BCR has approximately \$19,000. Theresa Gemmer agreed. Edith Isele explained how the CD ladder works; each time (quarterly) a CD comes due, it moves into a higher term, earning a higher interest. We will always have the option to cash out or transfer money on a quarterly basis. Therese Gemmer made a motion to continue the CD ladder indefinitely with the understanding that Board approval would be needed to cash out a CD. Seconded by Edith Isele. A roll call vote was called:
 - Jody Olivieri, Yes
 - Kathy Totten, Yes
 - Karri Marshall, Yes
 - Kathleen Butzen, Yes
 - Mary Anne Marjamaa, Yes

- Pattie Johnston, Yes
 - Theresa Gemmer, Yes
 - Edith Isele, Yes
 - Martha Buckner (absent from meeting at time of vote)
 - Brad Thomas, (absent from meeting at time of vote)
- (Motion Passed)
- Jody Olivieri asked Therese Gemmer to send the invoice from Jan-way to Karri Marshall so she has a heads up on the amount of money needed to ensure that there is enough money in the checking account to pay the bill. Karri Marshall said she can see the debit from the Bank of America account online. But, with the Jan-way bill, the shipping cost of the ABOS merchandise, and upcoming lawyer fees coming due, perhaps \$2,000 should be transferred from Edward Jones to make sure we enough money to cover these expenses.
 - Edith Isele made a motion that the Treasurer be able to move up to \$3,000 between the checking and the Money Market accounts without Board approval. Second by Theresa Gemmer. A roll call vote was called :
 - Jody Olivieri, Yes
 - Kathy Totten, Yes
 - Karri Marshall, Yes
 - Kathleen Butzen, Yes
 - Mary Anne Marjamaa, Yes
 - Pattie Johnston, Yes
 - Theresa Gemmer, Yes
 - Edith Isele, Yes
 - Martha Buckner (absent from meeting at time of vote)
 - Brad Thomas, (absent from meeting at time of vote)
- (Motion Passed)

Committee Reports

- **Membership-** Kathy Totten told the Board that Brad Thomas reported who the winners are (Larissa Ivey from North Carolina and Twylla Rehder from Idaho) of the discounted memberships (½ off renewal and ½ off new membership.)
- **Long Range Planning-** Mary Anne Marjamaa reported on the process for educational credit tracks are well under way, using the state of Indiana as a template to determine which courses/sessions qualifies for a management track or a continuing education track. Mary Anne Marjamaa is working on creating a certificate and stressed the need for next year's committee to further explore all the State Libraries participation, including having them promote the certification process with their member libraries.

- **Conference Committee**- Therese Gemmer noted that Odyssey Automotive Specialty will be one of the sessions that qualify for continuing education credit. Jody Olivieri hoped OAS could be a sponsor on our webpage. And commented on the need for sponsors. Therese Gemmer reiterated that planning for the Conference is on schedule and going well, adding that the updated program for the conference, along with a brochure about transportation, is now on the webpage.
- Therese Gemmer will send an email to all board members seeking volunteers to introduce programs.
- Jody Olivieri suggested that all Board Members should be involved in registration, including meeting and greeting the conference attendees each morning. Also, Jody Olivieri asked that all Board Members who are available on Tuesday evening meet in her room to help finish up any last minute details.
- Edith Isele suggested that Board Members be identified with different color name tags to facilitate identification of Board members to encourage attendees to ask us questions. Theresa Gemmer will look into ribbons to be attached to our name tags.
- **Nominations Committee**-Jody Olivieri encouraged all to participate in nominating members for open positions on the Board. Here is where we stand for 2010, Kathy Totten, President; Jody Olivieri, Immediate Past President; Margie Brumm, Pattie Johnston and Brad Thomas, members at large and Karri Marshall, Immediate Past Treasurer. Seats up for election are Vice President/President Elect, Treasure, Secretary, and three member at large positions. Nominations thus far, Kathleen Butzen for Secretary, Edith Isele for Treasurer and Mary Anne Marjamaa for Vice President/President Elect.
- Jody Olivieri stated that elections need to take place 30 days after nominations are announced (at the annual meeting.) Jody Olivieri will send election ballots out electronically using Survey Monkey. Members agreed that elections will open Tuesday, Nov. 10 and close Tuesday, Nov. 17 at midnight.
- Jody Olivieri asked members if we should consider writing up something to be included in Wikipedia about our organization. Kathleen Butzen felt there was a lot we are trying to accomplish right now, and that perhaps we have too much happening. Pattie Johnston thought this was something we could pursue next year.
- **2010 Conference** -Jody Olivieri and Kathy Totten will be meeting with representatives from ARSL and need to address the issue of profit distribution for next year's conference. Expenses for hotel, food, keynote speakers, authors and other related expenses will be shared 50/50. Each organization will be responsible for booking and paying for their 20 speakers. Both Jody Olivieri and Kathy Totten feel a 50/50 split of profits is the easiest and fairest way to do business. The logistics of keeping separate accounting has proved very difficult and cumbersome. Mary Anne Marjamaa noted that from her past experience, that it was not always an even split in regards to registration

attendees, so she is concerned that ABOS may lose out financially. Kathy Totten feels, since the reorganization of both groups, that ARSL has grown and changed and believes the number of members are very close to 50/50 now. Jody Olivieri said that what we can learn from ARSL in terms of partnerships, state connections and conference planning is a great benefit to our organization. Jody Olivieri stated we could add a contingency clause regarding registration numbers. Kathy Totten thought this was a fair compromise and suggested that in the event there is a 40/60 difference in registration attendance, then the profit split would reflect the 40/60 difference. Pattie Johnston made a motion that ABOS and ARSL would split profits 50/50 with a contingency clause stating profits would be recalculated in the event of a 40/60 difference in registration. Mary Anne Marjamaa second. A roll call vote was called:

- Jody Olivieri, Yes
 - Kathy Totten, Yes
 - Karri Marshall, Yes
 - Kathleen Butzen, Yes
 - Mary Anne Marjamaa, Yes
 - Pattie Johnston, Yes
 - Edith Isele, Yes
 - Martha Buckner, Yes
 - Theresa Gemmer, (absent at time of vote)
 - Brad Thomas, (absent from meeting at time of vote)
- (Motion Passed)

- Jody Olivieri indicated that keynote and closing speakers are booked for the 2010 conference.
- **Rules of Conduct** Board members agreed that a phrase needs to be added to award and scholarship applications, which preclude a member of the specific award committee from submitting an application to avoid the question of conflict of interest.
- **By Laws** -Jody Olivieri would like to get this done as quickly as possible by forming a small committee to complete the editing in time for all changes to be made, sent to the Board for approval and then posted on the website for general membership by Oct. 10, 2009. Martha Buckner, Mary Anne Marjamaa and Edith Isele volunteered to work with Jody Olivieri on this committee.
- Mary Anne Marjamaa commented that one of her concerns with the by laws revisions, is that the Immediate Past President is being named as committee chair several committees. She is worried about over commitment, the burn out factor and the position essentially turning into a three year term. The Board agreed this is something to consider when writing the revisions.

- **Old Business** – Jody Olivieri stated that there is still a lot of old business on the agenda. Kathy Totten suggested that most of these items could be knocked off the list when we meet in person at the annual conference. All agreed. Jody Olivieri asked all who are attending the annual conference to email her the day we expect to arrive in Everett and a cell phone number where she can contact us so she can try to coordinate a meeting in her suite.
- Martha Buckner stated that in the old minutes that her name was spelled wrong and would like it corrected. Others reiterated the same. Kathleen Butzen reminded members that minutes are posted to the Yahoo Group for their approval prior to posting a final document. At that time, members should send corrections so amendments can be made before changing the word document to a PDF file to be posted to the webpage. Kathleen Butzen agreed to correct the spelling errors on the old minutes, upload the new document to the Yahoo Group for approval and then send to Rose Huling so she can re-post the new minutes to the webpage. Since we opened this meeting with a vote for approval of minutes, does this mean we need to approve the amended minutes at the next board meeting?
- Karri Marshall asked if she could have the names of the award winners before the conference so she can have checks ready for presentation at the annual conference. Jody Olivieri interjected that the lawyer pointed out something very important that we missed doing last year. The check for the B. Vavrek scholarship winner should be made out to the school, not the winner. The award committee should also make sure that the school is an ALA accredited school, and that the winner is indeed enrolled in the school, along with the making sure the school's information is on the application so the award committee does not have to look it up when they are in the process of qualifying the applicant. The Treasurer will be responsible for mailing the check directly to the school.
- Brad Thomas reiterated that the Membership Committee made their selection for the winners of the ½ registration incentives.
- Jody Olivieri asked that the award certificates remain the same from year to year.
- Jody Olivieri reminded all Board Members and Committee Chairs that they need to prepare committee reports and end of the year reports for the annual conference. The reports are due by September 15 to Theresa Gemmer so she can have them run off and prepared for distribution at the annual conference. Please send a copy to Jody Olivieri as well.
- Motion to close by Pattie Johnston and Second by Mary Anne Marjamaa. All in favor. (Motion Passed.)

Meeting adjourned 11:30 am Central Time.

Submitted by Kathleen Butzen, ABOS Secretary, Sept 28,2009

