

OAXACA LENDING LIBRARY

Board of Directors Meeting Minutes

June 8, 2017

Agenda Item	Action Needed/Person
<p>1. ROLL CALL: Present: Siobhan Grogan, President; John Dumser Miranda, Vice President; Ralph Gault, Treasurer; John Burch, Secretary; Rebecca Severeide, Past President; Fay Henderson de Diaz, Director, Sally Sell, Director; Jeannie Kes, Director; Marcia Reddy, Director; Adriana Perez Maldonado, Library Manager. Absent: Michelle Verduzco, Director; Judy Burrell, Director.</p> <p>2. There being a quorum, the meeting was called to order at 10:30a.m. Siobhan asked for a motion to accept the May 11 Board Minutes. Ralph so moved; John Dumser Miranda seconded the motion. Approval was unanimous.</p> <p>3. President's Report Siobhan reminded the membership of the forthcoming Bazaar on June 11, and recognized Marcia Reddy's hard work in making it possible. Siobhan went on to recognize Adriana and Ralph Gault for their work with the Tech Committee in connection with the cash register issue (sequential "folio" numbers). Rebecca asked John Dumser Miranda what had been the outcome of the peaceful solutions to problems workshop Elaine Russell had wanted to offer. He told the group that she had decided not to offer it at this time. Siobhan then said that on June 19 at 11:00am, at the Library, David Myler would</p>	

host its 51st anniversary with an open house and refreshments.

Siobhan then broached the matter of awards for outstanding volunteer contribution. She noted that in 2009-2010, President's Awards had been made to Barry Sheinberg and Janet Stanley. She asked Board members to help pick a recipient for sometime this year. She also turned to the Committee chairs to encourage their respective membership to do the same. She mentioned that Marga Shubart had done a story hour for children about 15 years ago. Other names she mentioned included the Harmons, Tom Holloway, and David Myler. Jeannie said that such recognition is often part of a fund raising gala. Rebecca offered to coordinate the choice among the nominees with the Development and Volunteer Committees. John Dumser Miranda urged the application of objective criteria and that the recipient be truly deserving of the recognition.

Finally, she reminded members of the celebration on July 3, at El Sabor de la Antequera buffet, jointly recognizing Canadian Dominion Day and US Independence Day. John Burch agreed to coordinate with the restaurant event manager for a group of 40-50 persons, and provide publicity for print and electronic media.

4. Treasurer's Report Ralph Gault said that apart from one outstanding check for \$2700.00 pesos (written for a magazine subscription), the May books balanced.

Rebecca, August, 2017, Board Meeting

John Burch, June 15, 2017

John Burch, various until June 30, 2017

Money moved from savings to checking for the purpose of initiating the rooftop renovation (bodega) would be restored this month.

In the previous meeting, it was thought that the current cash register could not meet the SAT requirement of providing sequential “folio” numbers, and would, therefore, have to be replaced. As part of his work with the Tech Committee to resolve the issue, Ralph Gault fortunately found the user’s manual in English online. In fact, the current model will do this function, and more, capabilities which are not touched upon in the Spanish version of the user’s manual. Moreover, the manufacturer continues to produce the same model of register, thus spare parts, or a new unit, are readily available. Jeannie asked how much a new one would be and Ralph replied it would be about \$300.00 CDN. She then asked if we could use a second one during the winter season. Sally Sell objected, on the basis that it would be too prone to user error, which is the reason we now have a paid staff member to work the Circulation Desk and take money. Rebecca will ask the accountant if we have to give payees a receipt, and John Burch will write to the Tech Committee to conclude their recommendations. Finally, Ralph said that he, Siobhan, Rebecca, John Dumser Miranda, Doug Harmon (by Skype) Adriana and Carlos had spent an afternoon reviewing the chart of accounts to make sure that each continues to represent, or not, an accurate picture of our financial condition. Adriana and Ralph will review with the accountant the changes before any implementation occurs.

Rebecca,
07/01/2017,
John Burch,
06/30/2017

5. Committee Reports Rebecca reported for the **Book Committee** that circulation continues to show an increase. Book sales are on target. A reading list of Spanish language and bilingual books has been prepared and Cathy has asked the Circulation Desk to make it available to patrons. Jeannie suggested that the information be added to the eBlast and to the web page.

Also reporting for the **Building Committee**, Rebecca said that the Libros para Pueblos space will need new electric wiring at a cost of about \$20,000.00 pesos. She also shared a time line, which John Burch will use in a press release to donors. Jeannin observed that we are lucky to have a professional like Tom Holloway in charge of the project.

Fay reported for the **Outreach Committee** that she had a signed Letter of Agreement from the Oaxaca Learning Center. She said she would be meeting with officials of LaSalle University the next day, as well as meeting over the next week or so with representatives of Fondacion Guadalupe Musalem and the National Teachers University. The Letters of Agreement commit the OLL to an orientation to its services, and access to them, while the local institutions commit to respecting the OLL's rules of use. Fay suggested that the program begin with the school year in September. Rebecca suggested that Carlos, Nancy or Adriana lead the orientation sessions. Discussion then turned to Library membership for the professors, for whom no special rate

John Burch, July
13, 2017

now obtains. It was pointed out that a special meeting would have to be held, and the result confirmed at the next Annual General Meeting.

John Dumser Miranda reported for the **Events Committee**, saying the next meeting would be June 27. The Committee will essentially have two parts—in-house and Out and About. Access to Google Docs is being managed by Rich Lang, and training for on-line registration is now a priority. O&A has a schedule prepared already; events include “Law of Attraction” for June 19, Salsa classes (6 sessions for \$240.00 pesos per person, of which OLL will receive half), June 19 – July 7, June 19 at 11:00a, Founder’s Day, and a visit to the workshop of potter Vicente Hernandez (limited to 15 people at \$150.00 pesos per person). Looking at possible future events, there is a volunteer who is interested in doing a food/wine pairing or tasting using recipes from the OLL cookbook. Also a visit to the baseball academy might attract interest.

For the **Development Committee**, Rebecca said that the Board needed to forward its charge to them and asked the Secretary to include this as an agenda item for the July meeting.

Rebecca also reported that the **Tech Committee** that it would meet on June 23. There is nothing pressing at the moment, and they are waiting for Deron Dilger’s return. Other members of the Committee include

October, 2017
Board Meeting

Mimi Haberfeld, Carlos Revilla, Dan Walsh, and Rebecca.

For the **Volunteer Committee** Marcia reported that the only item on its last agenda had been a discussion of the selection of an outstanding volunteer. In the end, members agreed that guidelines needed to be developed in order to ensure objective choice. Marcia expressed concern about adequate publicity for the Bazaar planned for June 11. Sally requested the Committee to make sure volunteers understand that Carlow is the only person who should be handling money. Adriana said that ID numbers could be issued to authorized users so as to identify who had made what transaction.

- 6. Old Business** Siobhan remarked that the Events, Outreach, Volunteer, and Communications Committees all needed to be familiar with the policy concerning use of Library facilities. As for the eBlast, it was felt that clubs could advertise for free, whereas a business should be charged. Rebecca observed that it was more complex sometimes—suppose the business owner were a member who had contributed to the Library’s growth in some way. We need stronger guidelines on free v. paid advertising so the recommendations should be returned by the committees. Jeannie made the recommendation that the Volunteer, Events, and Development Committees work jointly to devise advertising policy. Marcia seconded the recommendation, and agreement was

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unanimous. Adriana reminded members that there can be no service of alcoholic beverages.

7. New Business Rebecca returned the Board manuals, along with an addendum sheet containing further corrections/amendments. Siobhan requested members to review the 2017 Action Plan. Rebecca also reported that the **Tech Committee** would meet on June 23

The next meeting was fixed for July 13, 2017, at 10:30a, at the Library. By consensus, the meeting was adjourned at 12:45p.

Respectfully submitted,

John M. Burch, Secretary

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