



Table of Contents

Roll Call..... 1

Approval of Agenda 1

Approval of Minutes 2

Announcements 2

President’s Report..... 2

Treasurer’s Report 2

Old/Ongoing Business..... 2

 Construction Update2

 Termite Control/Bookshelf Replacement.....3

 Reopening Plan3

 Communications.....3

 Police for Package Drop Off/Pick Up, and Stamp Sales.....3

New Business 3

 Use of Fax Machine for Election.....3

 Online Lectures/Presentations3

Next Meeting..... 3

Adjournment..... 3

Roll Call

- Board Members: Jacki Gordon, John Williams, Dottie Bellinger, Ralph Gault, Suzanne Grant, Jose Luis Zarate, Ron Grant
- Late: Mark Leyes, Lina Negrete
- Absent: Abraham Torres
- Staff: Adriana Perez
- Guests: None
- Quorum: Yes
- Start time: 11:03 am (via Zoom)

Approval of Agenda

Moved: John; seconded: Suzanne. **Approved**



Board of Directors Meeting – August 13, 2020

Approval of Minutes

July 9 Meeting: Moved: John; seconded: Ron. **Approved.**

Announcements

Dottie has volunteered to serve as Secretary until Board elections in 2021 but will not be a candidate for Secretary after that.

President's Report

No report other than items already on the agenda

Treasurer's Report

Ralph reviewed the July financial report as well as an outline of monthly costs for the OLL. While the OLL is closed, it is operating on its savings and continuing to pay staff. In the past patrons have typically renewed their memberships in person, but with the OLL closed this not possible now, and many ex-pats'/vacationers' plans to return to Oaxaca are on hold. Ralph suggested that the OLL solicit membership renewals through the OLL's Online Store and PayPal, starting in September. The OLL should also provide a place in the online store for making an additional donation. There will need to be definition of the levels of membership in the online store and associate communications.

Jacki noted that there appear to be three areas for generating income: 1) a targeted fundraiser for the COVID-related equipment, 2) membership solicitation and renewals, and 3) annual giving. Jose Luis suggested that a personal letter be sent along with information about what the library is doing, and Ralph noted that that can be done through the member database. That message could also include a request for an additional donation.

Action: Ron will be the Board liaison for an ad hoc Fundraising Committee and reach out to others to help with developing a fundraising campaign for both general and targeted donations.

Motion: Fundraising and Communications committees will develop communications (email, eblast, website) for membership renewal through the online store. Joint committee includes **Ralph, Ron, Dottie and Tanya**. Moved: Dottie; seconded: John. **Approved.**

Motion: Accept the Treasurer's Report. Moved: John, seconded: Jose Luis. **Approved.**

Old/Ongoing Business

Construction Update

Demolition is complete and the cistern can be opened this week. No action needed by the Board at this time.



Board of Directors Meeting – August 13, 2020

Termite Control/Bookshelf Replacement

Book Committee is sourcing replacement bookshelves, possibly with metal rather than wood as well as fumigation options. No action needed by the Board at this time.

Reopening Plan

The Board reviewed Allison Hackbarth's excellent suggestions to the existing plan. Allison worked for the Mass. Dept of Public Health for 15 years and is an infectious disease specialist. She reviewed the existing plan, complimenting the OLL on its planning and making a few additional recommendations. There was some discussion about patron behavior (e.g. one-way path through the library, etc.) and delineating which items were suggestions and which were required. John said that all should be required.

Action: Lina will check with other libraries in town about reopening.

Action: Ron cannot certify that the mescal-based sanitizer doesn't have methanol in it, so he will find another source for the OLL's hand sanitizers.

Motion: Accept changes to reopening plan. Moved: John, seconded: Mark. **Approved.**

Communications

This topic was covered under the Treasurer's report and fundraising effort. Mark emphasized again the importance of having easy click on the website's main page for making donations.

Policy for Package Drop Off/Pick Up, and Stamp Sales

Jacki reiterated that the OLL will not be doing this in the initial stages of reopening.

New Business

Use of Fax Machine for Election

The OLL does not have a fax machine, so **Jacki** will explore other resources in Oaxaca for U.S. citizens who can fax their ballots in the upcoming Presidential election.

Online Lectures/Presentations

Action: **Jacki** asked the Events Committee to investigate the possibility of offering online events, especially ones that are pre-recorded as well as live presentations online with someone managing questions and comments. **Ron** said he would send out an email soliciting Board and committee ideas.

Next Meeting

The next Board meeting is scheduled for: September 10, 2020, via Zoom, at 11:00 AM.

Adjournment

Motion: Adjourn. Moved: John, seconded: Ron. **Approved.** Meeting adjourned at 12:30 pm