

Oaxaca Lending Library Board Meeting Minutes
 April 13, 2017

	Action
<p>1. Attendance Present: Siobhan Grogan, John Dumser Miranda, Ralph Gault, Marcia Reddy, Fay Henderson, Sally Sell, Rebecca Severeide, Adriana Perez Maldonado Missing: John Burch, Judy Burrell, Jeanie Kes, Michelle Verduzco (Michelle V. attempted via skype but connection failed)</p> <p>The meeting was called to order at 10:30 am.</p>	
<p>2. Minutes from March were reviewed. Ralph G. moved to accept, John D. seconded.</p>	Passed
<p>3. President's report by Siobhan G.</p> <p>Siobhan commented that there has been a high volume of traffic through March, including attendance at Welcome to Oaxaca. There still appears to be interest in moving to Oaxaca.</p> <p>Two possible events are being discussed for full-time residents: Visit to the Oaxaca Baseball Academy and how to shop on-line in Oaxaca.</p> <p>Siobhan G. reminded members that they were encourage to visit with a book committee member to have tour of the processing room and collection. This will help all understand how that part of the organization works. They can do this on one of the Friday's that they are in the library. All other days are covered by an officer since it is important to have board presence every day. A sign-up sheet was passed around and will be reviewed at each Board meeting. Examples of things Board members can do while there are:</p> <ul style="list-style-type: none"> - serve as a greeter in the low season when a volunteer is not there - give tours to new visitors - shelf books or "read" shelves to make sure items are in order - help keep the children's section organized - help staff with a task that needs doing - help patrons find books they are looking for - during the high season, help with event sign-ups 	<p>Events Com.</p> <p>All members</p>
<p>4. Treasurer's Report Summary by Ralph G.</p> <p>A quarterly finance statement was shared. Ralph noted the following:</p> <ul style="list-style-type: none"> - Membership numbers are up even with an increase in dues - Café income is up, but John D. commented these numbers may need 	<p>Ralph G. Adriana P.M.</p>

<p>to be checked.</p> <ul style="list-style-type: none"> - Income from clubs in up - Saturday program expenses have changed due to personnel changes - Event income has been distributed differently due to a decrease in lectures and an increase in the new Out and About programs. - Taxes for 2016, payable in 2017 was more than projected. <p>The full committee report and balance sheets are attached.</p>	
<p>5. Finance Committee Report by Ralph G. ad Siobhan G.</p> <p>The committee met in March with Larry Ginzkey, who has generously donated his “Hoofing It In Oaxaca” profits to the library as club donation. At the finance committee meeting, Larry agreed to a request that “Hoofing It” will now be totally independent from the library. There will no longer be financial or operational support by the library as of April 13, 2017. However library staff and volunteers will continue to post the service on the community bulletin board and refer people directly to Larry or his website. Larry graciously agreed to continue to make donations to the library from his proceeds. This separation was recommended for tax and liability issues. Larry also will continue serving on the library’s Events Committee Out and About tours. Siobhan G. has already written a formal thank you to Larry for his continued contributions to the library.</p> <p><i>Motion: The library will accept the committee recommendation to make Hoofing It In Oaxaca independent of the library.</i> Ralph G. made the motion. Marcia R. seconded</p> <p>Ralph G. shared that Tanya Lapierre is researching possible options to use a Mexican version of PayPal and electronic registration. A report will be made when she has more information.</p> <p>A full committee report is attached.</p>	<p>Passed</p> <p>Tanya L. Ralph G.</p>
<p>6. Book Committee Report Summary by Rebecca S.</p> <p>Circulation continued to be up from previous years, as is the use of the on-line catalogue. Used book sales are also up. Peter McCallion, the committee chair donated the cost of a circular book display to be used for rotating themes to highlight the collection.</p> <p>A committee report with details is attached.</p>	
<p>7. Building Committee Report</p> <p>There was no formal report, but Rebecca S. noted that remodeling</p>	<p>Rebecca S.</p>

<p>cannot take place until after the tax accessor visits. She will follow up with Adriana and the architect about timing. Tom Holloway will be supervising the work once it is can be started.</p>	<p>Adriana Tom Holloway</p>
<p>8. Events Committee – no report</p>	
<p>9. Development Committee Report Summary by Rebecca S.</p> <p>This is a new committee and a beginning draft work plan has been created. Once the draft is more complete, it will be shared with the Board, hopefully by the fall of 2017. The very successful Building Our Future campaign has been completed and a small celebration was held for the donors. A drawing of the remodeling plans has been posted on the outside bulletin board.</p> <p>A full committee report is attached.</p>	
<p>10. Community Outreach Committee Summary by Fay Henderson and Judy Burrell</p> <p>This is a new committee with the goal to increase use and presence in the Oaxacan community with an emphasis on reading. The work is expected to slowly evolve in phases and build on existing work with Libros para Pueblos, the library’s Saturday programs, links to the Oaxaca Learning Center and personal relationships that already exist. The outreach goals are:</p> <ul style="list-style-type: none"> - Two NGOs - Two schools (one private and one public) - Two universities <p>Where possible, formal letters of agreement will be signed. The plan was well received by the Board. More discussion about memberships issues to support this plan is detailed under Old Business below.</p> <p>Rebecca S. suggested that some effort be made to reach out to close by child care centers to have their children attend the bi-lingual story hour on Monday’s.</p> <p>A full committee proposed plan is attached.</p>	<p>Fay H.</p>
<p>11. Technology Committee – no report</p>	
<p>12. Volunteer Committee by Marcia Reddy</p> <p>An oral report was made by Marcia R. The spring Bazaar is planned for</p>	

June 11 th . Two more are planned for September and December. The café is working well.	
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<p>13. Old Business</p> <p><i>A. The Ad Hoc committee report on Membership</i> The report share by John D. at the last meeting was discussed. There was general agreement with the goal of increasing participation among the Mexican community. After a discussion of how to do this while supporting the work of the new Community Outreach Committee a motion was made by John D. and seconded by Fay H. to modify membership rates for students and Mexican Nationals.</p> <p>Motion: <i>The membership rate for students with valid school credentials will be free. Mexican adults may be offered a reduce rate set by the Board with limited check-out privileges of one book for three weeks.</i></p> <p>The creation of a new membership category for Mexican nationals will require a By-law change. However, the student membership change is allowable under the bylaws and can be instituted immediately. Follow up is needed at the desk and in social media and a bylaws committee in the fall.</p> <p><i>B. Action Plan Review</i> The action plan created at the winter leadership retreat was reviewed. It was noted in the discussion that the action plan is moving ahead as designed and on target. Siobhan noted that the levels of authority are not listed on committee actions, but she will review the retreat notes so they can be listed on the updated committee job descriptions and charges in the Organizational Handbook.</p> <p><i>Motion:</i> <i>Rebecca S. moved that the action plan be accepted.</i> John D. seconded.</p> <p>A new committee for communications was listed in our 2017 action plan. A formal motion, with friendly amendments was made. <i>Motion:</i> <i>Create an Ad hoc committee to explore ways to improve communications among all committees.</i> Marcia R. made the motion, John D. seconded. Siobhan G. will work with Tanya on the charge and scope. The goal is to increase communication across committees.</p>	<p>Passed</p> <p>Siobhan G. John D.</p> <p>Siobhan G. Rebecca S.</p> <p>Passed</p> <p>Passed Siobhan G. Tanya L.</p>
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<p>14. New Business</p> <p>A. <i>Memorial Service Guidelines</i> Given there are several memorial gatherings a year at the library however some of the organizers are not aware of process. Siobhan G. shared a draft memorial guideline. The guidelines are attached. They will be included in the Organizational Handbook. No motion was needed since they are guidelines.</p> <p>B. <i>Safety Issues</i> The Oaxaca safety inspector will be visiting the library soon. In preparation for the visit, Siobhan G., John D., and Adriana P.M. developed a list of possible issues that should be addressed to avoid possible problems. John D. will discuss these with Tom Holloway from the Building Committee and begin addressing.</p> <p>An additional item was share by Adriana P.M. There is concern about someone staying overnight on the roof by accident in one case and by possible design in another case. One of these individuals exited through the accounting office next door. The upstairs will be checked at 5:30 and the stairwells will be closed at that time. Rebecca S. will work with the Building Committee to investigate some type of security wire blocking the access to the roof from anywhere but the stairs inside the library.</p>	<p>John D. Tom H.</p> <p>Rebecca S.</p>
<p>15. Meeting Times Next meeting is set for May 11th at 10:30 am. Meeting was adjourned at 12:30</p>	

Submitted by Rebecca as substitute recording secretary