

Oaxaca Lending Library Board of Directors Meeting July 12, 2018

The meeting began at 10:30

Roll Call: **Staff:** Adriana Pérez Maldonado
 Board Members: John Dumser, Tom Lockwood, Oreen Scott, Jacki Gordon, Bill Pumphrey, Marcia Reddy, Ralph Gault
 Absent: Siobhan Murphy Grogan, Faye Henderson, Sally Sell

Announcements

- Oreen Scott stated that she would be absent from September 4 to October 22. It was suggested that she ask Siobhan if she would take minutes in Oreen's absence

Acceptance of the Agenda

MOTION: Tom Lockwood moved and Bill Pumphrey seconded that the agenda be approved with one correction. Bitch and Stitch should be Stitch and Bitch (All in favor)

Acceptance of Board Minutes

MOTION: Tom Lockwood moved and Jacki Gordon seconded that the minutes from the June 14th Board Meeting be accepted as presented with one correction. Bitch and Stitch is corrected to Stitch and Bitch. (All in favor)

President's Report - John Dumser

- The Communications Committee Chair has moved from Bill Pumphrey to Oreen Scott.
- Tom Holloway has taken a year's sabbatical. John has written a letter thanking him for his service
- John mentioned that the July 2 Event, a celebration of Canada Day and Independence Day, seemed successful. Bill and Ralph made note of the loss of \$2,400 pesos even though the raffle garnered \$4,200 pesos. John explained that the expense was the keyboard player. John Burch paid for the singer. John mentioned that the event is meant to be a community builder and not a fund raiser. Bill mentioned that some people found it difficult to communicate. Perhaps we should consider not having music next year.

- A voter registration desk was set up in June and there will be one in July and another in August. Jacki said that the voter registration will be announced in Oaxaca Events and Clandestine Oaxaca.

Treasurer's Report

- June ended with a Net Ordinary Income loss of (\$36,811) against a budgeted profit of \$19,866. Even so, we remain on track to have a positive cash balance at year end.
- Total Income of \$29,629 was \$47,196 below budget due mainly to the cancelled June bazaar.
- Total Expense of \$61,966 was \$9,172 higher than budgeted mainly due to the approved Technology purchases of \$7,514.
- Cash positions:
We entered June with a non-discretionary (Savings) cash balance of \$541,090. We entered June with a discretionary cash balance of \$152,732.
We entered July with a discretionary cash balance of \$115,922.
- Notes:
The July 4th Event showed a loss of \$2,400. The raffle raised \$2,200 and the music cost \$4,600. (This item was discussed under the President's report as well)
- There is a discrepancy with the architect regarding whether the guarantee is still in effect or not.
- Ralph asked if everyone had received the full financial report. They had. He asked if there were any questions. At that moment, there were none.
- The contract between OLL and Quickbooks has expired. We can move the accounting system to the internet and pay monthly.
- Ralph noted that our current system is cumbersome and that our accountant Isable López Hernández will work with us to improve it, at an additional cost of 500 pesos/month.
- Exactly what system will be used moving forward is pending and a decision will be made in August.

MOTION: Oreen Scott made the motion and Jacki Gordon seconded it: That we increase by \$500 pesos, to a cumulative maximum amount of \$4000 pesos, the monthly payment to our accountant Isobel Hernandez, who shall assist in the accounting system upgrade. (All were in favor)

- There was a concern expressed regarding the OLL Bazaars. Two were projected for the year. One was to take place before now and was projected to produce \$50,000 in revenue.
- Tom asked how long would it take to organize a Bazaar. Marcia answered two weeks. What was preventing the Bazaar was a manager. Tom said he would do it, but he has to know what to do. Marcia said she would send him the job description.
- Ralph mentioned that last week attended a Book Committee meeting, and discussed where the committee was at regarding its projected budget and what their standing is 6 months into the year. He plans to do this with all the committees.
- Ralph has some concern that the big pieces of our revenue that comes from our Joint Programming Committee may experience a shortfall.

Old Business

MOTION: Oreen Scott made the motion and Tom Lockwood seconded: That the Building Committee be suspended for the foreseeable future (All in favor)

- The Technology Committee submitted a written report. Ralph reviewed the email and mentioned that possibly the technology upgrade will be under the \$40,000 pesos allotted by the board.

Email from Technology Committee

- Per below - antivirus has been installed on the laptop for the in-house events & the three computers in book processing. I have advised Omar to install the 5th license on the circulation desk PC.
- Operating Systems for the new computers, Windows 7 license for two of the and MS office suites were procured with the assistance of Deron Dilger and Doug Harmon, and were obtained for a small fee of US\$63.
- This means that all computers will now have "official" licenses.
- Installation of more memory completed.
- MS Office Suite (Word, Excel, Powerpoint, etc.) has been installed on the three computers in the book processing room, Adriana's computer and the In-House laptop

I (Tanya) have given the OK to Omar to proceed with the purchasing of four HP 260 mini computers, which he will do and install three for public use and one at the circulation desk. He has already purchased the scanner for the second computer at the circulation desk.

- Outreach Committee brochure is complete. The board was pleased with the results.
- Stitch and Bitch brochure. Jacki reported that she had finally got the wording right, Stitch and Bitch does not translate well into Spanish. Create and Chat (Crear y

Chatear) translates better into Spanish. Portable crafts of any sort would be suitable. The brochure will be distributed to knitting and beading shops.

- Volunteer Committee Chair and Coordinator: The board spend a considerable amount of time discussing this issue. Making the Volunteer Coordinator a paid position had been discussed in the past. Requesting assistance from students needing to work servicing the community as part of the educational fulfillment had also been discussed. There was a consensus that if we cannot fill the position we need to simplify it.
- The board made the following suggestions:
 - a. *that the Volunteer Coordinator position change to simply a scheduler and that at the next Volunteer Committee meeting the committee discuss and perhaps implement a rotating chair.*
 - b. *when a volunteer cannot work a shift they could find their own backup*
 - c. *limit the work of the front desk volunteer*
 - d. *staff can assist in the training of volunteers*

Sandra Thomson Active Agent

- A very lengthy conversation took place. John had spoken to Sandra as she is now in Canada and therefore unable to attend the meeting. Committees can take action and the Board can sanction after the fact. However, Active Agent Committees may not take action without Board sanction when the OLL budget will be impacted or the committee decision will have a negative impact on the OLL mission statement and/or image.
- The board needs to ensure that each committee has a representative from the board.
- It was decided that Tom, who seemed to sum up the discussion quite nicely, would put in writing the consensus of the board and email his summary to all board members and members of the board would send feedback/approval. John would present the board consensus to concerned parties.

Building Committee Campaign Funds

MOTION: Ralph Gault made the motion and Bill Pumphrey seconded: That the Building Our Future campaign be closed with no further exchange of funds between OLL and Libros Para Los Pueblos. (All were in favor)

New Business

There was no new business

Committee Reports

All written reports were accepted as presented

MOTION: Bill Pumphrey made the motion and Tom Lockwood seconded: That the Meeting be Adjourned, (All were in favor)

The meeting adjourned at 1pm. Next Meeting Thursday, August 9 and 10:30am at the OLL Upper Level

Addendum

As per agreement at the July Board Meeting, Tom Lockwood worked with Board Members via email to develop a consensus understanding regarding the role of active agent committees and their relationship to the Board. In other words, what active agent committees can and cannot do on their own and when it is necessary to confer with the board.

This is the result of that consensus:

In discussing the role of an “active agent committee” with Sandra Thompson, we agreed that a committee that has been designated as an active agent is one that is empowered to make decisions based on the mission that was outlined for it at the time the committee was created by the board, and on the approval of an annual plan and budget. Changes to the plan and/or budget need to be brought to the board’s attention prior to implementation to ensure that those directly responsible to the membership for the performance of the Library as a whole are in a position to justify and support them. Changes that we feel warrant board attention are those that fall into three broad categories: those that may impact the financial status of the Library, those that impact the activities and/or actions of other committees or groups within the Library, and those that may impact the perceptions of the Library by members and by the public at large.

In seeking visibility for changes of this kind, the board is not looking to micro-manage the activities of committees it commissioned and maintains. On the contrary, committees bring skills to bear on ongoing Library operations that the board believes are essential. As the board is the only body directly elected and responsible to the membership, though, its members need to understand and concur with actions of the committees that may affect the financial status or public perception of the Library. We would therefore hope that Library committees, as dedicated to the ongoing success of the Library as the board itself, would help us foster an atmosphere of collegiality as we collectively try to do what’s best for the membership and for the community.

