

OAXACA LENDING LIBRARY

Board of Directors Meeting Minutes

December , 2017

Agenda Item	Action Needed/Person
<p>ROLL CALL:</p> <p>Present: Siobhan Grogan, President; John Dumser Miranda, Vice President; John Burch, Secretary; Ralph Gault, Treasurer Marcia Reddy, Director; Michelle Verduzco, Director, Judy Burrell, Director, Sally Sell, Director, Fay Henderson de Diaz, Director</p> <p>Guests: Bill Watts, Braden Dilger</p> <p>There being a quorum, the meeting was called to order at 10:35.am. John Dumser Miranda moved that the minutes of the November 9, 2017, meeting be accepted. Marcia seconded the motion. Approval was unanimous.</p> <p>Announcements Siobhan announced that the Bazaar, held on December 10, 2017, had earned \$2165.00 pesos in food sales and \$39,781.00 pesos for sales of merchandise. Notwithstanding, a few small expenses remained to be liquidated upon receipt of the corresponding facturas. The Board unanimously praised the work of Elaine Russell in managing the event and coordinating the volunteers. The Secretary was directed to write a thank you not to Elaine. Siobhan then announced that there are now 24398 members of the OLL. Other than her mention that approximately half were children, no other break-down of membership category was available.</p> <ol style="list-style-type: none">1. President's Report Siobhan announced that the Christmas party, which Michelle is coordinating, is being managed by a committee composed of John Dumser Miranda, Bill Pumphrey, Ralph Gault, Judy, and Peter Weiss. It is to be held at 1:00p, Monday, December 25, 2017. She went on to say that 15 students and an English teacher from Lasalle University were due at 12:30 that same afternoon for an orientation session for the Library. (See also Outreach Committee report, below).2. Treasurer's Report Ralph reported that the bank statement reconciliation for November 30, 2017, showed a fully funded contingency fund of \$520,000.00 pesos. He went on to mention that there was usually a short lag between the time money is collected for an event, and the justifying facturas relating to it are received and paid. He anticipated that the reconciliation for December, 2017, would give the Board a good idea of next year's expenditures and income. He reminded the	

Board of the small cash shortfall of \$2150.00 pesos in October, but added that November showed a net income of \$80,133.00 pesos and that December would bring in even more, thus closing out the year with a healthy balance. A question arose about the financial statement distinguishing between “Field Trips” and “Out and About” events. The consensus was that “Field Trips” consisted of events such as the 4th of July, Thanksgiving and Christmas meals, along with the summer events scheduled for the benefit of year-round residents (a trip to a pottery studio), while “Out and About” events were those solely run under their auspices during the high season.

There followed a discussion of the proposed budget. Ralph said that the Budget Committee was composed of himself, John Dumser Miranda, Siobhan and Adriana. They had met numerous times and with input from Committees, as well as their own estimates of expenses and revenue. In the “Membership” category, the figure of \$250,000.00 pesos included, among paid membership classes, money donated back to the OLL by speakers. This will not happen in 2018 as the Board has agreed to offer speakers free memberships instead of monetary compensation. He added that the “Special Events” Included the Boutique sale, 4th of July, Thanksgiving and Christmas meals, where money is collected only in the hope of recouping expenses. The “Education” category includes lectures; the “Library Services” rubric covers income from the café, late book return fees. John Dumser Miranda said that \$108,000.00 pesos for “Donations” was probably conservative. There will be staff pay increases in 2018 of between 2 and 5% and will be based on merit and time in service. Ralph concluded by reminding Board members that taxes will be less this year as the 2017 spike was occasioned by the income realized from the Build Our Future campaign, and that closing out the 2017 fiscal year in December would give the Board a better idea of changes that might be necessary. With the proviso that modest changes might have to be made, Judy moved that the Board accept the 2018 Budget. Michelle seconded the motion; approval was unanimous. The Board is to vote on a final version at its January meeting.

3. **Committee Reports** For the **Book Committee**, Siobhan reported that there had been four Book talks, all of which have been well-attended.
4. For the **Building Committee**, Sally asked about the roof repairs. Siobhan replied that the building owners had paid for them. Ralph said that he had asked Alan Goodman to close out the Building for Our Future campaign’s books. Siobhan said she

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would again approach the Building Committee again about the issue of razor wire for the exposed sides of the roof.

5. For the **Nominating Committee**, Bill Watts reported that 30 people had been contacted in order to recruit a new Vice President and Secretary, 10 in person and 20 by e-mail. A Vice President has been identified, but a Secretary has not yet been found. Bill renewed his appeal to the Board members to consider the post, and also to talk to potential candidates among their friends. Siobhan subsequently mentioned that the most likely successful outreach is in person, followed by phone calls, and finally e-mail.

Fay reported for **Community Outreach** that all 12 of the NGO's invited to the fair on Sunday, January 14, 2018, had accepted. She was now working with the organizations to manage the physical requirements for their individual stands. She requested that the outreach events be included in the Store, and members agreed on its importance. She went on to add that a delegation from Lasalle University would be visiting that day, the first after the concluding of the written agreement between the OLL and the University. Finally, she said that Fondation Guadalupe Musalem has asked for space at the OLL the show films and hold meetings for the young women it serves, but that they had no formal schedule as yet.

For the **Development Committee**, Judy reported that she had prepared a more detailed questionnaire for the Board members and would discuss it in the **Old Business** period.

Michelle reported for **Out and About** that the Danza de la Pluma event in Teotitlan had suffered a glitch in that the on-line store showed more registrants than, in fact, had actually signed up. Thus, a third van rented might have been dispensed with. She has worked with staff at the OLL to try to resolve this issue, which, apparently, has not occurred with other store transactions. Further, although the Puebla trip had a cancellation, they had decided to go ahead with it. Minutes of the most recent **Events Committee** were part of the packet prepared for each member at the meeting.

Ralph reported for the **Technology Committee**. He reminded the members that her is now the chair and that the only item, to be done during the New Year, was the purchase of a new compute4r for the Book Processing Room.

Marcia reported for the **Volunteer Committee**. She said Michelle was organizing the Christmas dinner to be held on

Committee to provide new slate of officers/members before January 10, 2018.

Monday, December 25, 2017, at 1:00pm. She further said that there would be two Bazaars next year, the first in June. She added that Linda Mazzei has drawn up guidelines for the Bazaar Coordinator(s) as part of her work to complete job descriptions for all volunteer jobs.

- 6. Old Business** Judy distributed the above-mentioned questionnaire, which is, indeed, more detailed than the one circulated at the November meeting. Due to its complexity, Siobhan suggested that members should take it home and submit a completed questionnaire on the following Monday, December 18, 2017. Judy agreed.

New Buisness Sally said that her question about the event wait-list process had been otherwise answered. Siobhan then said that a member had approached her about having the OLL act as a steward of a fund to be kept for emergency, or other unforeseen, expenses in members of the ex-pat community. The discussion which followed quickly revealed opposition to the idea. Some suggested that if the Episcopal Church wanted to do so, they certainly could, but that this was not consistent with the OLL's mission, and the discussion ended there.

Michelle announced that she was resigning from the Board in order to devote more time to the Lout and About program. Siobhan, among others, mentioned her long service in a variety of posts, including President, and the Board thanked Michelle for her hard work.

- 7. Adjournment** The next meeting was fixed for January 11, 2018, at 10:30am, at the Library. There being no further discussion, the meeting was adjourned at 12:15pm by acclaim.

Respectfully submitted,
John M. Burch, Secretary

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