OAXACA LENDING LIBRARY

Board of Directors Meeting Minutes

November 9, 2017

Agenda Item	Action Needed/Person
ROLL CALL: 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	
Absent: Adriana Perez Maldonado, Library Manager	
Guests: Linda Mazzei, Braden Dilger	
There being a quorum, the meeting was called to order at 10:35.am. John Dumser Miranda moved that the minutes of the October 12, 2017, meeting be accepted. Fay seconded the motion. Approval was unanimous.	
Announcements Siobhan introduced Linda Mazzei, who has agreed to be the new Volunteer Coordinator. Linda spoke briefly of her own background in volunteer activity and management. The members expressed appreciation for her assumption of this important role.	
1. President's Report Siobhan announced that the OLL now has a debit card, which will enable us to keep a more secure paper trail of expenditures. The Annual General Meeting has been fixed for February 10, 2018 at 1:00pm, if there is a quorum, and kif nlt at 2:00pm. She added that the site www.oaxacaevents.com will soon have a banner on the right side of the screen which describes OLL events and allows people to sign up. John Dumser Miranda mentioned that the check signature authority has been formalized to include himself, David Myler, and Ralph Gault. Two of three signatures	
are required for each check.	
2. Treasurer's Report Ralph reported that a brief cash shortfall had occurred. It was discovered when he tried to transfer \$72000.00 pesos from the Paypal account to the bank account that only \$5000.00 pesos could be transferred per month. The response to this has been to tie the Paypal account to a credit card account. If at any time refunds should be sought for which there was inadequate cash in the Paypal account, then the credit card could be used to draw upon to satisfy the refund demand. This administrative change will take place in three	

	business days. Although the October balance sheet showed a net loss for the month of October of \$2150.00 pesos, November and December program receipts should see us into a healthy new year. The only problem at the moment is that facturas cannot be paid until the Paypal transfers can take place. Otherwise, and on behalf of the Finance Committee, Ralph reported that Committee chairs have been provided with the budget template for framing their 2018 requests, and that they should be returned to him by November 20,2017, so that a final budget could be prepared for the January, 2018, Board meeting. At this point, Judy Burrell volunteered to serve on the Finance Committee.	Committee chairs and Finance Committee, December, 2017 Board, January, 2018
3.	Committee Reports For the Book Committee, Siobhan reported that The remaining budget for books would be spent on high-interest contemporary Spanish titles. The titles to be purchased are from a list compiled by a volunteer, Gail Ament, a professor of Spanish at a college in Iowa. She added that two new computers should be budgeted by the Technology Committee for the Book Processing Room, as well as a new office chair.	
	For the Building Committee , Siobhan reported that meetings with the building owners had proved satisfactory. The owners agreed to pay for roof repairs in the area over the Spanish language children's collection and at the front of the OLL.	
	Fay reported for Community Outreach that invitations are being sent out to other voluntary organizations to participate in the Volunteer Fair to be held at the OLL on January 14, 2018. The focus is to be on health, education and hunan rights. She shared a list of the organizations she and her associate, Jeannie Kes, plan to invite and asked the group to offer further suggestions. Some were offered and Fay agreed to follow up. Otherwise, she said that Lasalle University wants to sponsor a monthly (with the exception of the high season) series of events, mostly at the OLL, but some, i.e., the baking of "pan de muerto," at their own facility. The presentations would be made in Spanish. She emphasized the need to publicize heavily to insure maximum participation for the program, lest it not be seen as a worthwhile effort.	
	For the D evelopment Committee , Judy distributed a questionnaire and asked the Board membership to answer it and bring the results to the December meeting.	Board, December 14, 2017
	John Dumser Miranda reported for the Events Committee the decision not to resell the seats of no-show's at events . As	

theaters do not resell seats, so purchasers of OLL event admissions can still find their seats should they arrive late. Some discussion ensued questioning the decision but the consensus was to support the Committee decision. Book Talk events will be on the calendar but not part of the Events Committee's purview. He said that Adriana would publish copies of the main calendar, one being posted at the Circulation Desk and the other at the board outside the main entrance.

Michelle reported for **Out and About** that the Day of the Dead tours had been very successful, and referred members to Larry Ginzkey's detailed summary. She also requested money to buy another wireless mike for O and A to use upstairs. Ralph referred her to the Tech Committee as it assembles its budget. Anticipating a more immediate need, however, Siobhan suggested that the money could be found by December.

Siobhan said that the **Nominating Committee** members would be discussing with Board members their interest in continuing to volunteer on the Board. This will be soon since the 2018 slate of nominations has to be posted no later than January 10, 2018, a month in advance of the AGM.

Ralph announced that he was now the chair of the **Technology Committee.**

Marcia announced for the **Volunteer Committee** that Linda Maddei was the new Volunteer Coordinator. John Dumser Miranda praised her proactiveness in securing new volunteers. Marcia also said that the last meeting minutes reflected a misunderstanding which has since been corrected and the next meeting minutes would reflect the adjustment.

4. **Old Business** Siobhan circulated a copy of a "hold harmless" agreement she had developed, intended to be the contract between the OLL and artists in art exhibitions at the Library. The discussion which followed reprised earlier security and area use concerns. The proposed exhibit space is that outside the Libros Para Pueblos offices and could interfere with their activities. The issue of fees then arose. At first, it was suggested that a commission of 10% of sales or \$500.00 pesos be charged to exhibitors. Some suggested both. John Dumser Miranda made a motion: To have art exhibits at the Oaxaca Lending Liubrary. Marcia seconded the motion. Ralph Gault moved to resolve the commission issue by adding the words "a commission will be charged." Thus, the motion was: To have art shows at the Oaxaca Lending Library for which a commission will be charged. Marcia again seconded the

motion. It was passed with one abstention. Michelle moved to accept the release Siobhan had developed, and Fay seconded the motion. Acceptance was unanimous.

Michelle then discussed the formation of an ad hoc committee to plan special events. As examples she mentioned Thanksgiving, Fourth of July events. Whether they ar4e intended to raise money or not, the emphasis would be on providing more programs for year-round residents. Siobhan expressed the Board's gratitude to Michelle.

Prior to the meeting Tanya Lapierre had circulated to the Board a detailed critique of the pilot on-line store project and requested the Board formally to indicate its intent to fully adopt, or otherwise, the store now that the pilot is successfully concluded. Sally so moved and John Dumser Miranda seconded it. Acceptance was unanimous. Several Board members expressed their gratitude to Ralph, Tanya and John Dumser and the Secretary agreed to send each a thank-you note.

Sally Sell then asked for clarification on the Hoofing It In Oaxaca sign-up procedure. Michelle explained to the group the logistics of the program—vans of up to 20 passengers can be engaged, but if there are 21 or more participants, then another, smaller van has to be engaged. Thus, even with walk-in's who prefer to pay at the Circulation Desk, all registrations go through the on-line store, an accurate census can be maintained at all times.

Siobhan then undertook an item-by-item of the 2017 Action Plan. The Board, with two exceptions, is on target with the Plan's projects. There was agreement that work on strengthening both internal and external communications should be continued for 2018's Plan when it's developed.

New Buisness Michelle then moved that the Board accept the "hold harmless" agreement Siobhan had drafted to protect the OLL during art exhibits. Fay seconded the motion. Approval was unanimous.

 Adjournment The next meeting was fixed for December 14, 2017, at 10:30am, at the Library There being no further discussion, Ralph moved that the meeting be adjourned; John Dumser Miranda seconded the motion. By acclaim, the meeting was adjourned at 12:50pm.

Respectfully submitted, John M. Burch, Secretary

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