

Oaxaca Lending Library

Board Meeting – February 20th, 2020 – 10:30 AM

Minutes - Draft



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Roll Call

Board: Jacki Gordon, Marcia Reddy, Fay Henderson-Diaz, Ron Grant, Tanya Lapierre, Ralph Gault, Dottie Bellinger, Suzanne Grant, John Dumser (JD), John Harvey-Williams (JHW)

Staff: Adriana Maldonado

Guests: Abraham Fregogsoa, Suzanne Lyons

Quorum: Yes

Approval of Agenda - Approved

Approval of January minutes – not circulated due to computer issue with Tanya. She will circulate once recovered for approval via email.

Announcements - None

President`s Report

Building Report: Jacki needs to follow up with the Building Committee to make sure we have a plan for the entranceway and terrace to protect from dust

- **Jacki asked for Adriana to consider constructing the entranceway wall/door and asking the landlords to pay for it. Jacki asked Dottie to confer with JHW to look after this.**

Proctor Exam: On February 27, a young person from Harvard asked for the OLL to proctor an exam. Jacki asked Oscar to do this, the individual has confirmed the OLL is an approved organization. Oscar will print the exam and will keep an eye on the individual.

- Suggestion from Tanya to have additional coverage for Oscar on that day

Music Fundraiser: Question for group re: fundraiser for music – Is the fundraiser for a specific purchase/renovation/activity? Confirmed that the fundraiser is for general operating costs, no specific project is allocated against the funds raised.

Donation: The person who did the doll workshop sold her dolls out front and offered to donate half of the sales to the OLL

Treasurer`s Report

- Concern with the foundation is that we are not getting contributions into the fund, and the foundation covers various subscriptions. Bring forward for new Board to discuss a fundraising campaign for funds INTO the foundation
- Comment from Treasurer that January/February is always positive, so no surprises
- Credits coming up from PayPal is a refund on the commissions

Outstanding Business

Renovation Update (see above)

Film Night

- In touch with FilmBank Media, who look after the rights for Disney and FOX films. Will advise Board of progress as it happens.

Intro to Oaxaca

- Working over the next week to put Rich Lang's document online
- Map – Tanya suggested we develop a map, finding a talented designer to build it for us. The map idea is welcomed by the Board. Question put forward if we could sell it, and the answer is yes, as the proceeds are coming to the OLL
- Jacki mentioned that lots of people are coming to the Intro sessions on Monday and Wednesday
- Bring forward to technology committee, Ralph talked about having a room built, presentations, etc but it depends on what is going on with the building. Bring Forward idea for a Board retreat.

Budget

- Proposed budget from original discussions has not changed
- A note on the Special Events, even though there is an increase in spend, we don't have a lot of experience on the events, so the budgeting will improve as the committee gains more experience
- Gross profit decrease 8.34%. Income expectations are built conservatively, as well as revenue from programs, so if all things remain as they had in months passed, we would expect to be on or above budget projections.
- Total expenses down 3.2%
- Reminder that our net income target is neutral.

Motion The Treasurer moves that the budget is supported by the Board for presentation at the AGAM for adoption.

Seconded: Madame Grant

In favour: 7, Abstained, 1

New Business

Yoga

- As of February 24th, Teresa will be traveling and be back some time in the fall.
- Jacki reminded the group that we provided Teresa a contract which included a clause for substitute teachers. She chose 30 days.
- She requested that she take it up again in the fall, and she was advised that it would be a discussion for the future Board given various considerations. (Construction, tax law).
- Teresa took it upon herself to decide that she would continue the program with another teacher. Joanie approached Jackie letting us know that people are also approaching her.
- **Jacki responded and will provide a formal communication for the e-blast, website. Please be advised that Jacki will be looking for feedback on the communication.**
- JD reminded the group our lease does not allow for subletting.
- Everyone discussed that if we wanted to provide yoga, we could hire an instructor under contract, and that would be a discussion for the new Board at a future date.
- It was brought forward that each group seems to disrespect their time limits and spaces.

Out & About Program (discussion) – Jacki

- Larry has stated for the past three years that he wants to stop managing the program
- **Discussion for Board retreat** – consideration if we want to continue to do this type of activity.
- Personal experiences were related that the size of the groups was too large for particular outings
- A reminder that the villages are not often equipped to deal with the volume of people
- Jacki is bringing up the topic because it is a lot of work organizing these types of trips.
- If we decide to outsource the programs, there is a potential conflict of interest to working with a tour operator and if that was going to be the approach, we should be going through a regular request for proposal
- A reminder that we are working with a tour operator
- There is importance of the cultural experiences provided by our programs (talk/discussions the day before, translations where required, visits to places not offered by standard tour operators in Oaxaca)
- Generally last year there were more tourists and a different type of tourist
- Interesting & good program over the time we have run it. The group has a quite a lot of support, a you really do heavy work the first year.
- Idea put forward to have a “sponsor” for each particular event.
- Felt that it was disrespectful to talk about committee activities without committees being there.

- There is a strong degree of resistance from current program volunteers for change other than what he has proposed
- We need to look at the programs under a "business plan" approach (including liability and risk)

Report on Volunteer Appreciation event

- Great report.
- Dottie suggested that a restaurant could be a consideration for future events as it required volunteers to staff the volunteer party
- A Board member who volunteered mentioned she liked doing the work as a thank you for the volunteers
- Dottie recommended double the budget for future years, and a suggestion was made that we could cut off registration for the event earlier to have a better idea of numbers.
- Jacki asked us to consider mobility issues
- Social Committee would support the volunteer appreciation party in future years
- Things were not budgeted for: decorations, etc.
- Treasurer is concerned that the budgets are not considered seriously. Budget was close to 100% overrun. Christmas was over budget as well.

Security

- Bliss and Oscar had an incident of someone feeling (BF for future consideration – a buzzer at the desk that buzzes into the office, a protocol for safety. New Board consideration for a small sub-committee for safety and security. Tabled consideration for hours, etc.

Events and library closings calendar

- Suzanne will get the calendar for the public service holidays and ensure they are in the calendar.
- Adriana confirmed that everyone is looked after as far as pay or time-in-lieu for working the holiday Monday.

AGAM

- March 14th – Question – will there be an announcement made? (confirmed Yes)
- Suzanne will want time beforehand for review of slides
- The meeting is called for 1:00, and if there is not a quorum it starts at 2.
- To thank folks have come at 1, have coffee and cake. Suzanne has volunteers for chairs.
- Nominations committee gets a print out of who was there last year.
- Adriana will let teachers know that programs will end at 12:30
- Siobhan will be asked to bring a sheet cake

Boutique and bazaars

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Expansion – issues facing us in the future (Bring forward to retreat)

- Jacki feels that there will be growing pains in the coming years
- Things are changing and new
- A focus for the incoming board should be a discussion on what is working, what is our focus
- Suggestion that nothing new be implemented next year and that it should be a clean-up year for all the changes that we have made in the past few years.
- Suggested focus on who we are and where we are going.
- We should do some fundraising

Committee Reports

- Technology Committee reported on what we did last year in order to support patron activity. Suggested we use that information to consider an annual giving program.
- General reminder that Library World needs to be considered. Tanya restated that the technology committee has it on the agenda for late 2020 for implementation in 2021, as neither she nor Ralph had time to dedicate to the project.
- Events Committee responded to a letter with regards to being bi-cultural. Anecdotal feedback is that this year was the best so far
- Outreach Committee: Still waiting to get Maestro to sign the contract for the Language Faculty. Relationship between FOFA and the OLL works very well, and the relationship is very supportive.
 - John mentioned that he got some feedback on the LaSalle talk, was a good start, and another coming up for LaSalle
 - Tanya mentioned that she suggested that we look to work with our partner universities to help us with Hoofing and Out & About and Faye is translating
- Communications Committee: Dottie and Tanya met and have two documents together in draft, one for process or change implementations and the other for new board members.
- Book Committee: Jo Ann Wexler has resigned from the Book Committee after many years of service. Patricia Saull, a librarian from Ontario and Kyle Watts from New Mexico, have agreed to serve. Both are current volunteers.
 - RG mentioned they were having a problem buying and receiving orders. Question was if they can start spending on the budget.

Adjournment

- Marcia moved the meeting be adjourned, Faye seconded. Motion approved. Dottie mentioned that she will miss the leaving Board members.