



Oaxaca Lending Library

Board of Directors Meeting – August 8, 2019

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## Roll Call

In attendance:

- **Board Members:** John Dumser, Jacki Gordon, Dottie Bellinger, Bill Pumphrey, Tanya Lapierre
- **Guest(s):** Christine Charneski, Ron Grant

Absent:

- **Board Members:** Faye Henderson de Díaz, Marcia Reddy, Ralph Gault, Suzanne Grant
- **Staff:** Adriana Pérez Maldonado

**Quorum:** Yes

**On-time start:** no, 10:34

## Agenda

Motion to approve Agenda made by John Dumser, Seconded by Bill Pumphrey.

All approved.

## Minutes

John asked for TBC to be removed and just say seconded, clarity in future on for/against/abstain

Rename “Excess Funds Task Force” - “Unallocated Funds Task Force”

Approved (4) Abstained (0)

## Announcements

1. Ron Grant has accepted Director at Large position through to AGAM in February
  - John moved to accept, Bill seconded
  - Ron spoke briefly about his experience on Events & other committee, and thought the participation on the Board would help understand more about the OLL
  - All in favor (4) - passed
2. John Williams is interested in joining the Board.
  - John works at the café, has real estate background
  - Discussion about timing of bringing someone new on at this time
  - Suggestion was that he be invited to join Real Estate Committee, sit in on Board Meetings as a guest, and be put forward by the nominating committee for AGAM in February



## President's Report

- Thanks to Secretary for new style of minutes
- Request made to Joanie re: e-blast for a "Spotlight" section for our NGO partners & initiatives, **Jacki is working on text for Joanie**
- EnVia is joining the OLL as a partner, contract is being established. **Jacki will have discussions continue with Ralph for a trip, adding a tour for the Day of the Dead is being worked on. Question related to membership discount (if to offer or not offer). Questions for Jacki to Ralph related to invoicing versus a donation for event.**
  - o Clarity request on the "contract" outlines – John explained that it was just an outline of responsibilities
- Jacki has been getting lots of emails and suggestions through Facebook of "what the library can do". Her standard response is that if they are willing to lead the initiative, then they should. Board understood this was a good standard response, and we independently should refer them when we can
- **Jacki will put announcement in e-blast for Ron Grant's addition to Board**

## Treasurer's Report

- Email sent by Ralph. No questions.

## Ongoing Business

### A. Membership Categories

#### RECOMMENDATIONS

1. Return to the previous membership structure (500/700) immediately.
2. Inform people who inquire as to why the 200 level is no longer available that we were running a short pilot to see how that structure would work, and that we need to look at additional options before permanently implementing any new structure. Disseminate this information to the circulation desk staff and volunteers along with the revised membership form.
3. Continue exploring ways to provide better access to lower income members.
4. Add a request for donations to the membership form (see #4, below).
5. Before any new membership structure is implemented, the Treasurer will run a projection of impact on income. Part of this might be to implement a pilot to see what people actually do over a period of time.

#### Motion

- Tanya made a motion to vote on Recommendation #1:
- Ron Seconded

#### Motion

Jacki called motion to return to the previous membership structure (500/700) immediately.

- Favor (4)
- Opoosed (0)
- Abstain (1)



The Membership Structure Task Force (Suzanne, Dottie, Jacki & Oscar) will continue to look at any new structure for the membership. **Jacki will assign members of the task force to execute on Items #2 and #4 from recommendation above.**

#### Discussion Notes:

- Suggested a further communication to the Monday Intro to Oaxaca volunteers to drive donations and understand the value of donations and memberships.
- Recommendation made to task force to consider a Library Card, to outline responsibilities of members (and benefits)
- Request made to restate the goal of the review of memberships: 1 – bring more of the Mexican community as members to the Library (and consider they earn in pesos), and 2 – lower income expatriates who may find \$500 pesos a burden would still have an opportunity to be a member.
- **The Board of Directors are welcomed to send ideas and suggestions to the Task Force to consider.**

#### B. Task Force for Unallocated Funds

- No update

#### C. Task Force for Real Estate

- No update
- John Williams will be invited to join the task force

#### D. Bazaar Manager

- 5 individuals have said they would be interested in helping but no one wants to lead it
- **Suggested we ask John Williams. Jacki took the action to talk to John.**

#### A. Reprint OLL Brochure in Spanish

- **Jacki still working on this, bring forward to September**

#### B. Update website with corrections

- About halfway through review
- **Bill to provide Oscar's picture and short bio**
- Sept 1 for online store launch for new season of hikes \* Out & About, In House as they are scheduled

#### C. Special Events

- Dottie and Tanya met and did a document outlining guidelines and requirements for having a special event, including defining what a special event is
- Solicited feedback from Michelle Verduzco, Kate Hart, Bud Combs
- Question – what we defined as a special event (Bazaar, Fundraisers, Thanksgiving, etc.)

#### D. US Stamps

- **Tanya took the action to ensure current and potential future additions are on website - outstanding**
- **Comment made by John that stamps are sometimes donated**

#### E. Policy introduction for package drop off and pick up

- Draft Policy done, **Tanya will distribute to Task Force first and then to Board and Committees for feedback**

#### F. Policy for Use of Space

- We met and discussed all the logistics related to use of space (profit, not for profit, set-up of space, etc.)



- We will have a draft policy and contract for review shortly
- 2 main issues were related to Due Diligence:
- Question 1: If we allow the space to be used “for profit”, do we have any obligation for ensuring they have a right to work in Mexico.
  - o Accountant was concerned we infringe on privacy rules if we ask if someone has the right to run a business
- Question 2: Are there any accounting issues related to how we use our space?
  - o Accountant advised that the Library should decide on the OLL’s objective if considering renting out space for profit, what is the Library? Accountant’s initial comment was that the OLL needed to be clear about what the Library wants to be.

**John will talk to David for outside counsel re: “for profit” business being done at the OLL for a clear view.**

There was a question related to Insurance coverage for participants at any for-profit activity at the OLL. John advised that **all visitors** to the OLL are covered. **John will take to Adriana once she is back for a clear definition.**

## G. OLL Poster for Language Schools

- **Gail Schacter and Tanya are meeting on Monday afternoon to draft**

## H. Storage Wars

- Oreen and Adriana have cleaned out the rooms
- 16 yoga mats are currently in the Bodega, **Jacki will ask Teresa to clear that space.**

## New Business

### Volunteers

#### Discussion:

- In the non-peak months we seem to be short on volunteers. There seems to be a handful of people who seem to do everything.
- Is there a way to encourage people to volunteer?
  - Suggestion: be clear about what is needed and the time it takes to do that task
  - Suggestion: Membership “discount” for volunteer (track your hours)
  - Suggestion: Good Volunteer Training, role playing
- Is there a way to get rid the “cliques”:
  - Suggestion: clear communications, transparent practices and policies, and a welcoming approach to new ideas.
- Idea put forward about re-implementation of Volunteer Committee (may be a good job for the vice-president).

**Jacki will talk to Cathy about training volunteers and what she considered to be her role and what is needed going forward.**

### Motion

Motion made by Dottie to reconstitute the Volunteer Committee. Ron seconded.

Vote: Favor (5) No opposed, no abstain



## Committee Reports

- Membership: Dan Walsh: reports question: non-memberships. Tanya meeting with Dan to discuss data
- Events Committee:
  - o Ron brought forward issue of inter-committee communication (Bookshelves impact on event seating was an example)
  - o Plan to move the speakers, microphones are still under discussion
  - o No altar this year (at this time, unless a volunteer steps up to manage it)
    - **Jacki will send a request for volunteers in the e-blast**
- Communications committee now lacks a chair – bring forward to September
- Book Committee:
  - o John sat in – Siobhan is working with a new vendor on ordering
  - o **Question for Dan Walsh on adding a “coming due” notice for books, Tanya will ask**
  - o John re: Author Talks – discussed with Ron for liason
- Outreach Committee:
  - o Stich and Bitch is moving away from “outreach” as most members are English speaking and they will continue to meet as it has been a success
  - o Note made that when implementing new initiatives, consider what is already happening in the community
  - o John thanked Ron for running the AV system for a lecture for the Learning Centre (for 30 students)

## Adjournment

- Jacki motioned, all approved, 12:36