



# Board of Directors Meeting – September 10, 2020

## Table of Contents

<i>Roll Call</i> .....	1
<i>Approval of Agenda</i> .....	1
<i>Approval of Minutes</i> .....	2
<i>Announcements</i> .....	2
<i>President's Report</i> .....	2
<i>Treasurer's Report</i> .....	2
<i>Old/Ongoing Business</i> .....	2
Construction Update .....	2
Termite Control/Bookshelf Replacement.....	3
Reopening Plan .....	3
Communications.....	3
Fundraising.....	3
<i>Committee Reports</i> .....	3
<i>Next Meeting</i> .....	4
<i>Adjournment</i> .....	4

## Roll Call

- Board Members: Jacki Gordon, John Williams, Dottie Bellinger, Ralph Gault, Suzanne Grant, Jose Luis Zarate, Ron Grant, Abraham Torres
- Late: Mark Leyes, Lina Negrete
- Absent:
- Staff: none
- Guests: Peter McCallion
- Quorum: Yes
- Start time: 11:01 am (via Zoom)

## Approval of Agenda

Moved: John; seconded, Abraham. **Approved**



## Board of Directors Meeting – September 10, 2020

### Approval of Minutes

August 13, 2020 Meeting: Moved: Ralph; seconded: Suzanne. **Approved.**

### Announcements

- Jacki thanked Tanya, Dottie, Ralph and Ron (Communications/Fundraising committees) and Dan Walsh for helping generate membership renewals and donations through website and the Online Store.
- Kate Hart has had a major tragedy in her family and is stepping off the Social Committee. Those who know her may want to reach out to her.
- Jacki has been hearing from many people that they are not coming back to Oaxaca or are deferring plans. Some are still staying active; others are not sure. So the Board will need to plan for that in terms of volunteers and committee work.

### President's Report

Jacki expressed concern that there is as yet no Nominations Committee. Three positions are needed: Vice President, Secretary, Treasurer.

**Action:** Jacki will publicize need for Nominations Committee members.

### Treasurer's Report

Ralph reviewed the July financial report as well as an outline of monthly costs for the OLL. He commented that we do have money in the checking account and are receiving some money through the Online Store (through PayPal), so we're not entirely depending on the OLL's savings. He noted that the unusual expenses marked as for the building also include the purchases made for COVID mitigation (HEPA filters, etc.)

**Action:** **Dottie** will work with Adriana to send thank you letters to people renewing and making a donation. Jacki noted that there are also cards on the GoDaddy website.

**Motion:** Accept the Treasurer's Report as amended. Moved: John, seconded: Jose Luis. **Approved.**

### Old/Ongoing Business

#### Construction Update

John reported that a barrier has been installed between the construction site and the OLL. When we reopen, there is a good passageway. Demolition portion has been completed, so with the addition of the fans and HEPA filters, volunteers and staff will have clean air ventilation. Jacki said that the OLL at least temporarily has water. Jacki complimented David Myer and Adriana on their work with the construction people.

**Action:** **John** will check Adriana and other as needed on continuing access to water.



## Board of Directors Meeting – September 10, 2020

### Termite Control/Bookshelf Replacement

The OLL is waiting for delivery of a new metal shelf. Ralph had heard there was a problem with the vendor about using a factura, but Jacki noted that Siobhan has not mentioned that as a problem in her very recent report.

### Reopening Plan

Dottie noted that individuals and groups need to go through the appropriate committees and the Board for major decisions, such as a reopening date. The reopening committee recommends an opening date of September 21, 2020. Several people on the Board expressed concern about an opening where people can come into the library itself.

**Motion:** Open on September 21 in accordance with the reopening plan previously adopted by the Board. Moved: Dottie, seconded: John. **Not Approved 1-7**

**Motion:** More limited opening on September 21, with service limited to checking books out and in, and only at tables at the entrance; no entrance by patrons. Moved: John, seconded, Suzanne. **Approved unanimously.**

**Action:** John will check with Cathy P. to ensure she has at least two volunteers during open hours the first two weeks and inform David Myler and Siobhan Grogan of Board's action.

### Communications

**Action:** The Communications Committee will check on access to the catalog through the website and that it is up-to-date. Publicize this on the webpage/eblast as well as the steps to be followed. Dottie will contact Siobhan about making posters for the patrons and volunteers on this more limited opening.

### Fundraising

**Action:** Mark's draft referred to Communications Committee. Jacki will resend his email to Dottie for the Committee's review.

### Committee Reports

- **Outreach Committee:** A letter is going out to organizations asking how they're doing and what they want to share with the OLL membership
- **Book Committee:** Processing new materials. Liz Renn is back in Oaxaca and beginning to catalog new materials.
- **Communications Committee:** Their work on renewing memberships and soliciting donations already referenced earlier in the meeting.
- **Events Committee:** Only one member is returning to Oaxaca. Dottie suggested that Ron talk with Cathy P. about more volunteer help with facilitating events. Jacki also has some people interested and submitting creative ideas that she will forward to Ron.



## Board of Directors Meeting – September 10, 2020

### Next Meeting

The next Board meeting is scheduled for: October 8, 2020, via Zoom, at 11:00 AM.

### Adjournment

**Motion:** Adjourn. Moved: Ralph, seconded: Jose Luis. **Approved.** Meeting adjourned at 12:18 pm