



Oaxaca Lending Library

Board of Directors Meeting – July 9, 2020

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Roll Call

In attendance:

- **Board Members:** Jacki Gordon, Tanya Lapierre (acting secretary), Ralph Gault, Suzanne Grant, Jose Luis Zarete, Dottie Bellinger, Ron Grant, John Harvey Williams, Lina Negrete, Abram Torres
- **Absent:** Mark Leyes
- **Staff:** Adriana Perez
- **Guests:** David Myler



Quorum: Yes

Start Time: 11:03 (via Zoom)

Agenda

N/A

Minutes

Motion

John moved to approve June minutes; Jose Luis seconded. Motion approved.

Announcements

- N/A

President's Report

- N/A

Treasurer's Report

- No income to report
- Refund received by Ghandi
- David submitted a budget for the re-opening proposal, estimated \$56,000 pesos, expenditure to be discussed as part of the re-opening plan

Motion to accept Treasurer's report made by Jose Luis, John seconded, motion approved.

Old Business

Construction Update

- Construction is currently suspended.

Proposal for Re-Opening



Adobe Acrobat
Document

- See attached.
- It is required by the Government that someone from the organization take a course provided by IMSS, Adriana is registered and will take the course.



- Cathy & Siobhan are also meeting to discuss volunteers

Discussion:

- Ensure communication to patrons includes face masks at all times
- Consider space behind circulation desk as well as computer
- Ensure we communicate suspending packages
- Missing in report is suspension of programming
- Question on why we are providing pick up at the OLL if the members are allowed to browse. The Committee felt that it was important to provide the additional services for more at-risk patrons
- Note that the proposal may need to be revised again depending on what the government direction is at the time of re-opening.
- Question on temperature taking – should be clear on what temperature is considered elevated and what happens in the event the temperature is elevated
- Other changes noted in revision of document
- Suggestion to provide patrons with products to clean the tables themselves
- Suggestion to consider different sanitization of bathrooms
- **Request of committee to put together an indication of staff changes in work and volunteers changes (different positions)**
- **Ron Grant will bring forward some recommendations on local vendors providing hand sanitizers to the committee**

Motion: John moves to approve expenditure for equipment, Suzanne Grant seconded

Discussion:

- Treasurer commented that there would be funds available currently to cover the costs
- Question re: equipment – where did the recommendations come from? David researched with regards to what good sanitization practices would be, and the suggested equipment is above what the government requirements are.
- Question: How long does the equipment take to procure? David advised it depended on the actual equipment.
- Suggestion that the committee review the recommendations

Amended Motion

The OLL will purchase all of the equipment in the equipment proposal other than the UVC and HEPA machines, pending further research. The Reopening Committee will review the research and revise the proposal accordingly as well as address Board comments.

Suzanne seconded. Approved with two abstentions (Ralph and Jacki).

New Business

Fundraiser



- Ron Grant offered to take on Fundraising efforts for either general costs or re-opening
- Jacki was supportive of Ron coming forward with a recommendation, Ralph offered to assist
- David suggested that the most successful fundraising has been when it is for something specific

Structure of the Board

- Michelle McAllister has stepped away from the Secretary role
- We need to identify a Secretary for at least the rest of this term
- Suggestion to contact John and Siobhan to help with putting in place a nominating committee (Jacki will take one)
- Suggestion to put an announcement in the e-blast calling for volunteers (Jacki will draft)
- Reminder that anyone who is currently a Director-At-Large can step into the Secretary role
- In the Bi-laws, it is stipulated that the Treasurer and Secretary positions should not be replaced at the same time

Next Meeting

- Next meeting is scheduled for August 13th, by Zoom, at 11:00 AM
- Special meeting for re-opening discussion for July 23rd at 11:00 AM

Adjournment

- John moved the meeting be adjourned and Jose seconded. Approved. Meeting adjourned at 12:38.