



Oaxaca Lending Library

Board of Directors Meeting – September 12, 2019

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Roll Call

In attendance:

- **Board Members:** John Dumser, Jacki Gordon, Dottie Bellinger, Tanya Lapierre, Marcia Reddy, Ralph Gault, Suzanne Grant, Ron Grant
- **Staff:** Adriana Pérez Maldonado
- **Guests:** Christine Charneski, John Harvey Williams, Teresa Diaz, Joan Harmon, Liz

Absent:

- **Board Members:** Faye Henderson de Díaz, Bill Pumphrey

Quorum: Yes

Start Time: 10:30

Agenda

Motion to approve Agenda made by Dottie, Seconded by Marcia.

Approved (6), Treasurer abstained

Minutes

No changes. Approved (4) Abstained (5)

Announcements

1. Bill Pumphrey has resigned from the Board
 - Feels he wants to continue to contribute to the OLL through his other activities (café, Intro to Oaxaca, Circulation Desk)
 - Would like to travel more and has already missed three meetings due to travel

Motion: Motion made by Dottie to accept John Harvey Williams to the Board.

- John Seconded
- Approved by acclamation

Discussion Notes

- John said a few brief words regarding his background, Mexican/American dual citizenship, current volunteer work at the Café, and he hopes his skills and contacts with his real estate background will be beneficial to the OLL
- Jacki indicated that she had several people approach her and ask about the high turnover on the Board. She shared with the team that her response has been that the members who has resigned did so for personal reasons. The Board is a changing organization, made up of volunteers.



- **Jacki will send announcement for the e-blast**

President's Report

- Thanks to Secretary for Online documents (via Website)
- Congratulated Tanya & Adriana and the rest of the team for the Online store being opened for the season
- Oscar is going on holiday for the week starting September 23rd. Jacki and Adriana are going to be locking up during the week.
 - i. A question was asked related to cash handling and it was confirmed that volunteers will manage this task for the week.
 - ii. A comment was made about the cash register, and a short update was made that we are looking at repairing it (getting a second opinion) or replacing it.
- Spotlight section has begun in the e-blast, and feedback from the NGO was great, Joan will leave it on for 2 weeks (Board agreed).
- En Via is confirmed as joining as a partner. Joint En Via library tour is being held on October 31st, possibly 16 guests. (Member and non-member pricing, 1900 & 1800 pesos) During the discussion with En Via about joining the OLL as a partner, the idea was brought forward that the OLL be a sort of centralized organization to bring various NGOs together.
- A query was brought to the president about third parties posting for their tours for Day of the Dead. The Board confirmed there is a process established and any company is welcome to use that process (posting in the binder, on bulletin boards, taking out an advertisement in the e-blast, etc.)
- Proposal made to share the minutes and agenda with the committees prior to the (include Cathy Pickel).
 - i. Board agreed they did not see an issue and **Secretary will email the draft minutes**
- Jacki did a periodic review of the retreat goals from April, and the Board agreed they would collectively like to review them together. **Agenda time on the next meeting – 1 HR.**
- Gail Schacter's poster went up for the distribution. An official thank you be sent to Gail for the initiative.
Tanya to draft for Jacki.

Treasurer's Report

- On target for year-end positive balance, Online store launch helps with cash flow during the shorter months, September we had to move cash over to the checking account from the savings account
- Question related to why we keep so much cash in the checking account, and Treasurer explained that we do move cash out into savings but at the end of the year.



- John Dumser asked if, in the annual reporting, the pilot membership level of “benefactor” would be reported separately or rolled up into the “Individual” category and the Treasurer confirmed that, yes, it will be rolled into the “Individual” category for year-end reporting

Ongoing Business

A. Membership Categories

- Task force does not have a recommendation to bring forward at this time as meeting was close to Board meeting and information requested is pending
- A proposal will be brought forward for the October board meeting. The task force is suggesting that whatever is decided at that meeting hold for at least 6 months
 - o 2 requests made by Tanya:
 - recommendation made to make decision based on data
 - ensure if a change is made we collect feedback formally, not anecdotally
- Comment was made by Christine related to the amount of work done on this topic has been significant, and suggests that the OLL make a decision and move on
- A request was made to ensure that the broad goal was clearly restated during the recommendation phase.

The Membership Structure Task Force are: Suzanne, Dottie, Jacki & Oscar.

B. Task Force for Unallocated Funds

- No update

C. Task Force for Real Estate

- Task force met and a few ideas are being explored (rental, extended lease, purchase) as well as various funding ideas.
- Jacki will approach Brian Parks to ask for his help in producing a short promo video
- Question/Concern was brought forward related to the renovations being undertaken by the landlord on the buildings on the north east side of the OLL. It was mentioned that Adriana and David were in contact with the architect.

Discussion Notes:

- Focus should be shifted from what the OLL “does” for the community to what is “available” for the community
- An observation was made that many more Oaxacans seem to be using the library, especially in the afternoons
- A request was made to reconsider our status as a “not for profit”, and both the Treasurer and the Past President advised that this had already been reviewed and was not really up for discussion. The secretary made a recommendation that was document or create a document outlining for new board members this review and reasoning.

D. Bazaar Manager

- 1 person had volunteered to manage the Bazar, as long as some changes could be made to the approach



- Recommendations: 1 Bazar, “fill the bag” approach with a “special” room for individually priced items
- A question was put to the Board if we were OK with a change in approach. No one had strong opinions on allowing the volunteer to manage the bazaar

Motion: John made a motion to gratefully accept that Margie lead the Bazaar.

- Seconded by Marcia
- In favor (6), abstain (2)

Discussion Notes:

- Margie will have the Bazaar in November/December
- Bliss’ boutique in February
- Although there was ideas to sell OLL cloth bags for the bazaar, the idea is on the shelf for future use

E. Reprint OLL Brochure in Spanish

- Adriana sent the correction to Faye, as long as Faye approves, Adriana will send them to the printer
- **Jacki taking the action to get in touch with Faye**

F. Update website with corrections

- Done with two exceptions:
 - **Tanya will send request will be sent to Dottie to refresh the Volunteer page**
 - Request made for a volunteer to find contact information for the group plan at MAPFE. **Adriana and John Harvey Williams will look into this.**

G. Special Events

- **Dottie and Tanya will present the document at the October meeting.**

H. US Stamps

- **Tanya task pending to add Canadian stamps**

I. Policy introduction for package drop off and pick up

- Policy is completed and motion will be made in October to approve

J. Policy for Use of Space

- Tanya started the discussion with a re-iteration of why the policy was being developed
- John stated that best practice will be to not engage with for-profit organizations
- No leasing will be permitted, everything will be by donation only
- The OLL board must determine what activities fit within the library Mission
- Guests attended spoke with regards to their feeling that yoga contributed positively to the OLL community
- Task force agreed to solicit feedback from various user groups and the Board to have a discussion related to the DRAFT policy to review as a group
- Tai Chi for Life classes (Jacki/Ralph)
 - At this time no, until the Use of Space Policy is under development (Jacki to send note)
 - Add accounting for every session (members, non-members), etc. for profit
- **Policy approval/finalization is slated for approval at the October board meeting**



New Business

1. OAXACAEVENTS

- OaxacaEvent's continuing under OLL sponsorship funding request of \$540 for software licensing for the next year

Motion: John make the motion that we accept the proposal to support the \$540

- i. Suzanne seconded
- ii. 5 In favor, 2 obtain, 1 absent

Discussion:

- Treasurer commented that fine as long as there is value, confirmed that the invoice is due in October
- Dottie will send copy to Invoice and R will send to Doug

2. New Requests

- Altar for Day of the Dead:
 - o Jacki will advise Larry that as long as he can find space, there can be an altar
 - o Tanya confirmed that seating for 52 was fixed and seating could not be decreased at this time to accommodate
- Voter Registration Table:
 - o A request was made and agreed for a group to set up a table to support US voter registration.
- COMI:
 - o A request was made and approved for COMI to put in the e-blast and on the bulletin boards a note of thanks for the support the NGO received after the "Spotlight" was in the e-blast
- Technology Committee:
 - o A request was made to see about the WiFi on the terrace (not reliable)
 - o A request was made to investigate having a closed meeting room with audio/visual capability
 - o A request was made to revisit Library World as our Library Management software
 - Jacki will put her family member in touch with the Tanya & Ralph
 - David Myler mentioned "Resource Mate" as an option
 - Tanya confirmed that the request was heard, she and Ralph would begin an initial investigation. The project will take about 18 months if it gets the approval to go forward. In the New Year, the technology committee will do an initial investigation into different solutions and make a project proposal to the Board at that time. If given the go-ahead, various stakeholders will be engaged, business needs determined, and the Board engaged at various decision points.

Committee Reports

- **Membership Renewals**
 - o Tanya met with Dan Walsh and is working to provide annual metrics
- **Technology Committee:**
 - o OLL email addresses are now in place, please log in, and figure out how it works



- Soon, future communications will be going to your OLL email account
- Addressing the EEC concern with regards to microphones
 - FYI for the Board that we are looking at a 30,000 peso spend (general understanding and all are OK with that spend)
- Printer has been added to the circulation desk specifically to address various process gaps, one related to the online store and purchases, one related to patrons not being able to show record of a purchase on the day of an event, and one related to the staff being able to easily print required documents without having to rely on Adriana. It is NOT for public use.
- The Circulation Desk Volunteer's computer has been swapped out with one from the public use room. The older one will be looked at for replacement in the next budget year.

- **Book Committee:**
 - For the record, Jacki made two recommendations which are not exactly correctly stated in the minutes
 - They are having administrative difficulty in spending their budget
 - Question was asked if the budget is added to next year's budget and the Treasurer confirmed that no.
 - Question was asked about who is addressing the LARGE number of non-returned books
 - The book committee is addressing
 - We understand that loss is part of the management of the library
 - Better educate folks about when they take out the books, understand this is a new concept

- **Communications Committee:**
 - The Communications Committee made a proposal that during Board meetings, if any decision was made, that we consider if there is impact on any other group, staff, process or committee and ensure that someone takes the action to communicate with the impacted party. All agreed we could try it.

Adjournment

- John motioned to adjourn, all approved, 12:48 (the Interjet version of "on-time")