

**Oaxaca Lending Library
Board of Directors Meeting
Thursday, April 12, 2018**

Roll Call: **Staff:** Adriana Pérez Maldonado
 Board Members: Siobhan Murphy Grogan, John Dumser,
 Tom Lockwood, Oreen Scott, Jacki Gordon
 Fay Henderson de Díaz, Del Highfield, Bill Pumphrey, Marcia Reddy
 Sally Sell
 Guests: Tanya LaPierre, Larry Ginzkey, Ralph Sell, Peter McCallum
 David Myler

The meeting began at 10:29

Approval of the Agenda

MOTION: Sally Sell moved and Bill Pumphrey seconded that the agenda be approved (8 in favor, 0 against, 1 abstention)

Announcements

- Kay Henderson - The Oaxaca Events calendar has implemented a Spanish version of their website. The Outreach committee will be sure to send all information to the events calendar in both Spanish and English
- Adriana Pérez Maldonado stated that the Mexican government needed information from all new board member: names, addresses, visas (or whatever formal identification. She requested that the information be given to her as soon as possible.

Acceptance of Board Minutes

- Ralph Gault made not that under the technology report “word” should read “MS Windows”

MOTION: *Del Highfield moved and Tom Lockwood seconded that the minutes from the March 8, 2018 Board Meeting be accepted as corrected (8 in favor , 0 against, 1 abstention)*

President's Report - John Dumser

- Judy Burrell, for health reasons has resigned from both the board and the Development committee
- No need for a Building committee at the moment. Tom Holloway will handle building issues as they arise
- Board members who have not done so should, as soon as possible, take a tour of the book processing area
- Board members should look at the Action Plan for this year and pay special attention to goals that pertain to committees a board member is on
- Tom Lockwood will be attending committee meetings to assist in our goal of keeping plans on target
- John mentioned that the Civility Policy was of great importance to him and over the next year he will be endeavoring to consistently maintain a congenial atmosphere throughout the organization. He added that it is a good idea to send emails only to those the email will directly effect. Also, in person and telephone conversations are sometimes better than an email.

Treasurer's Report

- Prior to the meeting Ralph Gault distributed a very comprehensive and detailed report, which he verbally covered at the meeting
- Del Highfield mentioned concerns regarding the fact that petty cash is not recorded in the financial report as presented at the AGM. Ralph explained the way petty cash is handled by the OLL is the accepted practice in Mexico, and he is following the advice of our accountant. Adriana Pérez Maldonado urged caution when questioning the handling of finances because it could, by staff, be seen as a questioning of their competency.

Old Business

Technology Committee Research Findings

- Tanya requested 30 minutes at the next BOD meeting to present to the Board the findings of the committee regarding items that need tending to, as outlined at the March 8, 2008 meeting.
- She added three more issues that have arisen since the March 8 meeting:
 1. Peter McCallum asked that the old computer, from the book processing room, be repurposed as a dedicated catalogue search system
 2. Tom Lockwood suggested that the OLL purchase a printer for the circulation desk. The committee will assess the cost and benefits of an additional printer
 3. Adriana has recommended a technician. Within the next week Tanya plans to contact him.
- Doug Harmon has resigned from the Technology Committee. He thanks the existing group for their ongoing support of the OLL.

- Tanya met with Larry Ginzkey and Suzanne Lyons to go over some learnings from the online store and website. Larry's hikes are ready to be posted, O&A are in process, and Education Events Committee activities are laid out for the fall, and added to the OLL website once confirmed.
- Logistics regarding cancellations, refunds and a wait list is a concern at the moment. More information to follow at the next BOD meeting.
- Outreach Committee brochure
- The format is one page folded 4 ways, which is the traditional brochure style. There was some discussion around referring to the OLL as a bilingual cultural center, and the reference stands. It is the hope of the committee that people who do not normally think of the OLL as a Spanish center will begin to think differently. The committee is in the process of finding someone to format the brochure.

Volunteer Committee

- The committee hopes to recruit more volunteers and ideally, through the process, will find a volunteer coordinator. The committee is considering rotating the chair position

By-laws Article regarding AGM

- David Myler, legal advisor to the Board explained how Mexican law requires the handling of a quorum at the AGM
- Members, defined as adult members of the OLL, must present their name, signature and valid identification, at the AGM. A quorum will be 50% plus 1 of the members who attended the previous year's AGM. In other words, members of the AGM are defined as those who were at the previous AGM. Not, as many thought, members of the OLL
- It was duly noted that prior to the 2018 AGM information was sent to the Eblast, but was edited, and many people were thereby unaware that the meeting start time and the actual start time would have a one hour difference. Special care needs to be taken so that the notice of the AGM is worded carefully and no editing occur.

New Business

MOTION: Moved by Siobhan Grogan and seconded by Del Highfield That the Book Committee requests that the OLL Board approve a \$32,000 pesos increase in spending, which will be monitored and reviewed monthly (5 - in favor, 3 - oppose, 1 - abstained) Motion passed

- Peter McCallum provided rationale for the increase. Books are increasing in price. OLL with increased outreach ought to have more and improved Spanish

language books, especially contemporary authors. OLL needs more books that appeal to teens.

- Ralph Gault, as Treasurer, supports spending for books but would like more details also, once the annual budget is set it cannot be revised. Ralph is wondering where the money will come from, although technically it is in the bank.

OLL Committee Reports

Book Committee - Under New Business

Communications Committee - No Report

Community Outreach Committee - Fay Henderson de Diaz

- *Fay mentioned that the committee is doing very well with organizations the OLL has signed agreements with*
- *Events will all be in Spanish*
- *Teachers were sending students to the OLL to complete homework assignments*
- *Working on developing a working relationship with 2 other organizations*
- On Tuesdays mornings from 11 to 1, Jacki Gordon will facilitate a program called Stitch and Bitch. Both Spanish and English speakers are welcome. Knitting, croquet work, needlepoint etc.

Development Committee - *No Report*

Events Committee

In House Events Committee - (written report)

Out and About and Hoofing in Oaxaca - Larry Ginzkey

- All components were a huge success. Tremendous increase in profit because of no shows and cancellations.
- Tracking needs improvement
- Sally Sell mentioned that feedback is important and Kate Highfield had volunteered to take care of this process. Someone should get back to Kate
- Larry would like to transition out of the hiking program. He has been seeking a replacement, no one has come forward, yet.

Volunteer Committee - Marcia Reddy

- Mary Rankin is doing a great job with the bazaar. The bazaar will be held June 3

MOTION: Tom Lockwood moved and Sally Sell seconded that the meeting adjourn. (8 in favor, 1 abstention)

The meeting adjourned at 12:36.

Next Board meeting to be held Thursday, May10 at 10:30 am in the OLL on the upper level.