



Oaxaca Lending Library

**\*\* Approved\*\* Board of Directors Meeting - July 11, 2019**

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## Roll Call

In attendance:

- **Staff:** Adriana Pérez Maldonado
- **Board Members:** John Dumser, Tom Lockwood, Jacki Gordon, Oreen Scott, Suzanne Grant, , Dottie Bellinger, Ralph Gault
- **Guest(s):** Tanya Lapierre

Absent:

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

**Quorum:** Yes

**On-time start:** Yes

## Agenda

Motion to approve Agenda made by Suzanne Grant, Seconded by John Dumser with the following additions:

<b>Addition made by:</b>	<b>Category</b>	<b>Description</b>
Tanya	New Business	Does the OLL want to continue selling US stamps?
Tanya	New Business	Consideration of a policy for running a business at the OLL
Tanya	New Business	Consideration of a policy regarding parcel receiving and drop spot
Jackie	New Business	OLL Poster for Language Schools
Jackie	New Business	Storage Rooms (3) – clean up/use etc

All approved.

## Announcements

No new announcements were made, but John thanked Oreen for her past service as secretary.

## Minutes

John moved that the minutes be accepted as distributed. Ralph seconded.

Approved (5) Abstained (1)



## President's Report

- Tom is stepping down as President
- Jackie is stepping into the President role.

All related changes, discussion, questions and actions related to the above are captured below in various sections.

- Jackie thanked Tom for his service to the OLL.
- Tom thanked the Board for being helpful and supportive to him during his service.

## Treasurer's Report

- No report received from the OLL Foundation therefore usual monthly payments were assumed
- The book committee was unable to spend their budget allocation this month as the book purveyor (Amate books) could not fulfill our book purchase request at this time.
- Treasurer will be away from July 13 for approximately one month, but return date is within a month
- At this time we are tracking to have a positive balance at year end

## Old Business

### A. Membership Categories

Motion: Establish 2 individual membership categories, 1 (basic) at \$200 pesos, checking out 4 books and 1 (benefactor) at \$500 pesos, checking out 6 books + annual party.

- Motion made by: Jackie
- Seconded by: Suzanne
- Motion Decision: Motion Withdrawn

As a result of discussion, it was agreed:

- **A group will be brought together to discuss the concept and revise it to address feedback received. The group will consist of Dottie, Oscar, Jackie and Suzanne**
- The OLL would continue selling memberships per the "new" categories for now to avoid potentially having two changes in close sequence

Discussion Notes:

- Are the categories addressing the "real" issues (or intent)
- Detail what special privileges a "Benefactor" could enjoy
- The categories and respective differences are difficult to explain
- There is no understood difference between the categories
- Some suggestions included coupons, a further discount for events, more book borrowing power, a "gala" event
- Although the concept was good, the details need to be flushed out more and communicated
- The staff was asked what their main issue was (and if the motion addressed that issue), and they advised that they did not have enough information on the differences to influence or help patrons make the best choices
- If a "gala event" was proposed as a benefit, it might be perceived as a negative by way of the extra funds the OLL would get from the benefactor membership had only gone to having a party.
- Most of our memberships are visitor memberships\* (comment only, no data provided)
- Two technical questions:



- Are we able to extract data related to “benefactor” memberships for providing any special services? (YES)
- Is there any significant programming issues in the online store related to further discounting events for a new membership group? (NO)
  - It should be noted that we allow people to self-select their membership status and don’t check afterwards.
- The staff was asked if they felt that the 13 or so people who purchased memberships under the new category would not have purchased memberships if it had been a different price, and Adrianna advised that a few were renewals and in general, no, patrons would have purchased memberships anyway.
- A clarification question was asked about the permission of the Board to make these changes in consideration of the Bi-Laws and the response was that these changes were perceived as being within the Bi-Laws

## B. Task Force for Unallocated Funds

- Task force members are John, Faye and Suzanne (previously Tom)
- Tom is resigning from task force
- Suzanne Grant was added as a member
- **Tom will distribute to the task force the notes related to initiative**

## C. Real Estate Task Force

- Members are Dottie and Bill
- **Tom to resend description of Task Force mandate**

## D. Bazaar Manager

- The OLL is looking for a volunteer or two to take on the task of managing two upcoming bazaars, one in November and one in December
- **Tanya took the action to post on the website, Facebook and advise Joanie of need for the e-blast**

## New Business

### A. Appointing of interim Board Members

Motion: Tanya Lapierre be appointed interim Secretary until the end of the original Secretary term (AGAM in February 2020)

- Motion made by: Jackie
- Seconded
- Approved: All with applause
- Note: Tanya would become an officer of the Board and has a vote at the table. Tanya noted in order to avoid nepotism issues, she would generally abstain from voting

Motion: Dottie be appointed Acting Vice President until the end of the original Vice President term (AGAM in February 2020)

- Motion made by: Jackie
- Seconded: Suzanne
- Approved: 4 in favor, 3 abstained
- Note: Dottie would revert back to her Director at Large role at the end of the Acting Vice President role



Motion: Ron Grant be approached (by Jackie) to fill interim Director at Large role left vacant by Dottie fulfilling Vice President duties ( term would expire at AGAM in February 2020)

- Motion made by: Jackie
- Seconded: Dottie
- Approved: 4 in favor, 3 abstained

Discussion related to Board Members:

- Jackie brought up the topic of future skills desired/required on the OLL Board, and was advised that these should be brought to the Nominating Committee.
- John, as part of the Nominating Committee, asked that they consider if there would also be a mandate to re-establish any parameters (meeting days, times, etc). the Board advised John that there were no requirements at this time.

#### B. Reprint OLL Brochure in Spanish

- Jackie asked if we could go ahead and print the OLL Outreach Brochure again in Spanish
- Yes, the budget is in the Outreach Committee budget and Adriana approved the printing, with the caveat that she is reviewing and has recommended changes which need to be considered before reprinting

#### C. Update website with corrections

- A comment had been made to Jackie that there was information out of date on the website
- **Tanya agreed to have a first review of the information, make changes and advise**
- Tanya advised it is helpful if people are specific about what information is outdated

#### D. Eblast and related communication of Board changes

- **Jackie and Tom are taking the action to draft a communication for the eblast, website and Facebook media related to Board changes**

#### E. Special Events

Motion: **The Communication Committee review the definition of a “special event” and establish a process for Board review and discussion.**

- Motion made by: Dottie
- Seconded: Suzanne
- Approved: 4 in favor, 3 abstained

#### F. US Stamps

- Tanya brought forward the question of why we sell US stamps and if we should continue to do so.
- Adriana noted that sales are very few in general, and patrons who bring in stamps to sell are paid in cash with no receipt, and sales of the stamps are subject to IVA
- The Board felt like it was a good service to continue and we could consider expanding it to include Euro and/or Canadian stamps and mail carrying services if there is a demand
- **Tanya took the action to ensure current and potential future additions are on website**

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

- Currently any individual who asks has been permitted to have packages sent to the OLL
- Everyone is also permitted to leave various items to be picked up at the OLL



- There is no established guideline related to this service, which in Tanya's view leads to "the in gang" knowing and using this "service", but not all members.
- **Tanya agreed to develop a policy for the OLL to communicate this service to our membership\***

Discussion: Policy should consider:

- It should be a service for members, not the general public
- Include that the OLL is not responsible for packages of any kind
- Remind people to be courteous about coming to get packages quickly once advised they are there
- Set a 2 week time limit for stuff dropped off to be picked up (or it will be donated to the bazaar)

#### H. Policy for Use of Space

- There was a discussion brought forward by Tanya regarding the Board's process for reviewing and approving the use of the OLL's space, either for meetings, tutoring, running a business, organizing meetups (bridge, etc), having a special event (OLL related or external)
- There are questions related to the OLL's responsibility, due diligence in reviewing each request
- **Jackie appointed a task force (John and Tanya) to work on drafting a policy for Use of Space**

#### I. OLL Poster for Language Schools

- Gail Schacter is designing a poster for distribution and posting in the various language schools around Oaxaca advising them of the wonders and bounty available at the OLL.
- Tanya requested that the draft be sent through the Communications Committee and/or Joanie just to ensure consistency in language/logo, etc
- Board endorsed the initiative

#### J. Storage Wars

- The issue of the three storage areas being filled with stuff that not even your grandmother wanted.
- There was discussion that the groups who use the OLL space (yoga, Cree y Comparte, bazaar) either have stuff in one of the three storage areas or would like dedicated space.
- **John and Tanya will include the storage room space in their draft policy**
- **Oreen & Adriana will endeavor to clean out the three current spaces, and Kathy Pickel had also expressed interest in getting the spaced in better more usable condition.**
- Discussion of mosquito netting have been omitted for sanity reasons.

## Committee Reports

### Outreach Committee Announcement

- The tutoring program established between the FOFA and the OLL is under evaluation
- 14 evaluations have been sent and 6 have been received
- Recommendations to the program will be brought forward to the Outreach Committee in October/November
- Suzanne will not continue as coordinator next year
- There is an interim tutor required to replace Faye for a few months, Jackie took on the action of asking around

## Adjournment

Oreen moved that the meeting be adjourned. Tom seconded. All were in favor. Meeting adjourned at 12:30