

OAXACA LENDING LIBRARY

Board of Directors Meeting Minutes

March 9, 2017

Agenda Item	Action Needed/Person
<p>1. ROLL CALL: Present: Siobhan Grogan, President; John Dumser Miranda, Vice President; Ralph Gault, Treasurer; John Burch, Secretary; Rebecca Severeide, Past President; Judy Burrell, Director; Fay Henderson de Diaz, Director, Sally Sell, Director; Michelle Verduzco, Director; Marcia Reddy, Director; Adriana Perez Maldonado, Library Manager; Jeannie Kes, Director. Guests: Alan Goodman; JoAnn Wexler</p> <p>2. There being a quorum, the meeting was called to order at 10:35a.m. Siobhan asked for a motion to accept the January 12 Board Minutes. Rebecca so moved; Michelle seconded the motion. Approval was unanimous.</p> <p>3. <b>“Build Our Future” Campaign Report</b> Alan Goodman had requested the opportunity to meet with the Board to give his report on the highly successful Build Our Future Campaign. He said at present the estimated cost of the amplification of pavement and roofing, expanding the office space of Libros Para Pueblos, and Bazaar bodega space, was set at \$425,000.00 pesos. Rebecca, Tom Holloway and others in the Building Committee will manage the project. The goal of the campaign had been to raise \$22,000.00 - \$23,000.00 USD, but, in fact, \$31,000.00 USD had been donated. He acknowledged the fund-raising workshop offered by Sandra Thompson. The initial effort had been directed at persons who have donated generously in the past. Because the goal was exceeded, the Campaign did not move on to approach the general public of Library users. Of this amount, \$24,000.00 USD is actually in hand. Alan thanked the other members of the Committee for their hard work: Kathy Mazzetti, John Dumser Miranda, Enid Lynn, Jacque Scheinberg, Siobhan, Rebecca, Margie Barclay, and Sandra Thompson. The excess collected over the actual costs will be returned to the OLLF, and kept in reserve in equal parts for the Library and Libros (e.g., if the surplus were \$6,000.00 USD, then \$3,000.00 would be available for the use of the Library, \$3,000.00 for Libros). Siobhan offered the Board’s thanks to Alan for his hard work, acknowledging the amount of time he spent and the fact that he is a seasonal resident.</p>	

<p><b>4. President's Report</b> Siobhan said that she was getting accustomed to the role of President. She expressed gratitude for the support of the Past President and Vice President in assuming her new responsibilities. She asked that discussion of the 2017 Action Plan be postponed to the April meeting. She has agreed to remain on the Book Committee, as she is a professional librarian, and will place emphasis on monitoring the capital campaign and staff development. The Program Committee has been renamed the Community Outreach Program. New committees will be Development and Communications. For the purposes of filing our AGAM Annual Report, Adriana said the Notario requires of each Board member a copy of his/her visa or resident card, date and place of birth, marital status, and profession.</p> <p><b>5. Treasurer's Report</b> Ralph began his report by reviewing the make-up of the reserve fund. He said Del Highfield had moved \$250,000.00 pesos there from checking, in order to meet the goal of \$500,000.00. At present, Rebecca observed, Libros Para Pueblos pays their rent by Association Membership, and have paid six months in advance this year. Ralph added that their rent would increase, once the renovations were completed, and increase to which Libros has agreed. This should occur in the August – September time frame. He then said with Board concurrence, he would provide the comparison of actual versus budget projections on a quarterly basis, rather than monthly. No objection was raised. A question was raised about the word “profit,” and Ralph explained that it was a routine accounting term, and was not intended to imperil our AC status.</p> <p><b>6. Book Committee</b> Rebecca reported that circulation has steadily increased, and mentioned the increased revenue realized through DVD rental and sale of culled books.</p> <p><b>7. Buidling Committee</b> Rebecca said she and Tom would meet with the architect on Monday, March 13, 2017, to discuss last-minute changes to the plans for the roof renovation.</p> <p><b>8. Nominating Committee</b> Siobhan observed that they would not meet until the fall.</p> <p><b>9. Technology Committee</b> There was no report.</p>	<p>Board Members , April 13, 2017</p>
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**10. Volunteer Committee** John Dumser Miranda announced that Marcia Reddy has agreed to become the Chair, and that Cathy Pekel would be the Volunteer Coordinator. In addition, Marcia will work with Christine Charnesky and Mary Rankin to coordinate the Bazaars. The next Bazaar will be held on June 11, 2017, thereafter in September and November. John also added that Kate Highfield had resigned her management of the Café, and that Marcia Reddy and Jill Duttenhofer would jointly manage it.

**11. Events Committee** Jeannie said her report was not then complete, but that she would send it out to the Board when it was finished. Michelle Verduzco has resigned from the Committee, and Jeannie thanked her for her service. The Committee has decided not to have programs at 1:00p.m., as it makes the transition from morning to afternoon Assistant Manager problematical. Also, 5:00p.m. programs will be moved to 4:00p.m. Because of the new web-based schedule, volunteers for next season are already beginning to sign up. Jeannie added that each event requires four or five volunteers. There are now eight to ten trained event managers; at the conclusion of an event, they fill out a precis of it, and circulate it to the Committee. Thanks to the efforts of the Building and Technology Committees use of the audio-visual system is easy. She added that they plan a celebration for the Events volunteers in a private home. She then mentioned that there would be an NGO fair next year, at which other volunteer-based groups would make presentations and information available about their several missions to Library patrons. The Committee idea of asking Board members to be Event Managers, however, was tabled for a future meeting.

**12. Old Business** Ralph Gault reported for the Finance Committee that a meeting with our insurance agent on February 28, 2017, had disclosed that our policy doesn't provide protection for Library-sponsored events held off its premises.

Siobhan then reviewed the outcome of the extraordinary Board meeting of February 24, 2017. At that meeting, the accountant reviewed the relative merits of a Donativa Autorizada status as opposed to those of Asociacion Civil (which is that of the Library currently). The decision made at that time was that the matter would be referred to the Finance Committee for a resolution in the fall. She then went on to remind members that the 2017 Action Plan would be reviewed at the April meeting. She then said that

Finance Committee,  
Fall, 2017

the name change of the Program Committee to Community Outreach would require a Board vote. Michelle so moved; John Dumser Miranda seconded the motion. Approval was unanimous. The discussion then moved to the matter of the Communications Committee. Its purpose is to create a consistent message across all the media where we appear—web site, Facebook, etc. They hope to devise a method whereby patrons can sign up for events on Facebook, and not just publicize.

- 13. New Business** Siobhan said that the membership of the various Committees would be posted. She then asked that Board members come to the Library on Friday's, perhaps from 10:00a.m. to 1:00p.m. She said that she and Rebecca alternate days from Monday through Thursday. A roster would be posted on the back of the door in the Book Processing room for members to sign up. She then asked if members wanted to change day or time of monthly meetings. None did, but Siobhan asked that the time be advanced to 10:30a.m., and members agreed.

Michelle then raised the matter of reviving the Oaxaca Calendar. She outlined ways in which such an undertaking would be consistent with the Library's mission. A suggestion was made that charging a subscription fee would allow hiring a paid person to do this. It was agreed to refer the matter to the Communications Committee. Michelle went on to say she and others would meet on Monday, March 13, 2017, to discuss the Out and About program. At present, payment for the tours is either cash at the Library or via a secondary account on Larry Ginzkey's PayPal account. There is the possibility of moving the Day of the Dead tours to the out and About umbrella, and perhaps expanding the offer to include housing and day trips for the period of the cemetery tours.

Rebecca then said that a recent memorial service for a deceased member had turned uncomfortable when the family members used the occasion to sell some of the deceased's effects. She suggested that guidelines be developed for the holding of memorial services, specifically discouraging commercial activity, and stressing the Library's use as a location, but emphasizing the sponsors' responsibilities to set up/break down/clean the space.

John Dumser Miranda then reviewed the results of his ad hoc committee. The proposal made by the Ad Hoc committee addresses reduced rates for people who earn

Board members,  
ASAP

Communications  
Committee, Summer,  
2017

pesos with no distinction to be local or expat.  
The committee was not formed based on Judi Schwartz comments to the Board but due to questions raised by OLL members regarding Oaxacan membership opportunities due to the cost of membership. The committee ended its charter with this proposal and is not continuing to review ways and means at this time. The committee is open to questions from the Board as it reviews the committee report

There being no further business, the meeting was adjourned by acclamation at 12:15p.m. The next meeting was fixed for Thursday, April 13, 2017, at 10:30a.m., at the Library.

Respectfully submitted,  
John M. Burch, Secretary