

**OAXACA LENDING LIBRARY
BOARD OF DIRECTORS MEETING
DECEMBER 18, 2025**

DRAFT Minutes (Comprehensive)

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 11:10 am

Present: Gail Ament, Bonny Weil, Carol Ringold, Marirose Lescher, Ralph Gault, Ian Hawley, Abraham Torres

Absent: Viviana Ruiz Boijseauneau, José Luis Zárate

GUESTS: Doug Long

ADDITIONS TO AGENDA

How can OLL capture the African American community interest through ongoing programming? This item will remain on the agenda going forward.

APPROVAL OF NOV. 20 MINUTES

Approved with revisions on budget items (submitted by Marirose) and a correction to read, "African Americans on the board."

Motion: Ian Second: John. Vote: None opposed

PRESIDENT'S REPORT

AGAM takes place the third Sunday of February on the 15th at 11:00 a.m. Finance will have numbers ready for presentation.

Board members were reminded that new recruits will be needed for the nominating committee next year.

The annual bazaar will take place on December 21.

Treasurer Discussion

The President reported that the treasurer search had not yielded additional candidates after two months of outreach. Ian Hawley volunteered to serve as treasurer.

Ralph moved to appoint Ian Hawley as treasurer going forward. John seconded. Prior to a vote, concerns were raised regarding process and timing. The Secretary objected to proceeding without discussion.

Discussion included:

This would be a Board nomination to complete the current term through February, with a full-term vote to occur at the AGAM. Ian's relevant experience, including prior service as treasurer for a charitable organization and current participation on the finance committee. Board concern regarding frequent treasurer changes during the past year. Marirose's willingness to continue as interim treasurer until the AGAM. The need for clarity between historical and proposed budget data.

During the discussion, Ian withdrew his offer to serve as a Board-appointed treasurer and stated his intention to stand for election at the AGAM.

Outcome: No Board appointment to the treasurer position was made. The matter will be addressed at the AGAM.

We might be able to continue with BJ Ferguson and the current nominating committee until AGAM. Gail will check with him and find out. Ralph will send a copy of the finance committee power point presentation to the secretary for distribution.

Finance and Budget Overview

Finance has received preliminary budget projections from multiple committees for 2026. These figures are not final. At this stage, projections indicate a potential negative net of approximately MXN 400,000, which was acknowledged as preliminary. The finance committee will present and lead a full budget discussion at the January 15 Board meeting. After that presentation, there will be an additional review period prior to finalization.

The board noted that increased fundraising will be required going forward.

The new bookmark: It was noted that the new bookmark had already been sent to the printer, without prior board review. The Spanish version has been adjusted for local usage.

Use-of-space policy: The board reviewed upcoming events to clarify the distinction between public events and private use of the library space:

Marga Shubart's 100th birthday on Jan. 16 at 10:30 am - open to the public. No board vote required for a public event at OLL

Eshkie Zachai's celebration of life on February 19th - open to the public

Psychedelic Forum Oaxaca: Adam Miezio - open to the public.

The policy governing use of the OLL space by outside groups is published under "Hours and Policies" in the "Library" section of the OLL website (<https://www.oaxlibrary.org/hours-policies>). See

Addendum #2. Discussion included whether minimum donation amounts should be adjusted and the need to clarify which events fall under outside group use versus library-sponsored activities.

Ian has the latest version of the board binder with the use of space agreement and will forward these to the secretary.

TREASURER'S REPORT

Interim treasurer: Marirose Lescher

There are two designated donation funds: the 60th Anniversary Celebration and Together for Tomorrow (TFT). TFT now encompasses the former 60th Anniversary fundraising effort. Money contributed thus far to the 60th Anniversary fund will be earmarked for celebration events.

November contributions totaled \$4,896.01 usd The OLLF also has a 5,000 donation from an unknown donor via Merrill Lynch (Jacksonville, FL). Fundraising will confirm donor intent and issue a thank you letter.

Two transfers occurred in September and October; The September transfer hasn't been accounted for yet, so this will reduce the OLLF balance by \$3,000 usd, but the balance will also increase by the \$5,000 usd mystery check. Reconciliation is pending.

The OLL has historically tracked the balance in the OLLF account. OLLF also uses QuickBooks, and has a slightly lower balance for OLL. We should use the OLLF number going forward, given the relatively minor difference (less than \$100 USD). This will put both organizations on the same page. The OLL Balance at OLLF is 34,908.14 usd, without the two adjustments discussed here.

Year to date net income is \$46,288.96 mxn. Fundraising is helping already. We need fundraising every year in order to meet our increased expenses, grow our programs, do more for the community, and build a reserve fund.

Marirose summarized a discussion with nonprofit consultant Sandra Thompson regarding nonprofit lifecycle stages. Sandra says, we're one bequest away from a brand-new building. We should be promoting bequests along with grants.

Based on the metrics of the lifecycle of a non-profit institution, (See **addendum #3**). OLL is considered highly vital. We have enough programs. Achieving Donataria status would enable tax receipts for Mexican nationals, as well as eligibility for additional grants, and partnerships in Canadian organizations that will allow Canadians to make tax-deductible donations.

Motion to approve monthly treasurer's report: Abe Torres, Second: John Hunter. Vote. None opposed

UNFINISHED BUSINESS

What makes OLL unique among libraries: Lending library services, community cultural center role, continuing education through Terrace Talks, special interest groups, and the role of community engagement in member well-being.

Policy on receiving packages for members. Current fee is \$20 mxn. The board questioned whether this should remain a library function and noted capacity concerns. Feedback will be sought from front desk staff. A reminder was emphasized: OLL is not responsible for deliveries; valuable packages should be insured.

How to disseminate policies: Board members should send policy changes to the Secretary for distribution.

All donors to receive thank you notes. Not everyone on the board has donated yet.

Niños/Jóvenes Adelante: Current cost is \$16,500 mxn per year for the teacher. Due to limited cash flow, the expansion of this program is on hold.

Linda Farthing's focus group: We sent a copy of the kickoff program to the focus group on remote workers from last spring. Additional evening events are planned to accommodate working participants.

OLD BUSINESS

Donataria Autorizada

The Board referenced **Addendum #1**, a legal letter dated December 1, 2025.

Update from Fundraising Committee: Carol Ringold

Approximately USD 15,000 has been raised to date. Monthly fundraising posters are planned. A staffed fundraising/membership desk is needed, and volunteers will be recruited. The table near the Christmas tree was designated as the primary fundraising location.

Update from 60th Anniversary Celebration Task Force: John Hunter

See handout. **Addendum #4**. Approximately 30 community members are involved in this effort. Increased coordination on social media promotion was encouraged. The January 14 event is listed on the website.

NEW BUSINESS

Election Nominating Committee

Review of bj's PowerPoint report on nominations. There were 20 applicants. Six were interviewed for the 4 positions. The secretary will distribute to the full board.

Budget 2026: Ralph Gault

See president's report under: "Treasurer Discussion"

2026 Salaries: Marirose Lescher

Minimum wage increases were reviewed (12% last year, 12% this year, projected 13% next year).

Proposed staff increases will be reviewed further at the next meeting.

We have proposed 12% for Mirea, 10% for Coni and 8% for Adriana. Gail will sit with each staff member and do a performance review.

Tech Committee Initiative: Doug Long

Doug announced his intention to step back at the end of February. Discussion included volunteer capacity, marketing support, potential staffing models, and the need to recruit new tech volunteers. A January workshop to recruit talent was discussed.

Mark Sitkin (tech) has a marketing company. Can OLL hire a part time marketer / fundraiser? An executive director?

Videotaping presentations and archiving them online has paid for itself, but hasn't been lucrative.

Streaming has been a lot of work for little return.

Doug's November 12 email was removed from the agenda as it did not require discussion.

COMMITTEE REPORTS

Committee chairs are expected to submit written reports by email by the third Sunday of each month to allow for timely distribution prior to regular Board meetings.

ADJOURNMENT

Motion: Ralph. Second: John. Vote: None opposed.

Meeting adjourned at: 1:25 p.m.

BOARD-ONLY: ACTION ITEMS / FOLLOW-UPS

- Finance Committee to present detailed 2026 budget and projections at the January 15 BOD meeting.
- Treasurer position to be addressed through formal election at the February AGAM.
- Fundraising Committee to confirm intent of USD 5,000 OLLF donation and issue donor correspondence.
- Follow-up on hiring a part-time paid marketer / fundraiser / executive director
- Ian Hawley to forward latest use-of-space agreement from Board binder to the Secretary.
- President to conduct staff performance reviews prior to salary decisions.
- Front desk staff feedback to be gathered regarding package receipt policy.
- Volunteers to be recruited for fundraising/membership desk operations.
- Secretary to distribute BJ's nominating committee materials to the Board.
- Tech Committee to clarify January workshop purpose, scope, and recruitment goals.

ADENDUM #1

From our lawyer's office on December 4

From: Diego Ricardo Landeros Infante

Date: Thu, Dec 4, 2025 at 2:38 PM

Subject: Re: Donataria

Hello Mairose,

I hope you are doing well.

We would like to inform you that we have already submitted the Cultural Activities Report to the Ministry of Culture, incorporating the information you recently shared with us. We are attaching the updated version for your reference and records.

Additionally, we are sharing the access details for the digital accounts created for The Oaxaca Lending Library A.C. (email, Instagram, and YouTube), which will support the documentation and visibility of the organization's cultural activities.

We are now awaiting the Ministry's response and the corresponding update to the accreditation, and we will inform you as soon as we receive any official communication.

ADENDUM #2

Procedures for Special Events

An OLL "Special Event" is typically a single event not included in the OLL's regular schedule but that uses one or more resources of the OLL

It may be repeated over time; for example, the OLL has hosted an annual boutique for the past several years. In the past, special events have included, but are not necessarily limited to: fund-raising bazaars and boutiques, other types of fundraisers, expos, as well as recognition and social events.

A special event may be proposed by any OLL member. It must meet the same criteria as any other OLL event or sponsored activity, i.e. it is in accordance with the mission statement of the OLL. It must be approved by the Board in advance of any OLL resources used.

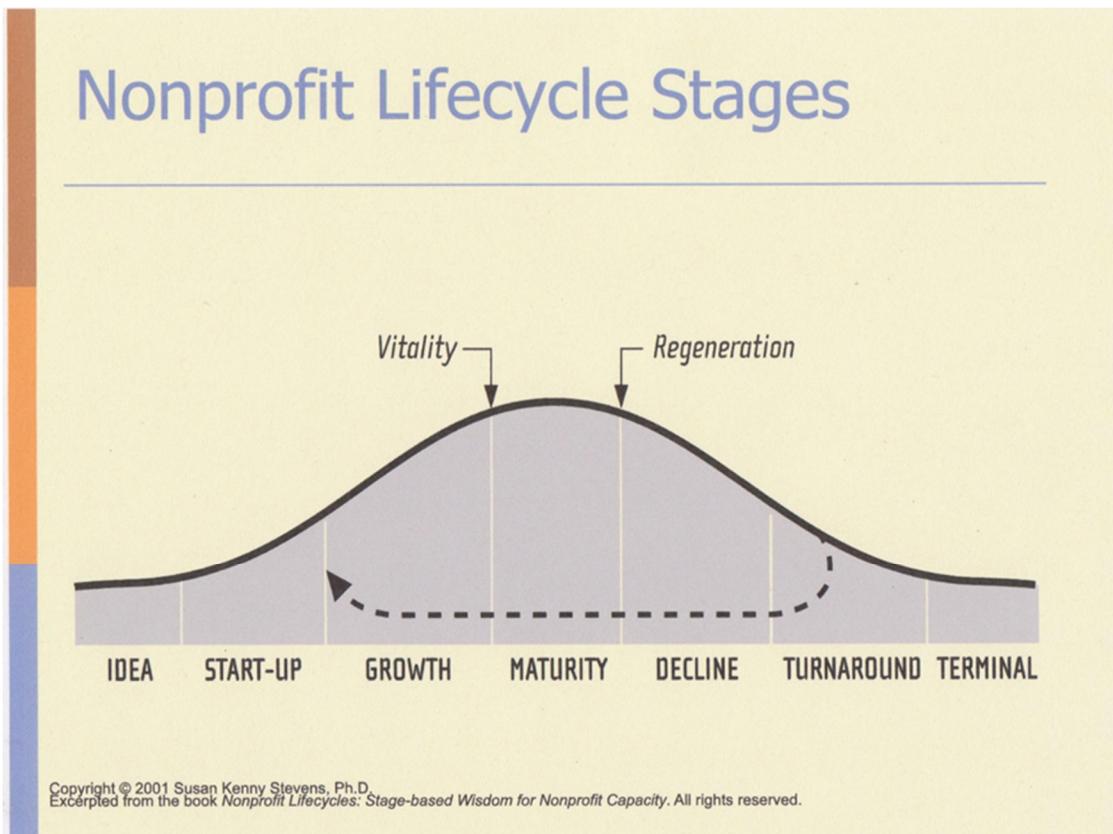
In order to be considered for approval, a proposal for a special event must be submitted to the Board at least one week before its next regular meeting and include the following information:

Purpose and description of the event, as well as the targeted audience. Coordinator of the event, including email and phone. Library resources planned/needed, e.g. finance, scheduling, space/location, publicity, personnel, security, clean-up. Estimated budget, including any advanced funds or sponsorship requested from the OLL.

Any entry fee or other cost for OLL members/nonmembers

ADENDUM #3

Graph on the lifecycle of a non-profit



ADENDUM #4

Apertura / Kickoff OLL 60th Anniversary Celebration
(See following page)

**Apertura/Kick-Off
Oaxaca Lending Library/La Biblioteca OLL
60th Anniversary Celebration**

**Friday, 23 January 2026
10 am to 9 pm
OLL Terrace (Unless otherwise noted)**

- 10 am:** Information Tables: Fundraising, OLL Events, 60th Celebration
- Open House with Tours
- 12 pm:** Food and Beverages
- 1 pm:** Welcome, President of OLL
- Clowns in Performance for Children
- 3 pm:** Danzón Group Dance Performance
- 4:30 pm:** Calenda Literaria (Santo Domingo to Llano Park and OLL)
Puppet Show, Llano Park
- 7pm:** Music Concert - Raices, son jarocho

**Saturday, 24 January 2026
10 am to 9 pm
OLL Terrace (Unless otherwise noted)**

- 10 am:** Open House with Tours
Intercambio, Niños Adelante, Jóvenes Adelante
- 1 pm:** Information Tables: Fundraising, OLL Events, 60th Celebration
OLL Staff Acknowledgments
- Food and Beverages
- 2 pm:** Clowns in Performance for Children
- 7pm:** Music Performance - Sur En La Piel - Cumbia