



Open Library Foundation Board Meeting Minutes

January 14, 2022 Virtual, 9:00 am – 12:00 pm EST

Present: Tom Cramer, Agnese Galeffi, Sam Brooks, Nancy Kirkpatrick, Chris Keene, Liu Wei (Keven), Christopher Spalding, Scott Anderson, Beth German, Stephanie Buck

Regrets: Paula Sullenger

Welcome from the President

Tom called the meeting to order and welcomed everyone to the first Foundation meeting of 2022. He reminded the group to speak slowly and clearly for our newer, international Directors.

Regular business updates

- Treasurer's report
 - Statements reflect that there is still some mingling of invoices between FOLIO and the Foundation. Some invoices were paid to the Foundation when they should have gone to FOLIO and vice versa, a few were sent to the wrong bank account, etc. The majority of these have been straightened out.
 - Filing of Foundation 2021 990 / tax return will likely be filed well before the November deadline
 - New accountant / accounting services
 - Scott is looking for a new accountant that specializes in non-profits, specifically. We want to ensure separate accounting with multiple accounts in QuickBooks Online via TechSoup so that each project can get its own instance.
 - "Failure to File" fines/fees with the IRS have been resolved for zero cost
 - Generally, the Foundation is in good financial state halfway through the fiscal year
 - VuFind just signed as a project and can now be invoiced and begin legal creation of their SMLLC
 - The Directors and Officers Policy is In progress. Three years of financial audits are needed before we get can a quote
 - A Foundation financial review will be a good topic for a future Roundtable meeting for transparency
- *Approved unanimously:* meeting [minutes](#) from September 2021

- Membership report from Projects
 - Membership report:
 - https://docs.google.com/document/d/1_tAR1m6mdnsWd1ERbYwRiGq5JM4rpYG6YElkaZk2wUo/edit
 - Discussed what the Board would like to see in these reports in the future?
 - What type of member, how many, type of institution, geographic regions, growth, loss, areas of opportunity for projects
 - Agnese gave some helpful tips to make the membership recruitment email less American-centered
- WOLFcon 2022 update and planning
 - Still scheduled for August 31 to Sep. 2, 2022
 - Hyperion contract has been canceled and the Bucerius contract signed (law school in Hamburg)
 - Hotel accommodations will be up to attendees to find & reserve
 - FOLIO community having good session planning conversations
 - Will begin working on WOLFcon website and activating the program committee soon
 - The conference will be in person, with pre-recorded hybrid approach
 - Catering being worked on by German local team
 - Planning for a go/no go date due to COVID-19?
 - Registration numbers will help inform
 - Bring back to planning group for their input
 - Travel bans should be accounted for
 - 30 day cancelation policy with Bucerius
 - Foundation Board meeting at WOLFcon
 - Traditionally, the Board would meet in person for a meeting at WOLFcon
 - Attendance for in an in person meeting is unknown due to travel budgets and restrictions
 - A placeholder Foundation meeting will be scheduled on Zoom for the 29th of August until a final decision can be made
 - EBSCO may be able to assist with travel expenses as grant for board members and officers if the Board is able to meet in person
- Election process for Community Board seat (Beth)
 - The election for the Community Board seat is underway. Nominations were sent to the Roundtable earlier this week
 - Nominations will close end of the month on January 28th
 - Voting will open early February and conclude on February 18th
 - Paula Sullenger is eligible for another term
 - A reminder will be sent before nominations close

Membership drive

The email template for the membership drive is available to Board members and is still open for revision as needed. Memberships will ideally be tied to the fiscal year. Our goal is to recruit 50 new institutional members. There was discussion on a fee structure based on geography to help expand the diversity, equity and inclusion of our members. It was agreed that this will be an ideal change to fee structuring in the future.

Review, revisit and affirm strategic planning & Foundation international presence

Tom briefly reviewed last year's strategy, planning and priorities. The Board agreed to continue focusing on programming, and to specify that diversity be an intentional goal in diversifying the Foundation's membership. There was discussion about increasing international reach through different avenues such as regional meetings, an international program manager, and by working with other organizations like IFLA (International Federation of Library Associations and Institutions) or ICOLC (International Coalition of Library Consortia). The discussion also covered ways to discover the needs and wants of the international community for open source. The Board agreed to pursue next steps through the Foundation Roundtable, WOLFcon, and other potential conferences.

Roundtable futures discussion

Christopher led a discussion on how best to utilize the Foundation Roundtable. The Board reaffirmed some of the initial goals of the Roundtable, such as a vehicle for communication (both ways), to help provide transparency of the Foundation for the projects, and to encourage engagement between the Board and projects. The Board would like to continue to encourage these initiatives, as well as encouraging projects to share their needs with the Foundation and other projects, what they would like to discuss at Roundtable meetings, and where they would like input from the Board.

Meeting adjourned 11:35 am

Respectfully submitted,

Stephanie Buck
Assistant Secretary