



# *Friends of the Dana Point Library*

33841 Niguel Road  
Dana Point  
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92629-4010

*friendsdanapoint.org*  
1 949 489 3956

## *Bookstore Manager Meeting: 26 June 2013*

The Bookstore Managers' meeting was held at 10:00 am on Wednesday 26 June 2013. Presiding was Vice President Barbara Anderson and managers present were Juliette R, Phyllis P, Lorrie B, Jaimie H, Julie A, and Mary Bott.

Barbara A announced that the Bookstore would redefine and continue its business relationship with *J C Beans Coffee Shop*. There would be a continuing inventory management, listing of books to the coffee shop and dates of delivery. Barbara A will create a form to be used. She will also collect funds taken in by the coffee shop. Julie A will manage the day-to-day operations.

The *annual luncheon* will be held on either Wednesday 16 October 2013 or Wednesday 23 October 2013. The Dana Point Women's Club can accommodate us on either date but due to the high cost charged, it was decided to explore other venues. Jaimie and Julie will check out costs and availability. Susan Piña, our new Librarian, will provide us with a list of authors to speak at the luncheon.

Beginning in July 2013, *revised Bylaws* will be provided for the *Friends of the Dana Point Library*. Paul Strauss, the Board Secretary, with an advisory committee researched nationwide to determine the most democratic, transparent and accountable revisions to adopt. Additionally, Managers of the Bookstore, by committee, will be able to develop procedures for the day-to-day Bookstore operations and advise the Board of these procedures.

A discussion to create a *Patrons' Recommendation Shelf* was met with verbal enthusiasm. This shelf would be created on one of the top shelves of the trade books sections at the end of each aisle.



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It was agreed that dirty but cleanable books can be put in the cabinet at the back of the Bookstore to be cleaned later; it was noted that no solvents are to be used in the Bookstore.

As part of an ongoing procedures and policy program, it was reiterated that each volunteer be assigned to a certain section of books to keep current and straightened.

*Volunteer information forms* need to be completed and returned to Barbara A.

More information will be made available on the following:

Juliette R introduced a full but short apron with pockets which could be worn by Managers and volunteers while working. Wearing such will identify us and help to keep our clothes clean.

*Donating books* to children's wards in hospitals, especially children who undergo chemotherapy for long periods of time, on an individual basis was introduced.

The need to establish a *formal policy and procedures manual* was brought up.