

**Friends of the Dana Point Library
Board Meeting Minutes
Wednesday 22nd May 2013**

Held at: 23821 Cassandra Bay, Dana Point, CA, 92629

Start Time: 5:12 PM

End Time: 7:20 PM

Present: Carol Wassmann (CW – Chair), Barbara Anderson (BW), Mary Mashoof (MM), Paul Strauss (PS – Secretary). Joined by Librarian Susan Pina (SP) at 6.00 PM.

1. Opening and Update from the President:

CW opened the meeting and read through her draft submission to the upcoming Seascribe newsletter. CW raised the question of increasing the membership and placing a membership drive at the two upcoming Dana Point festivals (Tall Ships festival & The Elephant Parade).

- **PS moved that:** A Membership standing committee be formed with the aim to manage and increase membership of the Association. Seconded, and the vote was unanimous in the affirmative. PS will be the Board member of the committee.
- **Action: Form a Membership committee of five with the aim to increase membership by 75 new members by the end of the year and create a sustainable membership database by the next Board meeting. PS.**

CW raised the issue of how to respond to new membership and donations.

- **Action Create a procedure with standard welcoming letters, and letters of thanks for donations by the next Board meeting MM, PS.**

CW raised the question of celebrating the 33rd year of the Association's founding. It was agreed that no special celebration will be held because of the amount of work that needs to be done this year.

CW raised the question of the annual volunteers' celebratory lunch. BA said that this will be held in the Fall.

- **Action: To fix a date for the volunteer's lunch by next Board meeting. BA.**

CW raised the question of storing the volunteer's personal information of next-of-kin

- **Action: Ask the Librarian whether the cards bearing this information can be stored in her office BA.**

2. Update from the Secretary:

1. Database of members update

PS provided a table of figures based on his database of members names from the 2010 membership list plus the membership list provided from the Friends' 2012 lawyer. A total of 368 names of past and present members appear on the combined list; of these 14 have deceased and 42 letters addressed to non-deceased members came back as "returned to sender leaving 312 member on the list of whom about 50% were life members.

(postscript PS has reviewed a folder of xeroxed envelopes that arrived in the Library during the 2012 Board election. This folder contains at least 65-75 names that are not in his database. This development throws a spanner in the works with regards to creating a valid database of members.)

- **Action: Continue developing the database PS**

2. Collection of past records from past Board members:

PS reported that he sent certified letters 11May2013 to all the former 2012 and 2013 Board members requesting that they return all materials belonging to the Association. To date he has not had any response.

- **Action: Call C.Karas and Susan Merritt to try get hold of the past minutes. If no response write to Attorney-General to record loss of minutes and membership lists PS**

3. Outline of Newsletter to members (planned for first week in June) - see attached:

PS reported that, the original graphic used on the Seascribe newsletter is unavailable (Beacon Printing having closed its business, and a failure of response to 2012 Board to reply to requests for Friends material in their possession), and that attempts at reproducing a good copy from previous Seascribes. He presented a mockup of the Newsletter currently in creation with an alternate format and header. Discussion led to agreement that a new header and layout be created.

- **BA moved that:** A new header be developed by Andrew Strauss (AS) and circulated by Email to members of the Board for approval, and that AS be compensated with \$50.00 for his efforts. Seconded ; Vote – unanimous in favor.
- **Action: Present some designs for the new header for the Seascribe AS**
- **Action: Prepare the Newsletter for circulation by the end of the second week in June PS**

4. Proposed changes to bylaws

PS presented the current draft version of a revised bylaws derived mainly from the Philadelphia Libraries version of a basic set of bylaws and altered and added to by reference to a number of other bylaw available on the Internet and in a book provided by the Branch Librarian, and adapted to the guiding principles of creating a democratic and transparent organization. Some discussion and explanation took place. PS proposed that a committee be formed to review the draft bylaws and listed some people (of which two had been previously Presidents of the Association) who might be approached to join the committee. Former Dana Point mayor Wayne Rayfield has already agreed to sit on such a committee.

- **PS moved that:** a committee be formed to recommend to the a revised version of the bylaws and that it complete its work before the monthly meeting of the Board in July. Seconded ; Vote – Unanimous in favor.
- **Action: Approach and invite members of the committee, and begin its work PS.**

5. Web-page development:

PS presented the rationale for having a website for the Association including achieving transparency (announcement of meetings, minutes of meetings, bylaws, accounts), improving efficiency (bookstore volunteer scheduling, meeting announcements, Seascribe distribution, discussion forums), and increasing revenue (book sales on Amazon). A selection of website names was presented and one selected.

- **PS moved that:** The name friendsdanapoint.org be adopted as the name for the Association's website and that this name be purchased. Seconded ; Vote – Unanimous in favor.
- **Action: Purchase the chosen domain-name and its allied .com and .net variants PS**

PS described the outlines and costs of hosting a website (about \$16.00/month) and the cost of developing the website (about \$500 by AS, (the commercial costs range from \$430-1450)).

- **PS moved that:** Andrew Strauss create a mock-up home page for a website on Squarespace

hosting site for review by the Board and that he be compensated for this work with \$60.
Seconded ; Vote – Unanimous in favor.

- **Action: Prepare a mock-up of the Home page as soon as possible**
AS

3. Update from the Treasurer:

1. 2013 YTD Financial income and expenditure statement

MM presented the Profits and Loss and the Balance Sheet for the year to date– see attached. A detailed discussion of these figures was not held although PS had a copy of the budget from 2011 and expenditures until May15. A budget for 2013 has yet to be prepared. Comparing the available figures it is readily apparent that although the monthly income (mainly Bookstores sales are at the same level in 2013 as was the case in 2011, the expenditures are not. When removing the extraordinary legal and insurance costs incurred this year, library-related expenditures are woefully down. It was agreed that a budget for the year needs to be drawn up as soon as possible. However, the new Branch manager needs to give the Board input on where she needs the distribution of these funds for a annual budget to be prepared and agreed to.

- **Action: Present a desired percentage distribution of Friends' expenditures in the Library as soon as possible** **SP**
- **Action:Based on SP's presentation create a budget for the Board's discussion and agreement** **MM, PS**

2. Report on 2012 tax return

Not discussed (a copy of a 2012 tax return was found in the filing cabinet)

3. Summary of current cash and investment assets

The Balance sheet as of May 14, 2013 was presented – see attached , however this was not discussed in detail.

4. Discussion of expenditure request from librarian:

1. Library programs

The attached letter dated May 8, 2013 reflects requests for financial support for Library Summer Reading Programs. The contents were discussed.

- **PS moved that:** The specified requests for financial support be approved. Seconded ; Vote – Unanimous in favor.
- **Action: prepare and distribute the individual payments as required** **MM**

2. Capital expenditure

SP presented a technological evaluation of the translucency state of the two skylights in the library and a Proposal replacing the skylights to improve the ambient light conditions in the building. The proposal suggests a total cost of \$~\$72,000 (includes 15% unforeseen expenses). The Board discussed the project and agreed that it would be of great value to the Library, library patrons and Friends (very good publicity for the Association effecting meaningful change to the library and to its own standing in the community). The promotion of the project could be called “The Friends bring Light to the Library)

- **Action: Review the technological report and the decide within two weeks whether to fund this project.** **ALL**

A discussion of future capital expenditure needs was held and it was agreed that the Friends could set

itself goals by having a list of needed capital expenditures at the library over the near term.

- **Action: present a three year projection of required capital expenses in the Library within three weeks** **SP**

5. Update from Vice President (Bookstore)

1. General matters (staffing, procedures)

BA reported briefly on the bookstore as the time for the meeting had elapsed. She would hold a Bookstore manager's meeting on 23May13.

2. Personnel (Closed session)

The matter under discussion is ongoing and the proposed meeting to reach an understanding between the Board and the individual has not yet taken place.

6. Matters arising.

No matters were raised

7. The Meeting was closed by the chair

We certify that these minutes are a true reflection of the meeting described above:

President

Secretary

Date:

Date: