

Board of Friends of the Dana Point Library
Minutes of Special Meeting
Thursday 30th October June 2013 10.00
Dana Point Library Community hall

ORDER OF BUSINESS

1. Opening and Roll Call.

The President opened the meeting at 10:06 AM.

Present: Carol Wassmann (CW) - Chair, Barbara Anderson (BA), Mary Mashoof (MM), Paul Strauss (PS) - Recording Secretary.

2. Confirmation of the Minutes of the preceding meeting.

The minutes of the meeting of 22nd May 2013 had been circulated and were confirmed unanimously. CW and PS signed and dated the minutes.

3. Reports of Committees.

See under Unfinished Business

4. Reports of Officers.

1. President presented a gift card of \$100 value donated by Pain Du Monde Bakery. The gift card will be held by the Secretary until used as a prize /reward in the future.

Action: To write to donor with thanks CW

5. Old and Unfinished Business.

1. *Skylights in Library – question of funding.*

A discussion of the desirability and value of funding the refurbishment of the two roof skylights in the Library building was held. Material used was a technical discussion prepared by Integrated Marketing Concepts INC. in which a measurement of the illumination under the skylights was 10-17% of the desired amount. The proposal by Harwood Construction INC to refurbish the skylights was priced at approximately \$62,400. The Board was informed that approximately 15% is usually added to quoted amounts in order to cover overages (About \$9,000). There was general agreement that all in the Library would gain from the increase in illumination provided by new skylights, and the Friends would be seen fulfilling it stated goals in aiding the community and library. A review of the Friends' ability to be able to bear the costs showed that it was thus able to do so.

BA moved” That the Board approve to cover the costs of skylight replacement of \$70,000.” Seconded.
Vote: Unanimous in favor.

Action: PS to inform the Senior Branch Librarian of the decision.

2. *Website development -*

PS explained the stage of development of the website: the name friendsdanpoint.org has been reserved and the annual subscription of \$11.13 paid (the same name ending in .com and .net were also reserved and the dues paid), a website has been reserved on the host Squarespace and the annual subscription of \$192 paid, application for mail address on Gmail has been made and all the officers and other functions will be able to use the ending @friendsdanapoint.org as official mail accounts, and an application for non-profit free use of Google-Apps has been made. However the future development of the site requires investment in the development and maintenance – Andrew Strauss (AKS will undertake this for a cost of \$500 which is very competitive.

BA moved: “That Board approve \$500 to pay Andrew Strauss for the development of and the 2013

47 maintenance of the Website.” Seconded. Vote: Unanimous in favor.

48 **Action: PS will inform AKS of the decision and inform the Board on the development of the**
49 **website at the June monthly Board meeting.**

50 3. *Bookstore volunteers' Luncheon* will be held for 16th October 2013, and committee will be
51 formed. (informational not for discussion)

52 **Action BA: will manage and report back at the June monthly Board meeting.**

53 4. *Volunteers information* will be kept in Librarian's office (informational not for discussion)

54 **Task completed**

55 5. Formation of Bylaws committee – progress (informational not for discussion)

56 PS reported that the Following members have accepted the invitation to sit on the committee: Carole
57 Child, Bill Johnson, Forrest Owen (former President), Wayne Rayfield (former Dana Point mayor), Bill
58 Shepherd (former President). PS will chair the committee. The Committee will complete its work in
59 time to have the Board review the draft bylaws, and for legal review before final approval by the Board
60 at its monthly meeting in July 2013.

61 **BA moved:** “That Charles McClung Esq. of McClung and Davis undertake the legal review of the
62 final draft bylaws. Seconded. Vote: Unanimous in favor.

63 6. Formation of Membership committee – progress (informational not for discussion)

64 PS informed that the following have accepted to serve: Juliette Ravenelle. Hilary Orcoza, and Randy
65 Orcoza. Juliette Ravenelle has agreed to serve as chair, she will invite a few more members. PS will
66 serve on the committee and report to the Board in the absence of JR.

67 7. New logo

68 PS presented a new logo for the Association that was designed by Andrew Strauss. The circular logo
69 consists of a silhouette likeness of the Richard Dana statue, a bay and the Dana Point headlands in
70 the distance with the words “Friends of the Dana Point Library” completing the circle. This logo is
71 pleasing at many different magnifications, and will be used on all official printed material.

72 PS moved: “ That the presented logo be accepted as the official logo of the Association. Seconded. Vote:
73 Unanimous in favor.

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75 **6. New Business.**

76 1. Comparative Printing Costs

77 1. Andrew Strauss \$0.05/ page or envelope (~\$0.25/member) includes layout

78 2. Kinko's \$0.08-10/page (\$0.40-50 per member)

79 **BA Move:** “That Andrew Strauss be hired to print the Newsletters and letters to the members at the
80 quoted costs”Seconded. Vote: Unanimous in favor.

81 2. Database of volunteers – new developments for discussion

82 PS reported that a review of a folder of photocopies of mail vote envelopes of the 2012 Board election
83 handed to him by the Librarian showed 146 individual and business names that were not on the
84 database of members' names in his possession. As he had found no direct list of dues that tied any
85 name to the money deposited in the bank account and these additional names, he had drawn up a
86 letter to send out to these names at their provided addresses. He shared the letter with the Board. The
87 letter request confirmation of membership, the class of membership applied for and the date of
88 payment of the dues and, if available, a photocopy of the check paying the dues. The letter requests
89 return of the completed letter and a statement that failure to do so would place the person on the list
90 of inactive members. The purpose of the letter is to ensure that the database of members is accurate
91 and up-to-date.

92 **Action: PS will send out the letter by June 1, 2013 to all on the list.**

93 3. Changed in fees

94 **PS moved:** “That the membership dues for this year be changed to that contained in the attachment
95 in order to bring the collection of dues to an annual cycle of January of each year”.Seconded: Vote:
96 Unanimous in favor.

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98 **7. Adjournments.**

99 CW adjourned the meeting at 11.40AM

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

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107 **President**

Secretary

108 **Date:**

Date: