

1 **Board of Friends of the Dana Point Library**
2 **Minutes of the Monthly Meeting**
3 **Wednesday 19th June 2013**
4 **Dana Point Library Community hall**
5

6 **ORDER OF BUSINESS**

7 **1. Opening and Roll Call.**

8 The President opened the meeting at 10:06 AM.

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

11 In Attendance: Susan Pina (SP), Juliette Ravenelle (JR)
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13 **2. Confirmation of the Minutes of the preceding meeting.**

14 The minutes of the meeting of 30th May 2013 had been circulated and were affirmed unanimously.
15 CW and PS signed and dated the minutes.
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17 **3. Reports of Committees.**

- 18 1. Bylaws Revisions Committee. PS had circulated the draft bylaws as revised by the
19 committee at its meetings on 7th and 13th June 2013. He summarized the proposed
20 changes to the structure and procedures. The main changes in the structure are to the
21 governing board; seven directors will be elected to a two year term each in a staggered
22 fashion each year, the directors will elect the four officers from amongst themselves each
23 year, the annual general meeting will be moved to February when the elections will be
24 held, the books of accounts will be audited at the end of the year and presented at the
25 annual general meeting, checks will require two signatures, the hurdle for large expenses
26 and initiating litigation is higher than for normal Board decisions, and changes to the
27 bylaws require two thirds affirmation of at least one third of the membership. Standing
28 committees (Bookstore, Membership and Development, and Communications) are to be
29 established and a bookstore manager is to be appointed by the board to run the bookstore.
30 BA asked for clarification of the role between Bookstore manager and the Board. This was
31 done.

32 **PS moved** that the draft bylaws be placed on the website for commentary, and that the
33 amended version, after being reviewed by the Bylaws Revision Committee, be passed on to
34 Charles McClung Esq for legal review before being placed in front of the Board for approval
35 at the July monthly meeting. Unanimously affirmed.

- 36 2. Membership Committee JR as chair reported on various ideas raised by the committee
37 including the use of the new logo, membership drives at Dana Point events, and changing a
38 number of the current classes of membership and raising the dues for some classes. The
39 goals of the committee are to recruit 75 individual and 20 business members by the end of
40 the year.

41 **PS moved** that the Board accepts in principle the proposed changes to classes and dues
42 and that it will vote on these after the new bylaws are accepted at the next meeting.
43 Unanimously affirmed.

- 44 3. Bookstore Managers Committee. BA reported that the childrens corner has been put in
45 place, and that the inflow of books is good as well as sales. Scheduling is now on the
46 computer.

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4. Reports of Officers.

1. President discussed the way to manage the 2012 financial reports at the general meeting. It was agreed that the current Board only explain the numbers in the reports, and has no knowledge of the decisions behind the numbers. Thus the discussion at the General Meeting needs to be limited in this way.
2. Vice-President reported that the Volunteers appreciation Lunch will be of a Pot-Luck format and is to be held in the Dana Point Womens' club either on October 16th or 23rd.
3. Secretary Reported that
 - a) the Sea Scribe was published, printed, and mailed to 300 active members on Tuesday 18th June, and that the General meeting needed to be postponed to 30th June in order to give members the necessary 10 day notice of the meeting.
 - b) the membership database is functionally active and a prototype of the interface of the database management system was demonstrated. We have currently 511 names of all time members of whom 300 are active and of whom 47% are non-Annual members and 53% need to renew their membership each year. Of the 146 unknown voters whose names were gleaned from voting envelopes and whom were mailed, 3 letters were returned by the post office as unknown, and two replied. Thus 141 of these were named as being inactive according to the conditions in the letter.
 - c) the website is under construction. Andrew Strauss will be contacting the remaining members of the Board who have not yet started using their official mailbox on the website to set up these socialites on their devices. All Board members are urged to restrict all their official business to these mailboxes.
4. Treasurer. Submitted the P&L and Balance sheet for the YTD, and although there was a discussion around the Contractor's Bond, she submitted an updated report on the following day showing that the said Bond has been reallocated and that the figures show a negative net income of -(\$412) for this year and total assets of \$157,626 of which \$107,625 is in the Bookstore Renovation Fund.

5. Old and Unfinished Business.

1. The 3 year action plan on renovation to the building was presented by SP. Architectural drawings of the proposed changes to the library were presented and SP will have a 3-year plan by the August meeting.
2. BA reported that the Volunteers appreciation Lunch will be of a Pot-Luck format and is to be held in the Dana Point Womens' club either on October 16th or 23rd.

6. New Business.

1. **PS moved** that the FOL seeks advice from a CPA or accountant on developing procedures for management of money. Unanimously confirmed.
Action. All will inquire on possible candidates for this position and report back to the next meeting.
2. PS produced a diagram of procedures to follow for the receipt and deposit of dues and donations (see attached)
PS moved that the procedure be followed for the next weeks until the next meeting and then present the outcome for acceptance by the Board. Unanimously affirmed.
Action. The procedure will be followed and a report will be made at the next meeting.

7. Adjournments.

CW adjourned the meeting at 7.15 PM

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

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101 **President**

Secretary

102 **Date:**

Date: