

**Board of Friends of the Dana Point Library**  
**Draft Minutes the Monthly Meeting**  
**Wednesday 17th July 2013 5.00 PM**  
**Dana Point Library Community hall**

**ORDER OF BUSINESS**

**1. Opening and Roll Call. [1.00]**

Opened at 4.57 PM Closed at 6.40 PM

Present: Carol Wassmann (CW) Chair, Barbara Anderson (BA), Mary Mashoof (MM), Paul Strauss (PS) Recording Secretary. Members: Karla Sanders,. Visitors: Lionel Simons

**2. Confirmation of the Minutes of the preceding meeting. [1.00]**

The minutes of the previous Board meeting 19<sup>th</sup> June 2013 were confirmed and signed by the president and secretary.

**3. Reports of Officers.**

1. President [5.00]

CW asked on the frequency and timing of Sales at the bookstore. BA replied that inventory determined whether a Sale took place or not; there are no set Sales during the year.

2. Vice-President [3.00]

BA stated that she had no specific report under this category.

3. Secretary

a. the Sea Scribe [1.00]

PS stated that he had received a number of very positive comments on the quality of the Summer edition. The next edition will be published as the Fall edition in early October; the Winter edition will be published in January and will contain news of the election at the annual general meeting in mid February 2014.

b. the Membership Database [6.00]

PS reported that the membership database design is nearly complete. The format used is a Relational Database Management System (RDMS) using the open source product LibreOffice's Base, which is free. The database contains about 525 names of active and inactive members. There are nearly 300 active members of whom about half are of the group that renew annually.

c. the Website [1.00]

PS reported that website is still under construction. Various reports are available – agendas, notices, minutes of the board and various committees – the Sea Scribe.

1. Treasurer.

a. Junes financial reports [5.00]

MM presented the P&L and Balance sheet for June, and the YTD equivalents until July 17, 2013. June 2013's book sales were \$500 more than the average 2013 monthly sales. Membership dues were up compared to the rest of the year due to the recent reminder note sent to the members. Library expenses are still very low versus the budgeted amount (see budget below). A request to spend more will be made to the Branch Librarian.

b. YTD financials [5.00]

MM reported that the net income for June 2013 was \$4,677. This increased the nett assets to over \$162,303. A discussion was held on the need to transfer the item "Bookstore Renovation Fund" back to the general Assets as this liability is considered to no longer be a one – OCPL has not responded over many years to requests for an invoice to cover the work that was done to the library building.

**2. Reports of Committees.**

1. Bylaws Revisions Committee. PS [15.00]

PS reported that the legal review of the draft bylaws has not been completed. (Post hoc – the review which included a call for some amendments was received from the lawyer just after the meeting)

2. Membership Committee JR [10.00]

PS reported on behalf of the committee that various activities were being undertaken – a table is to be set up outside the bookstore on Tuesday and Thursday for July and August, a new membership form has been designed and is in use, various pieces of merchandise bearing the new logo is being looked (an apron for use by the Bookstore volunteers will be the first of these). And participation in the various Dana Point activities is being investigated. At the moment the cost of setting up at these activities appears to exceed the likely gain in memberships. Other routes of reducing the costs are being investigated.

54 **PS moved that the \$468.00 plus tax be approved for the cost of purchasing 36 aprons.**

55 **Unanimous approval.**

56 The aprons will be sold at cost to the Bookstore volunteers and at about \$5.00 profit to others.

57 The committee has recommended that the types of class and the costs thereof be adjusted. For the moment this calls for  
58 an alteration to the bylaws, until the new draft bylaws are approved.

59 **PS moved that the following changes to Section 303 of the bylaws under ARTICLE III Membership and Dues be  
60 accepted:**

61 **\$20 – Annual – Single**                     **{\$15 September-December}**

62 **\$35 – Annual - Family**                    **{\$30 September-December}**

63 **\$50 – Annual - Patron**                    **{\$40 September-December}**

64 **\$100 – Business Member**                    **{\$80 September-December}**

65 **\$250 – Life Member (one-time payment)**

66 **\$500 – Honorary Life Patron (one-time payment)**

67 **\$1000 – Distinguished Life Patron (one-time payment)**

68 **Unanimous affirmation**

69                   3. Bookstore Managers Committee. BA [10.00]

70 BA reported that she plans to create a Bookstore Committee under the new draft bylaws. The committee will not be  
71 limited to shift managers.

72 BA said that she would like to be considered for the position of the Bookstore manager, and if so agreed to, she would  
73 resign from the Board, due to conflict to anyone holding that position and the Vice-president position.

74                   a. Volunteers appreciation Lunch

75 BA: The scheduling of volunteers is now done electronically and is completed up to November.

76 It has been decided to continue with the relationship with JCBeans. Donation for the past two months was \$80. This  
77 relationship will be monitored and evaluated.

78 The volunteers lunch will take place at the Gorla Dei hall on October 23<sup>rd</sup> from 12.30-3.30. The cost of the hall hire is

79 \$50. The lunch will be of the pot luck format. The \$100 gift voucher donated by "Pain Du Monde" will be used to

80 purchased some of the supplies. A guest speaker will be chosen from recommendations.

81                   **3. Old and Unfinished Business.**

82                   1. The 3 year action plan on renovation to the building SP [1.00]

83 Expect report at the August 2013 board meeting.

84                   2. The FOL seeks advice from a CPA -PS [5.00]

85 PS: Investigated a couple of leads of CPAs that the Friends could use to complete its annual tax returns and to review its  
86 Quick books material. The best choice appeared to Patty Georges, who will charge \$300 p.a. for this work.

87 **PS moved that Patty Georges be appointed to complete the annual tax returns and review the Quic Books.**

88 **Unanimous approval**

89                   3. Procedures to follow for the receipt and deposit of dues and donations -includes demonstration PS  
90 [10.00]

91 PS demonstrated the procedures and the mechanism of recording dues and donations and depositing takings from these  
92 sources.

93 PS will move at the next meeting that the procedures demonstrated be adopted as a formal standard operating procedure.

94                   **4. New Business.**

95                   1. The budget (MM) [15.00]

96 MM presented the budget for 2013. (see attached)

97 **PS moved that the budget be so accepted**

98 **Unanimous affirmation**

99                   **5. Adjournments.** [1.00]

100 **Adjourned at 6.40 PM**

DRAFT