

**Board of Friends of the Dana Point Library**  
**Draft Minutes of the Monthly Meeting**  
**Wednesday 21<sup>st</sup> August 2013 at 5.00 PM**  
**Dana Point Library Community Hall**

**ORDER OF BUSINESS**

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

**Opened** at 5.05 PM. **Present:** Carol Wassmann CW (chair), Paul Strauss PS (recording secretary), Barbara Anderson BA, Mary Mashoof MM. **Guests:** Mary Bott MB, Bill Shepherd BS, Mary Crowl, Juliette Ravenelle, Rodney Ravenelle, Georgian Emery, Karla Sanders.

Apologies: Lionel Simons

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

By unanimous affirmation signed by the president and secretary.

**3. New Business.**

1. New By-laws-induced changes [10.00]

a) Appointment of Bookstore Manager

**Motion: PS “That Barbara Anderson be appointed as Bookstore Manager” (see by-laws Article VIII point 20)**

Approved by CW, MM, PS. BA abstaining.

BA resigned her role as vice-president but kept her position as director on the board, in order to avoid a conflict of interest as the vice-president has an oversight role of the Bookstore, and therefore the performance of the Bookstore manager.

b) Appointment of three new directors

Bill Shepherd –Former president of the Friends and a local business man.

**Motion: PS “That Bill Shepherd be appointed as Director-at-large” (see by-laws Article VIII point 12)**

**Unanimously approved**

Mary Bott – Bookstore manager and Chair of the membership and Development Committee.

**Motion: PS “That Mary Bott be appointed as Director-at-large” (see by-laws Article VIII point 12)**

**Unanimously approved**

Lionel Simons - Local business man

**Motion: PS “That Lionel Simons be appointed as Vice-president (see by-laws Article VIII point 12)**

**Unanimously approved**

c) Signing checks

As per the by-laws Article VII point 5 – all checks require two officers to sign the association checks, one of whom must be the treasurer. As the banks will not take responsibility to monitor this rule, and in order to ensure the second part of the rule, the treasurer will be the only person allowed to register as a signer with the banks, however a second signature will be the internal requirement of this organization.

**4. Reports of Officers.**

1. President [5.00]

CW proposed that a memorial gesture be agreed to remember the life of Cynthia Baugh the founding president of the Friends. Suggestions were the planting of a tree in the library grounds and a donation to Presbyterian church as were the notice of the funeral. The point was raised that the latter may be regarded by some as inappropriate as it is a religious organization. CW was tasked with investigating whether the tree planting and a plaque will be allowed by OCPL.

2. Vice-President [2.00]

Nothing to report

3. Secretary

a) the Sea Scribe [1.00]

The publication of the Fall edition has been moved to the latter half of October due to the secretary/editor's vacation in September. The other three officers will prepare reports. Mary Crowl will submit an article.

b) the Membership Database [2.00]

“Active” members =297 ; Paid-up members for 2013 = 188 of whom “Non-Annual” are 134 and Paid this year: 54 ( Annual-40; Contributing-7; Family-3; Library Patron-4;) Membership cards were sent to those who were paid-up in 2013. Others were reminded to pay their membership dues in the accompanying letter. PS noted that he expects the annual static membership number will be about 220.

a) the Website [2.00]

The website has fewer 'under construction' pages. PS raised the matter of interpreting Article VII point 8 -viz. For purposes of transparency of operations, the monthly and annual summary reports of financial transactions shall be available for public viewing on the Association's website. PS proposed that the monthly and YTD P&L, and the monthly and YTD balance sheets be the

published documents. PS also reported that an unnamed member proposed that this material is too detailed and its publication may cause harm to the association. The discussion following showed that there was no opposition to PS's proposal and no support for the alternate position.

**Motion PS: "that the monthly and YTD P&L, and the monthly and YTD balance sheets be the published on the website"**

**Unanimous affirmation.**

1. Treasurer.

a) July financial reports [5.00]

MM: See the attached report and the website. The treasurer reported good sales, dues and donations. A negative net income was due to a draw of two months call on library budgeted expenses on collections.

b) YTD financial reports [5.00]

MM: See the attached report and the website. Library expenses as per the budget have started to pick up.

c) Approval of expenses

The following budgeted library expenses were requested and approved unanimously: Children's' books \$1143; Adult Books \$1143; Teen Books \$571; Periodicals \$411.

The board decided that all budgeted items must be actively presented, discussed and voted on by the Board, and not simply paid out without this due process.

**2. Reports of Committees.**

1. Membership Committee MB [5.00]

MB: raised the advantages of the association joining the Association of Library Trustees, Advocates, Friends and Foundations, now United for Libraries for \$80. This was agree to without objection.

MM laid out some ideas that she will bring to the M&B committee, and will report back at the next Board meeting.

2. Bookstore Committee. BA [10.00]

The Bookstore committee of 5 people has been constituted BA chair, Juliette Ravanelle, Carole Child, Roseann DeGraw, and Cubby Rayfield.

a) Volunteers appreciation Lunch

BA reported that the Lunch will take place on October 23<sup>rd</sup> at a cost of \$175 to hire the hall. The format will be a pot luck lunch, a request to bring a friend, and a membership table. A speaker has agreed to come.

b) Report of recent Bookstore activities.

A three day sale of the collection of long-held hard backed books realized about \$85.00 but sold over 300 books that were filling the stockroom shelves

c) Ideas on improving the Bookstore.

The committee will meet with the shift managers on 24<sup>th</sup> August to develop how to go forward with Bookstore organization and the development of procedures.

**3. Old and Unfinished Business.**

1. The 3 year action plan on renovation to the building SP [5.00]

SP presented a provisional 4-year plan for refurbishment of the library building and its contents – see attached. The skylight refurbishment bid was considered to be not in keeping with the correct procedures, and so the project has been reopened for bids.

BS has been tasked with bringing those items on the provisional plan into a more concrete form with regards to price and value. The developed list will be used as the basis for setting goals for fund-raising.

2. Procedures update PS [5.00]

PS provided two sets of procedures- The handling of Dues and Donations, and The handling of books and merchandise sales and collection of dues and donations received at the Bookstore. See attached.

**4. Adjournments. [1.00]**

The meeting was adjourned at 6.25 PM until 18<sup>th</sup> September, 2013.