

Board of Friends of the Dana Point Library
Minutes for the Monthly Board Meeting
Wednesday 16th October 2013 at 5.00 PM
Dana Point Library Community Hall

ORDER OF BUSINESS

1. Opening and Roll Call. 17.05 [1.00]

Apologies- Bill Shepherd, Lionel Simons;

Present: Carol Wassman (CW), Barbara Anderson (BA), Mary Bott (MB), Mary Mashoof (MM), Paul Strauss (PS) – Recording Secretary; Visitors – Karla Sanders, Ronald Beer.

2. Confirmation of the Minutes of the preceding meetings.

A board meeting was not held in September 2013, although an agenda was circulated. Requests for library that were submitted for approval by the branch librarian were approved after the meeting by means of email. The minutes of the August 2013 meeting were approved and signed by the President and the Secretary.

3. New Business.

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

PS noted that the board will need to prepare for the February 2014 board election by:

a) Appointment of Election Committee in December

PS pointed out that the by-laws requires that a retiring board member serve on this committee, and that any current board member intending not to stand should volunteer for this position before the next board meeting. Also, that board members propose two other members of the Friends to be the other two committee members.

b) Creation of election procedures

PS noted that election procedures will need to be approved by the board at the next meeting. These procedures will be used by the Election committee.

2. Other matters arising

None

4. Reports of Officers.

1. President [5.00]

CW noted that the positive article on the library and the Friends that appeared in the Dana Point Times on September 20, 2013 (<http://www.danapointtimes.com/penning-a-new-chapter-for-the-dana-point-library/>) [postscript- there are factual mis-statements as to the commitment of the Friends on refurbishing the skylights; the secretary will write to the editor to point these out]

a) 1. Free Nonprofit Seminar (Saddleback Church)

CW and MM attended a one day course on “Tax for Nonprofit Organizations” and distributed handouts

b) Cynthia Baugh (Plaque).

CW reported that a marble plaque will cost \$75.00 – and could include a logo. CW will propose a suitable inscription before the next Board meeting so that we can arrange for this plaque to be approved and a dedication ceremony.

2. Vice-President [0.00] Apologies submitted

3. Secretary

a) the Sea Scribe – Fall edition[1.00]

Planned publication – October 1. Articles required – President, Membership Committee, Treasurer.

At hand article from Mary Crowl, a report from Bookstore (BA), and a description of the election process.

b) the Membership Database [2.00]

Donors – 5; Active members: 194; [Distinguished-4; Life-125; Library Patron-4; Contributing-6; Family-5; Annual-51;] Paid during 2013-77;

c) the Website [2.00]

The website shows very low activity over September. There is little need to increase this activity which will improve as the membership level increases.

4. **Treasurer.**

a) September financial reports (attached) [5.00]

The September P&L does not reflect the approved September library expenses as these were delayed.

b) YTD financial report (attached)[5.00]

PS will write to the appointed CPA to find out how to remove the ~\$107,000 currently set aside as a liability, and how to set aside the committed \$70,000 for the skylight refurbishments.

c) Approval of expenses submitted – from Susan Pina

1. Teen Boot Camp \$375.00 – approved unanimously
2. Children's Art Program \$357.00 - approved unanimously
3. Adult Book Collection - \$1,143.00 - approved unanimously
4. Children's Book Collection \$1143.00 - approved unanimously
5. Teen Book Collection \$571.00. - approved unanimously
6. Periodicals Collection \$137.00 - approved unanimously

5. **Reports of Committees.**

1. Membership Committee MB [5.00]

The past month has been quiet. Gift certificates will be made available for sale and promoted for various holidays.

The next meeting of the committee will be October 24th.

2. Bookstore Committee. BA [10.00]

a) Volunteers appreciation Lunch

The organizing committee is on track to hold the Lunch on October 24th. The expense on various items is approximately \$350 – this years expense will be used in budgeting for next year.

b) Report of recent Bookstore activities.

500 books have been donated to various organizations. BA has been invited to talk at the Women's club in Niguel Shores on November 7th. Sales have been held.

6. **Old and Unfinished Business.**

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

The skylight refurbishment is somewhere within the OC planning process. PS will write to Patricia Bates the OC supervisor in order to elicit her help in giving this project a bit more impetus.

2. Other matters arising]

None

7. **Adjournments. [1.00]**

Adjourned at 18.10 until November 20th

President
Date

Secretary
Date