

## MINUTES OF THE FOL BOOKSTORE MANAGERS' MEETING

Thursday, November 21, 2013 in the Community Room, Dana Point Library

The meeting was called to order at 10:00am by Barbara Anderson. In attendance were Julie A, Mary B, Phyllis P, Juliette R, Ann S, and Joyce W.

There has been a rumor that books are being removed from the Bookstore but not returned. The pricing and/or cleaning of books is to be done at the Bookstore only. No books are to be removed from the Bookstore. Doing so is against Bookstore policy; further steps will be taken if this practice continues. Any manager with an iphone can price books. Should you wish to learn, speak to Juliette, Donna or Lorrie. It is detrimental to the store and the organization to have rumors going around.

Volunteers must not accept donated stuffed animals due to health reasons. Clarification that any 25 cent "dotted" paperback can be used for the "Buck-a-Bag" sales. Only children's and classic VHS will be accepted.

Betsy E will order supplies approved by Barbara A for use in the Bookstore. Volunteers can write needed supplies (hand-wipes, Scotch tape, etc.) on the white dry erase board posted above the copier in the Storeroom. Barbara A will then give Betsy a list of items to be purchased.

Standard ways to re-donate books to veterans, hospitals etc. will be defined by Barbara A explained to volunteers. Various other new groups/thrift shops etc. will be researched as possible recipients.

A policy of no discounts to book dealers was established. Total cost of purchase must be counted by volunteer even if dealer has done so.

Managers have been assigned a section of the Bookstore to keep current, clean, good looking and in order as follows:

Julie A/Mary M – Reference, Dictionaries, Children's

Juliette R/Mary B – Adult classics, Audio Bks, Classics Aisle 2, Religion, Lit, Large

Print

Phyllis P – Mysteries, Science Fiction

Ann S/Joyce W - Art, Music, Poetry, Theater, Humor. Non-Fiction

Jaime H - Sports, Games, Business, Animals, Gardening

Barbara A – Women, Family, Health, Nature, Science, Do-It Yourself

Donna H – Cookbooks, Travel

Lorrie B – History, Politics, Foreign Language, Special Interest

Juliette/Mary B. - Biographies, Large Print

Mary B talked about the gift certificates we will sell in the Bookstore and explained our record keeping instructions. Notices are posted at the front desk and in the back of the store.

The meeting was adjourned at 11:45am.

Submitted by Mary Bott