

Board of Friends of the Dana Point Library Draft Minutes
Wednesday 18th, December 2013, at 5: 00p.m.
Dana Point Library Community Room

1. Opening and Roll Call. Opened at 17:00

Present: Carol Wassmann (Chair) – CW; Bill Shepherd – WCS; Mary Mashoof – MM; Lionel Simons – LS; Barbara Anderson – BA; Paul Strauss (Recorder) – PS. Absent – Mary Bott. Others – Susan Pina.

2. Confirmation of the Minutes of the preceding meeting.

Minutes of the meeting of 20th November, 2013 were unanimously confirmed

3. New Business.

1. Other matter Arising

None

4. Unfinished business.

1. Bookstore Manager's review - LS and BS to draw up the criteria and format by which this review should be done, and present these to the Board by the next meeting – Postponed until next meeting

2. Election Committee procedures - PS presented additional procedures – counting the votes (see attached). Unanimously approved.

3. Election Committee nominations and approval.

PS presented the names of the Election Committee members : Mary Crowl (Chair). Mary Bott, and Phyllis Petitfils. Unanimously approved.

4. Library Renovation Projects SP will send BS information on non-installed furniture that could be purchased for the library – this matter will be discussed at the next Board meeting. Postponed until next meeting. SP reported that a walk through of the library was recently made in connection with the *Skylight Refurbishment* and that seven bids have been received. The project should be completed by the end of the 1st quarter.

5. Literary Orange 2014 - CW is requested to gather further information on this proposal for the next Board meeting. CW had no further information. Postponed to next meeting.

5. Reports of Officers.

1. President

a. Cythnia Baugh (Plaque) -CW and WCS would finalize the wording, and bring it back to the Board. WCS will prepare the wording and send it to CW for the next steps.

2. Vice President – LS Proposed connection between FODPL and his HOA and bring a more formal plan to the Board. - LS reported that his HOA is interested in forming a relationship with the FODPL in the form of Bi-annual book sales and placing books and a donation box in the HOA's library. It was agreed that revenue sharing from these activities could not take place as the FODPL donors implicitly gave to the FODPL for its gain alone. LS will report back with firmer plans. An additional potential source of revenue could be the placement of books and donations boxes at the St. Regis and Ritz Carlton. These ideas will be followed in the new year.

3. Secretary

- a. the Sea Scribe – Update – The next issue will be the Winter edition in early February and will bear reports of the upcoming election for the Board.
- b. Correspondence None
- c. Website- No report
- d. Membership database – Update as per last month

4. Treasurer

- a. November financial reports - See attached
The predicted 2013 income from book sales and other income will be about \$50,000.

b. Approval of expenses submitted- see attached from Susan Pina
Collections – Adult \$1143 [Approved]; Children \$1143 [Approved], Teens \$571 [Approved]
Periodicals \$137 [Approved]. SP will report on the revenue streams of other FOLs

6. Reports of Committees

- a. Bookstore Committee (BA)

New written procedures have been written

- b. Membership Committee (MB)

No report.

- 7. Adjournment at 18.03 until January 15, 2014

Carol Wassmann – President Date:

Paul Strauss – Secretary Date: