

**Board of Friends of the Dana Point Library Draft Agenda**  
**Wednesday 15<sup>th</sup> January, 2014, at 5: 00p.m.**  
**Dana Point Library Community Room**

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

Apologies: Lionel Simons

**2. Confirmation of the Minutes of the preceding meeting.**

Minutes of the meeting of 18<sup>th</sup> December, 2013

**3. New Business.**

**1. Proposed changes to bylaws at the February General Meeting – PS**

A proposal that changes to the bylaws to place all changes in the hands of the members rather than the directors and to allow time for discussion and consideration. These changes are to be placed on the agenda of the General meeting and be voted on by the membership.

Proposal: The Board agrees that the following amendments be subjected to a simple majority vote approval by the membership at the coming General meeting:

**ARTICLE V VOTING**

1. Voting other than by voice shall be used by those present at all meetings. Proxy voting may be used at all meetings; for election of officers ballots shall be provided; there shall not appear any place on such ballot that might tend to identify the person who cast such ballot.

be changed to

*1. Voting other than by voice shall be used by those present at all meetings. Proxy voting may be used at all meetings; for election of officers **and bylaw amendments** ; ballots shall be provided; there shall not appear any place on such ballot that might tend to identify the person who cast such ballot.*

**ARTICLE XI - AMENDMENTS**

1. Any member may initiate a proposed amendment to the Board. Such a proposal must be submitted to the Board four weeks prior to the meeting at which it will be considered.

be changed to

*1. Any member may initiate a proposed amendment to the bylaws. Such a proposal must be submitted to the Board four weeks prior to the **Board** meeting at which it will be considered;*

2. These By-Laws may be amended at any meeting of the Board by a simple majority vote of directors attending.

be changed to

*2. These By-Laws may be amended at **a general meeting, which shall be considered a special meeting of the Association, by a two-thirds majority of those voting.***

3. All amendments shall become effective upon adoption by the Board.

be changed to

*3. All amendments shall become effective upon adoption.*

**2. Other matter Arising**

**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 from previous meeting
2. Election Committee procedures – Approval of changes brought on due to date change of general meeting and update on progress to election..
3. Library Renovation Projects
  - a. Discussion on the two bids received. Decision on the skylight refurbishment project and other potential projects.
4. Literary Orange 2014 - CW is requested to gather further information on this proposal for the next Board meeting. Postponed from last meeting.

**5. Reports of Officers.**

1. President
  - a. Cythnia Baugh (Plaque) -CW and BS would finalize the wording, and bring it back to the Board.
2. Vice President –
3. Secretary
  - a. the Sea Scribe – Update –
  - b. Correspondence None
  - c. Website- No report
  - d. Membership Update on membership renewal.
4. Treasurer
  - a. December financial reports - See attached
  - b. Notice of submission of tax material to CPA Approval of expenses \$300.
  - c. General Commercial liability insurance renewal payment approval \$500
  - d. Approval of expenses submitted- see attached from Susan Pina

Collections – Adult\$1143 [ ]; Children \$1143 [ ], Teens \$571 [ ] Periodicals \$137 [ ].

Programs – Children \$100 [ ]

5. SP will report on the revenue streams of other FOLs

**6. Reports of Committees**

- a. Bookstore Committee (BA)
- b. Membership Committee (MB)

7. Adjournment February 19, 2014

**Board meetings shall be open for attendance by all Association members, except that motions and voting shall be limited to the directors.**