

Board of Friends of the Dana Point Library Meeting
Thursday 24th April 2014 at 5: 00p.m.
Dana Point Library Community Room

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

Present: Paul Strauss -PS (Chair and Recorder); Barbara Anderson – BA; Lionel Simons – LS; Cubby Rayfield – CR; Julie Arnold – JA; Apologies: Juliette Ravenelle. Absent Bill Shepherd. Others: Librarian – Susan Pina – SP; Karla Sanders -KS;

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

Minutes of the meeting of 19th March 2014 – approved unanimously.

3. **New Business.**

1. Proposal to create authorized list of organizations FODPL donates unwanted or overstock books to was unanimously approved. The Gilbert Elementary school in Buena Park was added to the list. BA will provide the full list for publication in the Sea Scribe.
2. Proposal to approve budget for decals for business members. PS said that this should cost less than \$20 and that he will have completed the task before the next meeting.
3. Donation. KS presented a donation of \$141 from the Page Turners reading group in Niguel Shores in memory of Gretchen Rask a long term member and book store volunteer.
4. Proposal by LS to create a posters to use as advertising for seeking new membership and donations. PS will look into this.

4. **Unfinished business.**

1. Report from the Librarian - SP
 - a. Skylight renovation The final plans are at the county approval level, completion of the project has been set for September 1, 2014, with the work during the period July and August.
 - b. SP reported in a letter (which will be attached to the minutes on the website) that the 2014 reading program is titled “Paws to Read”. The theme will allow learning about the animal kingdom and will run from June 23 -August 3. Adult, and teen and tweens will also have reading programs. A list of estimated expenses totaling \$3620 has been submitted. SP also provided the numbers of attendees at the reading and other programs held during 2013. These will be published in the Sea Scribe
 - c. A discussion on what the librarian needed to report on book purchases took place. The most extensive and specific approach would be identify by a label all books specifically bought with FODPL donated money; the most liberal would be to identify by labela batch of books roughly equal to the donated amount. PS will work with SP to identify the most efficient route.

5. **Reports of Officers.**

1. President
 - a. Membership dues to date are \$3325 versus \$2765 predicted by the budget.

2. Vice President –

Three businesses have agreed to host book shelves for Friends book sales, naely, Dana Wharf Sportfishing, Bonjour Cafe, and Tutor & Spunk's Deli. PS will make arrangements to set up the shelves and collection system.

3. Secretary

CR - Thank you letters have been sent to the six businesses that , namely, Lantern Bay Carpets and Drapes, Dana Point Hardware, Bonjour Cafe, Tutor & Spunk's Deli, Brio's Tuscany Grille, and Jeff Kinderseth DDS.

4. Treasurer

- a. March financial reports - See attached
- b. Request to find someone with Quickbooks expertise to restart FODPL's Quickbooks account with new layout in order to simplify the financial statements. PS will send out request to members with e-mails.
- c. Approval of expenses submitted- see attached from Susan Pina

Collections – Adult Books-\$950 Children’s Books- \$1,000 Teen books-\$310 Periodicals-\$140
All Approved

- d. JA requested guidance on retention policy of financial records. JA will find out the answer from Patti Georges on this IRS-related matter.

6. **Adjournment** at 18:20 until May 21, 2014

Paul Strauss
President

Date:

Juliette Ravenelle
Secretary

Date: