

Board of Friends of the Dana Point Library Meeting Final Minutes
Wednesday 21st May 2014 at 5:00
Dana Point Library Community Room

1. **Opening and Roll Call.** Opened at 5:00p.m.

Present: Paul Strauss – PS; Apologies from Cubby Rayfield and Lionel Simmons,
Barbara Anderson – BA; Julie Arnold – JA; Juliette Ravenelle – JR

Present Karla Sanders - KS; Kat Quinn – KQ

Others: Librarian – Susan Pina

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

Minutes of the meeting of 24th April 2014 – Approved unanimously.

3. **New Business**

1. Received resignation letters from Julie Arnold and Bill Sheppard. Julie is relocating to Michigan. Nomination for her replacement: Kat Quinn as Treasurer, who has 35 years Accounting experience, no other nominations. Unanimously approved. A letter will be delivered to the bank notifying of New Treasurer. Bill Shepherd has accepted a position as executive with a company in Irvine. Nomination for his replacement: Karla Sanders as Director at Large, no other nominations. Unanimously approved.
2. PS discussed the future of the organization. We have given the library funds for improvements. We need to get the city and community involved in what we are trying to do. The businesses around DP to participate and eventually help in building a new library. Next meeting we will discuss all of this.
3. New Book front plate design: Was presented by PS, the proposed plate includes our logo in a small size, easy to apply to any book. The library staff will take care of placing it in books. It was unanimously agreed that the number of books to be plated will be calculated from the proportion of the FODPL's annual collections budget of the total overall annual library's book budget in dollar terms.
4. An email list of people who want to be informed of sales, will be handled by the main data base to keep separate from other lists. The Mail list will be managed by the database person and will be used in “.bcc” mode.

4. **Unfinished business.**

1. Report from the librarian – SPLibrary closure: from June 30th through September 01st. The skylights are schedule to be done by September 01. Parking lot will have materials and equipment. Additionally they are working on new landscaping. The bern will be removed. The mail will be delivered to a P.O. Box for the library. The librarians will be working at other branches. The bookstore will not be able to take donations delivered to the library site because the parking lot will be closed. Meetings for the board during closure will be held at PS house. SP will attend meetings wherever they are held. Plans for re-opening will be drafted. There will be a press release announcing the closure. FODPL mail will be rerouted to PCS's house for the duration.
2. Donations to the library during closure: Monies budgeted for the programs over the closing period is to be diverted to the “collections budget” for the period. We just received, \$2750 donation dedicated to the children's program. That money will be held for that purpose only and will be made available at such a time as the children's programs restart.
3. Informing the community: Emails will be sent to the Friends members
4. Motion to form a sub committee: Closing of the bookstore. Members will be comprised f by members of the board. Motion approved, no objections.
5. Donations: The Dana Point Women's Club will donate \$1000 to be directed to the children's summer's program. In recognition of the work that the Library is doing for the community, the check will be presented to Susan on June 5. The other donation is from the National Charity League for \$1750, also directed to the children's programs.
6. Karla Sanders, reports that the Niguel Shores Women Club will give a monetary contribution on an annual ongoing basis.
7. The Board record's its condolence with family of Forrest Owen , past-president of the FODPL. To be noted in the Sea Scribe.

5. **Report of Officers.**

1. President
 1. Book stands in businesses: Two have been installed. One at Tutors and Spunkys and another at Dana Wharf Sports Fishing.
 2. CR has been instrumental in getting businesses to join the FOL: Businesses are: Tutor and Spunky's,

Lantern Bay Carpets and Drapes, Coffee Importers, Dana Point Nursery, Bonjour Cafe , Brio's Restaurant, Brenda's Hair House, Dana Point Hardware and Harbor Jeweler.

2. Secretary

1. Membership in Chamber of Commerce: FOL was granted free membership for 2014. Thanks were extended to CR for her efforts in this effort. Membership approved unanimously.

2. Chamber of Commerce request: PS wrote an article of the FOL history and goals.

3. Treasurer

1. Report of Financial Standing: Sales have been consistent, with expenses minimal. Checking account has around \$12,000.00, which should be enough funds to operate for 2 months without income. After that money would have to be transferred from the Money Market account. Still working on simplifying accounts.

2. Expenses Approved: Approve funds for purchase of books in the amount of \$2,400.00 and \$371.00 for the Children's Program. Unanimously approved.

6. **Adjournment at 6:30pm until June 18, 2014.**

Paul Strauss
President

Date

Juliette Ravenelle
Secretary

Date