

**Board of Friends of the Dana Point Library Minutes**  
**Wednesday 16th December 2015 at 5:00**  
**Community Hall, Dana Point Library**

1. **Opening & Roll Call.** . At 5.05 pm

Present: Paul Strauss (PS) Chair; Karla Sanders (KS); Kat Quinn (KQ); Cubby Rayfield (CR); Juliette Ravenelle(JR); Jackie Craver (JC); Susan Pina (SP) Librarian. Apologies: Simone Stoecker.

2. **Confirmation of Minutes**

Minutes of the meeting of 15th November 2015 were not available as were the unconfirmed minutes of October 21, 2015. These will be circulated and presented for confirmation at the next meeting of the Board

3. **New Business**

1. Preparing for 2016 Board elections – Election Committee appointment: PS informed that following the by-laws he will appoint two members of the Election Committee to oversee the 2016 nominations and elections of at least four members (two-year term) to the Board. PS, JR, JC and SS terms elapse this year; CR KQ, and KS have one more year left. The Election Committee will follow the established SOPs.
2. Preparing for tax year. PS asked all to submit expenditure requests to KQ before the end of the year.
3. Bookstore canopy refurbishment. PS drew attention to SP's request that the Friends consider replacing the green awning at the back of the bookstore with one of a suitable color when the siding of the library is refurbished. In order to meet this request the following tasks have been allocated:
  1. Ascertain who will remove and install the canopy structure (SP)
  2. Identify who constructed the current awning from invoices or payment records (KQ) (the awning was mentioned in the Board minutes December 2010)
  3. Present a recommendation to the Board at the January 2016 meeting (PS)

4. **Unfinished Business**

Facebook publication and content management: It was resolved that the control of the content and publication of the recently constructed Facebook page will be the Communication Committee's responsibility. KS will follow up.

5. **Report of Officers:**

1. President: Nothing to report
2. Vice President:
3. Secretary: Not present
4. Treasurer:
  1. Financial statements.

The November 2015 financial statements were presented – All is well with these(KQ!) PS noted on the high income for the year and the low expenditure rate. He noted that there is no provision for identifying in the general credit totals those funds which have been allocated but not yet spent. Also, for purposes of transparency, funds allocated for one purpose should not be used for a different expense unless board-approved.

2. Requests from Librarian for disbursements:

Collections Books:Adult-\$1,100, Children-\$1000, Teens-\$500. Periodicals-\$200. Other \$200, \$13.49 were unanimously approved

6. **Report from Committees**

1. Bookstore Committee Nothing to report. PS raised the matter of reconsidering upwards the pricing of books on sale at the business book stands. This was discussed but nothing was resolved. We have likely reached a maximum in the a the number of these book stands that

we can support.

2. Membership and Development Committee: Nothing to report

3. Communication Committee. Nothing to report

7. **Meeting adjournment**

At 6.10 pm until 20<sup>th</sup> December 2016

So Confirmed:

President:

Secretary:

Date:

Date: