

Board of Friends of the Dana Point Library Minutes
Wednesday 20th January, 2016 at 5:00 pm
Community Hall, Dana Point Library

1. Opening & Roll Call. . 5.08 pm

Apologies: Jackie Craver, Simone Stoecker

Present Paul Strauss (Chair and Note-taker) PS; Karla Sanders (KS); Cubby Rayfield (CR); Juliette Ravenelle (JR); Kat Quinn (KQ). Guests: Julie Shields, Kathy Buford. Librarian; Susan Pina (SP)

2. Confirmation of Minutes

Minutes of the meeting of October 21st, November 15th, and Dec16th, 2015 -duly approved

3. New Business

- 2016 Budget proposals – The attached proposed budget for 2016 were discussed **and approved**. Briefly, the anticipated income remains the same for 2016, the expenditures for running the association is slightly reduced and remains roughly the same as a percentage of income (+/- 11%), the directed donations to the library is set at \$43,000 and a reserve amount of \$16,000 is available for discretionary spending or as an addition to the reserve funds of about \$42,500.
- Business insurance documentation received – PS reported that the annual commercial Insurance had been received and reviewed by him. He noted that: there were no unacceptable clauses; there is a clause that excludes liabilities when alcohol played a factor in our volunteers' action. The insurance agent has been asked to apply the necessary conditions as required by our lease agreement with OCPL.
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4. Unfinished Business

- Preparing for 2016 Board elections – Election Committee appointment (Marion Tresfon (Chair), Lisa Buchner, Paul Strauss (Board representative)), Time lines has been provided. Noted that should there be only sufficient or less candidates than the number of openings (four) on the Board then those candidates will be automatically elected.
- Preparing for tax year - KQ reported that the process has been completed.
- Bookstore canopy refurbishment – SP reported that in 2011 Abbott Awning of Santa Ana provided the current awning and would likely be the business chosen to provide the new awning. This will need to be discussed with the OCPL maintenance group. PS will be involved in the technical discussions. The cost of replacement has yet to be determined and placed before the Board for discussion.
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5. Report of Officers:

President: Annual membership renewals have been dispatched. About 69 of the 183 members fall into the “Annual” group.

Vice President: Nothing to report

Secretary: Not present

Treasurer:

Financial statements for Dec2015 and 2015 presented. These show a record high annual income of \$68,762 and an running cost expenditure of about 11%. PS congratulated all on achieving these very fine numbers. .

Requests from Librarian for disbursements:

Computers - \$1132.93; Literary Orange Meeting-\$500;Film Movement
12monthSubscription-\$450. **Approved**

- Business insurance payment \$500 **Approved**

6. Report from Committees

- Bookstore Committee - All well with Personnel and with the running of the store.
- Membership and Development Committee Nothing to report
- Communication Committee. Guidelines for managing the Facebook page of the association were presented and **Approved.**:
 - Our mission statement should be on the cover page)
 - The Guidelines will live on a dedicated tab:
 - Our Facebook page will be administered by only two authorized representatives of FODPL and if they are unable to do so they are to ask the board of directors to appoint an appropriate replacement.
 - ☐ Contact Information : 33841 Niguel Road, Dana Point, CA 92629-4010, friendsdanapoint.org, 949 489-3956.
 - Content is public and viewable by everyone who can see the page. So, abusive or offensive comments or language will not be tolerated and will be removed.
 - Third party advertisements are prohibited, without our prior authorization.
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- **Meeting adjournment @ 6.05 pm**

So Confirmed:

President:

Secretary:

Date:

Date:

Income	<u>2016 Monthly</u>	<u>2016</u>	<u>2015</u>	<u>Difference</u>
Sales				
Bookstore	\$3,600.00	\$43,200.00		
Bookstands	\$450.00	\$5,400.00		
Online	\$800.00	\$9,600.00		
Subtotal	\$4,850.00	\$58,200.00	\$60,352.00	-\$2,152.00
Donations	\$400.00	\$4,800.00	\$5,347.00	-\$547.00
Dues	\$250.00	\$3,000.00	\$2,650.00	\$350.00
Total Income	\$5,500.00	\$66,000.00	\$68,349.00	-\$2,349.00

Expenses				
Friends				
General	\$200.00	\$2,400.00	\$2,585.00	-\$185.00
Insurance		\$2,500.00	\$2,365.00	\$135.00
Other		\$1,000.00	\$925.00	\$75.00
Bookstore	\$100.00	\$1,200.00	\$1,608.00	-\$408.00
Total Expenses		\$7,100.00	\$7,483.00	-\$383.00

Expenses/Income	10.76%	10.95%	-0.19%
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Available for disbursement	\$58,900.00	\$60,866.00
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Library Expense Category		
Proposed total	\$43,000.00	100.00%

COLLECTIONS

Adult	\$10,000.00	23.25%
Children's	\$11,000.00	25.59%
Teen	\$5,000.00	11.63%
AV, Periodicals & Reference	\$4,000.00	9.30%

PROGRAMING

ADULT	\$1,835.00	4.27%
CHILDREN	\$5,715.00	13.29%
TEEN	\$1,450.00	3.37%

TECHNOLOGY

	\$3,500.00	8.14%
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LITERARY ORANGE SPONSORSHIP

	\$500.00	1.16%
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Total	\$43,000.00	100.00%
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To Capital Reserve

\$15,900.00