

**Friends of the Dana Point Library**

**Board Meeting Minutes**

**Wednesday, January 18, 2017 at 5:00 PM**

**Community Room, Dana Point Library**

**I. Opening & Roll Call**

**Karla Sanders, president, called to order the Friends of the Library Board meeting at 5:05 pm on January 18, 2017 at 5:05 pm.**

Present: Karla Sanders (President), Cubby Rayfield (Vice President), Julie Shields (Secretary), Kat Quinn (Treasurer), Juliette Ravenelle (Bookstore Manager), Laura Blasingham (Librarian)

Guests: Ann Strauss, Paul Strauss and Jim McDonald

Apologies: None

**II. Confirmation of Minutes of Previous Meeting**

Minutes of the meeting from December 14, 2016 were presented by Julie Shields and approved.

**III. New Business**

- A. Kristina Pritchett, City Editor of the Dana Point Times is requesting input for articles. The FODPL Board decided to put this task on hold until we have a new Board. Cubby will contact Kristina Pritchett.
- B. Laura Blasingham requested a \$500.00 donation from the Board for “Literary Orange” which will be held in April, 2017. This is the same amount that the Board has donated the past 2 years. Laura explained that “Literary Orange” celebrates readers and authors. It is an all-day event which features a keynote speaker and panels on various authors. The money goes for expenses and publicity. (There is still a charge to attend this event.) Donating to this event provides positive exposure for the Dana Point Library Friends and our organization will be listed in the program. The Board voted to approve this donation, and Laura will present it formally at the February Board meeting.
- C. Karla requested that Paul Strauss create the next Sea Scribe Newsletter because her eyesight is diminishing. Paul agreed.

#### IV. Unfinished Business

- A. A change to the bylaws was proposed (Article VIII, 15). The bylaws now read “Officers shall serve no more than three years **in the same office** (words added in bold – December 2016) within a five year period. The change was seconded, unanimously approved and signed by the officers. The signed amended bylaws will be filed in the Association’s documents held by the Secretary.
- B. When will the awning be installed? (See below under Vice President)

#### V. Paul Strauss reported on the nominating committee, the timeline for the Nominations, the General Meeting and Voting.

- A. Paul reported that he has the final voters’ roll. It lists those who were members as of December 31, 2016. A call for nominations was emailed to all those who have email addresses on file. It was mailed to those members who do not have an email address. There are 5 open positions.
- B. Timeline for Nominations and Elections
  - 1. **January 27**, Closure of nomination procedure
  - 2. **January, 4<sup>th</sup> Week**, Validation of nominees
  - 3. **January, 4<sup>th</sup> Week – February 1<sup>st</sup> week**, mailing of the Winter Edition of the Sea Scribe with notice of General Meeting and election, names and biographies of candidates, and proxy forms.
  - 4. **February 8, Wednesday** - General Meeting and Election and outcome of voting.
  - 5. **March 1**, New board begins official term.

#### VI. Report of Officers

##### A. **President**

Karla Sanders presented the agenda for the February General Meeting. It will include “Welcome, Minutes from the 2016 General Meeting, and Treasurer’s Report.” Then the meeting will be turned over to the Nominating Committee for the outcome of voting.

**B. Vice President**

Cubby Rayfield requested an update on the awning. Laura Blasingham stated that the awning has been ordered. She is hopeful that it will be installed next month. Laura also noted that the awning will be the dark color that the Board requested, and it will have white lettering. Cubby also mentioned that the electrical connections outside don't have proper covers on them. Laura stated that she would bring this to the attention of Steve Compton, the Project Manager.

**C Secretary**

1. Julie Shields stated that the new insurance policy has been received. Kat Quinn will pay the bill which is due January 28.
2. Julie inquired whether Board members were finding the new file box useful. The Board members indicated they were utilizing it. Also, it was suggested that membership renewals be placed in Paul's folder in the box rather than in his Amazon work space (since they could get lost when other Amazon workers are using the space).
3. Julie also explained that (due to family illness and obligations) in March she needs to resign her position as Secretary on the Friends Board.

**D. Treasurer**

1. Kat Quinn presented financial statements for November and December 2016 as well as the Profit & Loss statement for January 1 through December 30, 2016.
2. Kat explained that the cost for tax preparation for the year 2016 is \$500.00. The Board approved a check for this amount.
3. Kat stated that she would be out of town on February 8, the date of the General Meeting. Someone else will need to report the financial information.

**VI. Report from the Committees**

**A. Juliette reported on the Bookstore.**

1. Storage space has shrunk in the bookstore. Recently, Lorrie cleaned up several shelves, and now duplicates of expensive books

will be stored on the newly cleaned shelf area across from the desk.

2. One of the damaged shelves at JC Bean has been replaced. Elsie and Lorrie will follow up.
3. The Bookstore will continue to hold a sale during the last week of each month. Books in the back storage room will be sold for half price. Paul Strauss stated that there are signs in the back room that can be used to advertise the sale.
4. Juliette stated that there is a need for more people willing to be trained as managers. Illnesses and injuries have created a shortage in this area. Paul Strauss mentioned that we also need to find people willing to be trained to do Lorrie's job and Paul's job. A large part of our income comes from offsite sales and Amazon sales. If Lorrie and/or Paul weren't able or willing to continue their programs, it would have a huge impact on the bookstore profits.
5. Paul Strauss also suggested that at the offsite locations, signs should be changed to read "**Minimum** donation of \$2.00." This might encourage those buying books to give an additional amount for their purchase.

## VII. Librarian

- A. Laura Blasingham complimented the Friends of the Dana Point Library on their dedication. She emphasized how impressed she was with the Bookstore, the Offsite Sales, and the Amazon volunteers.
- B. Laura presented a request in the amount of \$4,333.28 for collections: December/January OCPL Selection Lists. The request was approved.
- C. Laura submitted her projected expenses for 2017. The total of \$43,000.00 is the same amount as the total for 2016. The difference is that in 2017, \$3,500 of the money will be allocated to "Special Projects" instead of "Technology." The projected expense budget was unanimously approved by the Board.
- D. Laura shared information about several special programs that the Dana Point Library is offering.
  1. "Hugs and Kisses Storytime" will be offered on February 15, 2017 at 2:30 pm. Ms. Kasey will share stories about hugs and kisses and hearts and love. A craft will follow the storytime.

2. “Family Gaming Night” will be held on Wednesday, February 22, 2017 from 3:30 – 5:30 pm. “Families and children of all ages can compete in traditional board games or learn new video games.”
3. Bedtime Math’s Crazy 8s Club is for students in K – 2<sup>nd</sup> Grade. It’s an 8 week program where children “build stuff, run and jump, make music, make a mess” and learn all about math. The program takes place on Jan. 12, 19, 26, Feb 2, 9, 16, 23 and March 2 at 2:30 pm.
4. The Library now has an “Adult Coloring Club.” It meets on Fridays from 10:00 am – 12:00 pm. All materials are provided; no registration is required.
5. The Dana Point Library has a subscription to show foreign films on Sundays at 3:00. The first film, “My Love, Don’t Cross That River,” will be shown on Sunday, February 26 at 3:00 pm. This 2014 South Korean release was the Documentary Award Winner at the 2015 Los Angeles Film Festival.
6. The Library is now hosting the “WRITE ON!” writers group. WRITE ON! is a group of Orange County writers who meet twice a month at the Dana Point Library to read, critique and support each other’s work. They meet on the first and third Tuesdays from 5:00 – 7:00 pm.
7. Laura also explained an exciting new program called “The Lucky Day Collection.” This is a selection of the Dana Point Library’s most popular books. If you are lucky enough to find a desired book on this shelf you may check it out immediately for 3 weeks, and you do not have to wait for your name to come up on a “reserved” list.

#### **VIII. Meeting Adjournment**

Karla Sanders (President) adjourned the meeting at 6:03 pm.

**The Annual General Meeting and voting will be held on Wednesday, February 8, 2017.**

**The next Friends of the Dana Point Library Board Meeting will be held on February 15, 2017 at 5:00 p.m.**

Minutes submitted by Julie Shields, Secretary

Minutes approved by:

President: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_