

Friends of the Dana Point Library

Board Meeting Minutes

Wednesday, March 15, 2017 at 5:00 PM

Community Room, Dana Point Library

I. Opening & Roll Call

Jim McDonald, president, called to order the Friends of the Library Board meeting at 5:00 pm on March 15, 2017.

Present: Jim McDonald (President), Joanna Schroeder (Vice President), Kat Quinn (Treasurer), Lisa Buchner (Director), Larkshman Sehgal (Director), Julie Shields (Director), Juliette Ravenelle (Bookstore Manager). Laura Blasingham (Librarian)

Guest: Helen Fried (County Librarian), Cubby Rayfield (Former Vice President)

Apologies: Ann Strauss (Secretary) – out of the country (Julie Shields will take the minutes for this meeting.)

Welcome and introduction of each Board Member and his/her position on the Board.

Jim McDonald – President

Joanna Schroeder – Vice President

Ann Strauss – Secretary

Kat Quinn – Treasurer

Lisa Buchner – Director

Larkshman - Director

Julie Shields - Director

II. Confirmation of Minutes of Previous Meeting

Minutes of the meeting from February 15, 2017 were presented by Julie Shields and approved.

III. Treasurer's Report for February, 2017

- A. Kat Quinn presented the financial statements for February 2017.
- B. Kat reported that the annual D&O & Employers Liability Insurance has been paid. (The Business Owners Insurance was paid in January.)
- C. Kat also reported, "The taxes have been prepared and filed, payments made to the Attorney General and state of California (filing requirements, not taxes) but payment to Georges and Associates for tax preparation has not yet been paid, invoice not yet received. "

IV. Unfinished Business

- A. In February, the Board asked Laura Blasingham when the bookstore awning would be installed. Laura sent Board Members an email update from Steve Compton stating, "The awning has been ordered and we have an install time frame of on or before March 17th." Laura reported that the installation is now scheduled for March 22 or 23. It could be further delayed due to rain that is forecast for these dates.
- B. Last month, Kat Quinn stated that some of the Friends' members had questioned the goal of using funds to replace shelving and carpet in the library. This was a long-range goal suggested in September by Susan Pina (Librarian prior to Laura Blasingham's arrival). Susan had pointed out that the current stacks did not meet specifications. She stated that they are too high and have sharp corners instead of rounded.

Laura invited Helen Fried to attend this meeting and address these concerns.

1. Helen Fried explained that the shelves are safe and are compliant with current regulations. She explained that the shelves would not be considered compliant if they are moved. This would present a problem if the library carpet is replaced.
2. Lisa asked Helen to clarify which Library items are the County's responsibility and which items the Friends' of the Library generally donate. Helen explained that the County's priority is safety. She also noted that the County will take care of carpet cleaning, and the County has a schedule for carpet replacement. She stated that Friends groups generally provide "extras" such as additional books, programs, donations for "Literary Orange" and other extraneous items that are not normally provided.
3. Helen also explained library funding and provided information about the Orange County Public Library System. She stated that there are 34 cities in Orange County. Twenty-four of those cities have libraries that are part of the OCPL system. The other 10

cities have municipal libraries. The Dana Point Library is part of the Orange County Public Library System.

- C. The Board discussed talking to Friends' members and asking them what things they'd like to see the Friends spend money on. It was suggested that perhaps Juliette could ask the managers at their meeting.
- D. On March 22 at 3:30 pm, children's author and illustrator, Laura Seeley, will be at the library to promote her book and hold a drawing program for all ages. Laura Seeley is generously donating 15% of her sales to the Friends of the Dana Point Library. There needs to be a FOL member in attendance. Julie Shields will attend.

V. New Business

A. Volunteer Luncheon

- 1. Lisa Buchner agreed to be the chairperson for the Volunteer Luncheon. Cubby Rayfield, Roseanne DeGraw and Juliette Ravenelle will be members of her committee.
 - 2. Cubby provided information regarding previous luncheons. Last year's luncheon was held at Luciana's Restaurant and 56 guests attended.
 - 3. A date needs to be chosen for the luncheon. (It is usually held on the last Wednesday in April.) Wednesday, April 26 or Wednesday, May 3 are possible dates for this year's luncheon. The date will be determined by availability at Luciana's and the guest speaker's schedule.
 - 4. The Board discussed inviting Laura Seeley to be the speaker at the luncheon. Cubby mentioned that Laura Seeley had previously indicated a willingness to be the speaker.
- B.** Julie Shields shared the file box that is used for officer's mail. It has been updated to reflect the new Friends of the Dana Point Library Board.

VI. Reports from the Committees

- A.** Juliette Ravenelle reported on the Bookstore.
- 1. When managers close the Bookstore, they will place the key to the cashbox in the newly agreed upon location.
 - 2. Bookstore prices have been lowered to reflect the new year. (Hardback Books: 2017 - \$8.00, 2016 - \$6.00, 2015 - \$4.00, 2014 - \$2.00, 2013 and older - \$1.00).

3. Ricardo from the Knights of Columbus is picking up books to be recycled. Children’s books will be placed in separate boxes for pick-up.

B. Laura Blasingham shared information regarding the Library.

1. The library now has a “Travel Club.” The inaugural meeting will be held on Sunday, April 2, at 2:00 pm. at the Dana Point Library. Meetings will be held on the first Sunday of every month and will be led by “Road Scholar Ambassador, Jill Swaim.” Everyone is invited to join and learn new things, explore interesting places and meet fellow adventurers.
2. Laura reminded the Board Members about the “Lucky Day” program. Several of the Board Members have utilized this program, and they expressed their thanks and enthusiasm for it.
3. The Friends of the Dana Point Library help sponsor Literary Orange and receive a ticket for this event. Julie Shields will attend.

VIII. Meeting Adjournment

Jim McDonald (President) adjourned the meeting at 6:04 pm.

The next Friends of the Dana Point Library Board Meeting will be held on April 19, 2017 at 5:00 p.m.

Minutes submitted by Julie Shields, Secretary

Minutes approved by:

President: _____

Date: _____

Secretary: _____

Date: _____

