

Friends of the Dana Point Library

Board Meeting Minutes

Wednesday, June 21, 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 June 21, 2017.

Present: Jim McDonald (President), Kat Quinn (Treasurer), Lisa Buchner (Director), Julie Shields (Director), Juliette Ravenelle (Bookstore Manager), Laura Blasingham (Librarian)

Apologies: Ann Strauss (Secretary) out of town (Julie Shields will take the minutes for this meeting.) Lakshman Sehgal

II. Request for new ideas review for the coming year

- A. Lisa Buchner suggested a checklist for opening and closing the bookstore. (There have been numerous times when the portable sign has been left outside and/or the electronic sign has been left on.)
- B. Jim McDonald suggested that the Friends could invite speakers from time to time. These speakers would be set up in the library for the benefit of the community. As an example, he mentioned Mary Hartman from Girl in the Curl. She would discuss learning to love the ocean, protecting the ocean and developing a love of nature. Jim noted that one of the purposes for the Friends as noted in the bylaws is “to create public awareness and support for the library facilities and programs.”
 - 1. Laura Blasingham responded that she loves the idea. She stressed that programs like this should be marketed for all ages 12 and up.
 - 2. A discussion followed regarding the importance of marketing and advertising this and other library programs.

Laguna Niguel Friends Store has a clipboard on which visitors add their email addresses and then receive notices of library events. The Laguna Niguel Friends and the San Juan Friends will be contacted to determine how this is organized and who compiles and disseminates the information.

III. Confirmation of Minutes of Previous Meeting

Minutes of the meeting from May 17, 2017 were presented by Julie Shields on behalf of Ann Strauss and approved.

IV. Treasurer's Report for May, 2017

- A. Kat Quinn presented the financial statements for May, 2017. (see attached)
- B. The Board approved invoices for the Summer Reading Program performers. These expenses were already in the previously approved budget. (They included: Auntie Roxie's Life of the Party, ACME Balloon Co, E3 Ventures, One World Rhythm, Jeff Abbit, Harvey Simpson.)

V. Unfinished Business

- A. The Board would like to thank Lakshman Sehgal, Paul Strauss, and Andrew Strauss for the beautiful job they did on the Sea Scribe. The Board members have received a tremendous amount of positive feedback. The Sea Scribe is informative, extremely well organized and very professional.
- B. The Board discussed the status of ideas that were suggested at the May 2017 meeting.
 - 1. Laura Blasingham researched the idea of adding outdoor furniture on the back patio. She spoke to the project manager from the county. There is a possibility that the fence will be removed and the patio expanded. As a result, the furniture project will be deferred for 6 months and then revisited.
 - 2. A discussion was held regarding possibilities for steam cleaning the cement by the back door of the bookstore, adding security cameras or a gate in that area.
 - 3. Laura Blasingham provided an update on possibilities for the community room. She stated that the interior is scheduled to be painted next year. She has ordered a big bulletin board for displaying children's art. Laura also presented an option for a display system for art. This is available at gallerysystem.com. It would include a track, hangers and clips for one wall. The cost of

this system would be \$955.00. Other options were also discussed. These included purchasing framed art or asking local artists to display their work in the community room.

4. As suggested at the May meeting, Jim McDonald led a 15-minute discussion of the by-laws. Articles I to III were covered.

VI. New Business

- A. The Christmas Sale should be held in October.
- B. The Board proposed reaching out to other bookstore managers in Laguna Niguel, San Juan Capistrano, and San Clemente to see if they would be interested in meeting on a quarterly basis to share ideas.

VI. Reports from the Committees

- A. Juliette Ravenelle reported on the Bookstore.
 1. The bookstore will be closed July 3 and July 4 for the holiday.
 2. Juliette will post an opening and closing checklist in the bookstore for the managers.
 3. The electric sign will be removed from the bookstore.
 4. A box of gloves for handling moldy books is available.
 5. Jim McDonald needs another volunteer on Monday mornings.
- B. Laura Blasingham shared information regarding the Library.
 1. On Tuesday, July 18, from 5 – 6 pm, the library is offering a free special program, “Social Media: What Every Caregiver Should Know.” This program is provided by Boys Town California and will include topics such as benefits and concerns of social media, popular apps and keeping kids safe.
 2. The library now has a free “Coloring & Knitting Club.” This group meets on Fridays from 10:00 am to 12:00 pm.
 3. ESL conversational English classes are held at the library on Mondays and Fridays.
 4. Sunshine Readers Storytime is held on Tuesdays at 11:30.

VII. Meeting Adjournment

Jim McDonald (President) adjourned the meeting at 6:25 pm.

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

Minutes submitted by Julie Shields, (for Ann Strauss)

Minutes approved by:

President: _____

Date: _____

Secretary: _____

Date: _____