



# *Friends of the Dana Point Library*

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## **Board Meeting Minutes July 19<sup>th</sup> 2017 Community Room, Dana Point Library**

1) President, Jim McDonald called meeting to order at 5pm.

Present: Jim McDonald, Ann Strauss, Kat Quinn, Lisa Buchner, Julie Shields, Juliette Ravenelle, Laura Blasingham.

Absent: Lakshman Sehgal.

2) Request for innovative ideas for 2017: Nil new proffered.

3) Secretary: confirmation and approval of minutes from June 2017 meeting. Thank you to Julie Shields for recording minutes.

4) Treasurer: Kat Quinn presented financial statement for June 2017 (see attached)

a) June 30<sup>th</sup> 2017 balance \$73,352.30

b) Literary Orange - cheque for \$500.00. \$31.00 stop cheque fee waived.

c) Patron's cheque returned from bank due to non sufficient funds. \$12.00 penalty incurred. Board decided not to change cheque procedure.

d) Torn \$10.00 bill affecting serial numbers returned from bank. Cheque honored, thanks to Jim McDonald.

5) Previous unfinished business:

a) New checklist for opening and closing bookstore - to be kept at front desk.

b) Air conditioning is being left running overnight on occasion, resulting in

freezing conditions and potential damage to books. The A/C must be turned off at end of second shift. Rotating dial at bottom of panel thought to be non functional. Laura Blasingham to put in request for air conditioning to be checked.

c) Cabinets will be moved from back area on Sunday pm, for power washing of cement areas at back of bookstore and in front of library early on Monday.

d) Julie Shields reports that Chamber of Commerce new guide and business directory very nice- board can revisit advertising potential in 2018.

e) Jim McDonald's suggestion to invite speakers such as Mary Hartman ex Girl in the Curl: Laura Blasingham has to follow a protocol on OCPL website in order to propose a program for an outside speaker and get approval for same.

f) Constant Contact: a vendor used by three other local FOL/libraries for the purpose of marketing and advertising themselves and their programs. Board decided to ask Paul Strauss to evaluate and report back to the board on his findings. He has agreed to this.

g) Paul Strauss has data base of members of FOL, but no one is in charge of membership. A marketing orientated representative would be ideal- Peggy Mackinnon not interested. Juliette Ravenelle to appeal to bookstore Managers for potential volunteer.

h) Additional board members needed.

6) New Business: Nil

7) Committee Reports:

a) Bookstore: Juliette Ravenelle- having difficulty connecting with managers of other FOL bookstores to share ideas bi quarterly, might try by email or by snail mail.

Discussion of suitable date for Christmas Book Sale, Cubby Rayfield is chair - lady. Either weekend of October 21<sup>st</sup> or November 4<sup>th</sup>, setup on a Friday. Laura Blasingham to check up on availability of Community Room.

Half Price Sale of books in store room, last week of each month to be advertised on board on front table, Jim McDonald to put out sign on Mondays.

Juliette Ravenelle to encourage Managers to put forward suggestions of what income of book sales can be used for.

Janitor not cleaning bookstore satisfactorily-Laura Blasingham to investigate.

b) Librarian: Laura Blasingham- summer reading programs ends 7/31, has been a great success. Wednesdays have been happily noisy!

Thank you to Kat Quinn for getting gift certificate for \$100.00 from Luciana for grand prize for adult reading program.

Sunday, August 20<sup>th</sup>, 1:00 pm, 300th Army Band- "Hollywood's Own"-to perform at Library-space limited to first 70 people.

Patrons highly appreciative of Laura's advertising board in front of library.

ESL program has been successful with 13 attendees and great volunteers. 4<sup>th</sup>

July all American party held. Bookstore can pass excess of dictionaries onto Laura for program use.

Community Room-Laura reports that acoustics are very poor, and board approved her contacting various companies to get acoustic evaluation and quotes. The county will not fund this type of project.

8) Jim McDonald led a discussion of further by laws.

Meeting adjourned at 6.10 pm.

Next board meeting to be held 16<sup>th</sup> August 2017 at 5.00pm.

Minutes submitted by Secretary: Ann Strauss

Minutes approved by:

President:

Date:

Secretary:

Date: