



# *Friends of the Dana Point Library*

33841 Niguel Road  
Dana Point  
California  
92629-4010

*friendsdanapoint.org*  
1 949 489 3956

MINUTES OF BOARD MEETING, NOVEMBER 15<sup>th</sup> NOVEMBER 2017,  
COMMUNITY ROOM, DANA POINT LIBRARY

1)Present: Jim McDonald, Ann Strauss, Julie Shields, Lisa Buchner, Lakshman Sehgal. Kat Quinn, Laura Blasingham.

Apologies: Juliette Ravenelle

2)Meeting called to order by Jim McDonald at 5pm.

3)Bylaw review of Article IX.

Article VIII to be reviewed at December 2017 Board Meeting, at which time an Election committee of three members shall be appointed to manage the nomination and election of Directors for 2018. This will comprise one retiring board member, and two non-Board members.

December Board meeting to be held on 13<sup>th</sup> December 2017 instead of on 20<sup>th</sup>December. Motion approved.

4) Reading and confirmation of Minutes of October 18<sup>th</sup>, 2017 recorded by Julie Shields, approved.

5) Treasurer's Report: Kat Quinn-presentation of September and October 2017 statements ( see attached)

As of October 31<sup>st</sup> 2017, Total Liabilities and Equity, \$ 92,635.55.

Kat Quinn will be absent at December 13<sup>th</sup> Board Meeting, but will be back on 28<sup>th</sup> December, and will bank bookstore monies by 29<sup>th</sup> December 2017.

Jim McDonald has possession of FOL cheque book and credit card in interim.

6)November Holiday Sale organized by Cubby Rayfield brought in approximately \$1,050.00-thank you to Cubby and her helpers, those who worked and helped clear up after the sale.

7) Unfinished Business:

a) The lease on the FOL Bookstore, drawn up five years ago, expires on December 11<sup>th</sup>, 2017. FOL will be contacted by the Orange County Public Library to renew the lease.

b) Jim McDonald will contact Helen Fried to appeal the County's decision not to give approval for the FOL proposed acoustical improvements to the Community Room at Dana Point Library. The cost of the project would be borne by the FOL, and would greatly enhance library programs currently being held in the community room. The quote was estimated at \$12,000.00

c) Laura Blasingham :

Working on quote for fabric-covered door for Community Room with Mike Ceja, new project manager.

Locksmith due to repair faulty bookstore doors on Friday 17<sup>th</sup> November.

Table in front of bookstore and cement area at entrance of library to be power washed on Monday 20<sup>th</sup> November

d) The Board still needs additional members to serve as vice-president, and handle business memberships.

8) New Business:

a) Lakshman Sehgal - Financial Summary of January through October 2017 appears in Fall 2017 Sea Scribe newsletter. Insurance-10%, Library 70.8%, bookstore expenses 19.2%. There has been an increasing reserve amount due to donations over the last few months, but no definitive decision as yet on how to disburse the funds.

Thank you Editor, Lakshman Sehgal and Andrew Strauss for Layout. There has been a positive response to putting the financial summary and explanation up front.

There was a 50% response to the 193 email copies of the Sea Scribe. The

Board decided not to post the newsletter to the other 50%. Eighty Three newsletters were posted snail mail. An extra ten hard copies of the newsletter to be in reserve in bookstore-Lakshman Sehgal to ask Andre Strauss to provide. Lisa Buchner can give new volunteers a copy.

b) Kat Quinn to post monthly statement on board in back of bookstore,

c) Julie Shields suggests putting out a cart show- casing gift books-as done in Newport Beach.

d) Ann Strauss-\$715.00 donated to FOL in memory of Diane Hearne.

e) Constant Contact is improving our exposure to the public.

9) Reports from Committees:

Bookstore-Juliette Ravenelle -apologies tendered.

Librarian-

Laura Blasingham shared a branch email with photos, received from a marine based in Japan, Jonathan Ramiroz, requesting that we possibly donate reading materials to fill the empty bookcases in the lounge in their barracks.. Laura Blasingham to send copy of email to Board members. Jim McDonald to write to Jonathan Ramiroz, to establish protocol on feasibility of the FOL Board taking this on as a project. Lisa Buchner to make enquiries as well. Camp Pendleton is the Marine Base.

Laura Blasingham 's proposal for an art gallery hanging system for community room to feature works by local artists( Cost \$1,000.00- Gallery System Art Display Kit) to be held over until potential acoustical project has been resolved.

Painting of Community Room scheduled for 2018.

10) Meeting adjourned at 6.05 pm.

December 13<sup>th</sup> December at 5pm-next Board Meeting in Community Room.

Minutes approved by:

President:

Date:

Secretary:

Date: