

Friends of the Dana Point Library

Board Meeting Minutes

Wednesday, September 20, 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 September 20, 2017.

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

Apologies: Ann Strauss (Secretary) out of town (Julie Shields will take the minutes for this meeting.) Lisa Buchner (Director),

II. Request for new ideas review for the coming year

The Board discussed the importance of bookstore volunteers demonstrating a positive attitude toward the bookstore, the Friends and the Dana Point library. Volunteers should address concerns to Juliette Ravenelle in private, and they should avoid religious and political discussions in the bookstore.

III. Confirmation of Minutes of Previous Meeting

Minutes of the meeting from August 16, 2017 were presented by Julie Shields on behalf of Ann Strauss and approved.

IV. Treasurer's Report for August, 2017

- A. Kat Quinn presented the financial statements for August 16, 2017. (see attached)
- B. Kat Quinn stated that she will not be present at the October meeting.

V. Unfinished Business

- A.** The Board discussed the status of ideas that were suggested at the August 2017 meeting.
1. Laura Blasingham reported on the status of the acoustical proposal for the Community Room. Laura stated that a quote was presented to the County. The County is not willing to move forward on the acoustical project at this time.
 2. The FODPL Board still urgently needs an additional member to serve as vice-president and handle business memberships. Juliette has ordered envelopes from Minuteman Press. These can be used for both personal and business memberships.
 3. Juliette ordered a tall stool for use in the manager's area of the bookstore.
 4. Constant Contact is up and running. Thank you to Paul Strauss and Laura Blasingham.
 5. Julie Shields mentioned that the Board Agenda still appears to be sent by Karla Sanders rather than Jim McDonald. This needs to be changed.
 6. Jim McDonald stated that at the October meeting he will begin with the bylaw review.

VI. New Business

- A.** Juliette reported that the bookstore doors are not locking properly. There is a need to replace the door locking mechanisms so that the doors are secure. Laura will work through channels first to determine if the County will take care of this. If necessary, the FODPL will discuss replacing the locks.
- B.** Recently, a lady donated many books from her deceased father to the bookstore. Juliette suggested that the lady might like to give a monetary donation in memory of her father. As a result, the daughter gave a check of \$1,000 in her father's name to the FODPL bookstore. Recognition of this donation and other contributions will be listed in the next issue of the FOL Sea Scribe newsletter.
- C.** The Sea Scribe newsletter will contain an article thanking the offsite sales volunteers and Amazon workers. The article will also highlight the revenues accrued from the offsite and Amazon sales as well as the bookstore sales.

VII. Reports from the Committees

A. Juliette Ravenelle reported on the Bookstore.

1. Terry Dove is relocating to Albuquerque in October. As a result, there is a need for a Friday afternoon bookstore manager.
2. The concrete table outside the library is looking very dirty. Laura will submit to facilities a request for power washing the table.
3. Although we prefer donations during working hours, Juliette and the Board discussed the importance of not turning away donations (even if it's close to closing time). Those who donate after hours can use the cupboards or place books on top of the cupboards.
4. The Knights of Columbus come promptly when called for pickups. They want all the books (even those we previously discarded due to damage).
5. Children's books should be placed in a separate box for donation to Irvine Hospital. Juliette will coordinate the pickup.
6. A box of gloves for handling moldy books is available.

B. Laura Blasingham shared information regarding the Library.

1. A "Friends of the Library Appreciation Luncheon" is being held on Thursday, October 19, from 11:30 – 2:00 at the new Library of the Canyons. Volunteers are invited to attend. To RSVP see the flyer posted on the board in the bookstore or talk to Laura Blasingham.
2. Laura stated that the library booth at the Tall Ships Festival was a success. She shared photos and stated that over 400 people visited the booth. Laura thanked the Friends for their support for library programs.
3. "Talk Like a Pirate" was also a great event.
4. Laura stated that "Constant Contact" is wonderful. It's a great way to inform the public about the library and publicize programs sponsored by the Friends.
5. Laura expressed thanks for books that the library can actually use on their shelves. Recently 2 copies of Whistler by John Grisham were damaged. The library was able to replace these with copies from the bookstore.
6. Laura also complimented the bookstore on the beautiful windows that Jayne creates each month.

7. Laura reported that shades are coming for the Program Room as well as a bulletin board for the children's art area. The Board also discussed other options that might help with acoustics in the Program Room such as a fabric covered accordion door to replace the current door on the storage area.

VIII. Meeting Adjournment

Jim McDonald (President) adjourned the meeting at 6:20 pm.

The next Friends of the Dana Point Library Board Meeting will be held on October 18, 2017 at 5:00 p.m.

Minutes submitted by Julie Shields, (for Ann Strauss)

Minutes approved by:

President: _____

Date: _____

Secretary: _____

Date: _____

