

Friends of the Randolph Public Library

Board Meeting
January 4, 2023
Meeting Minutes

I. Call to Order

Catherine called to order the meeting of the Board of the Friends of the Randolph Public Library at 9:06 AM EST on January 4th, 2023. This meeting was held in person at the library.

II. Attendance

- Anne Forsyth – Co-President
- Catherine Zirpolo – Co-President
- Michele Cormier – Treasurer
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian

Absent: Steve Teczar – Chairman of the Board of Trustees

III. Approval of the Minutes from the September 28, 2022, Meeting

Michele made a motion to approve. Kayla seconded. All in favor. Approved.

IV. Librarian's Update

- **Report on Fall & Winter Programs**
 - The movie event was in the fall and went well
 - Weekend of 1/6: Yvonne hosting Sue Weymms for a fireside chat
 - Will be continuing with the Winter/Spring series with Great North Woods Libraries. Theme for this year is "Rockin' NH"
 - Feb 1st – Robert Goodie – Wednesday at 6 PM (Zoom or in person)
 - March 1st – Adair Mulligan – Wednesday at 6 PM (Zoom) – Humanities (didn't apply thru the Friends)
 - April (Date TBD) – Will O'Brien – GEM local minerals
 - May 3rd – April Dandeneau – NH on Ice
 - IDEA: Dwight & Lauren Bradley – perhaps local walk in the spring (geologists)
 - IDEA: February 4th – international Bring your kids to the library day
 - Group iterated on this and decided on the following:
 - Library activities from 10-12
 - Movie from 12-2
 - Decided to ask the Friends to help with setup
 - Action items listed at the bottom of the minutes
 - IDEA: Yvonne continues to want to encourage children to come to the library. She is brainstorming a Readers' Theaters Group
- **Financial Authorizations**
 - Expenses for Feb 4th Day:
 - Anne made a move to approve; Michele seconded. All in favor

V. Treasurer's Report

- Michele provided report ahead of this meeting (located in Appendix)
 - The cash position is \$7,594.83; \$4,175 are restricted funds for Meg Meiklejohn
 - Note: Line item for "Merchandise for Resale" will include mugs and canvas bags that Friends sell
- Note: We have 7 mugs left; Yvonne to let Michele know how many bags are left
- Note: We have to keep our records for 5 years

VI. Welcome to Randolph Initiative

- Michele & Catherine did a test visit. Quick recap:
 - Michele had spoken to them in advance, so they weren't surprised
 - Pleased with jam & hot chocolate
 - They wanted to see the Randolph Church materials
 - They thought it would be great to get information on suitable recyclables
- Group agreed to stick to civic organizations and not businesses
- Next steps & action items listed at bottom of minutes
- Group to plan on scheduling visits in 2023 (estimated 60-90 minutes; scheduled in advance)

VII. Volunteer Engagement

- Group felt that the November matinee was well-received
- There is interest in continuing a "movie series" – but we need Friends volunteers to help facilitate
- Membership is still not ever terminated, but we are going to try to get onto a calendar year (2023 membership)
 - Group agreed to reach out to pre-2021 members and those who marked themselves as 'passive' in order to solicit membership renewals
 - Group agreed that those who are "active" might consider their investment of time to be their contribution
- Group wanted to host a "spring fever" event; March is a busy month with town meeting, and so group decided on February 26th matinee; solicit engagement from Friends
- Next steps listed at the bottom of minutes

VIII. Friends of the Library Communications

- December Mountain View issue was well-received
- Group will submit for **Spring 2023**

IX. Next Steps

- Group aligned that meeting quarterly was not frequent enough to continue to execute on activities. Group agreed to meet every other month.
- Next meeting scheduled for **March 1st at 9 AM EST**
- March Meeting topics:
 - Little Library discussion
 - More concrete planning on Welcome to Randolph
 - Book & Bake Sale
- May Meeting topics:
 - Friends By-laws & next steps

- List of action items below

Topic	Task Owner	Task	Deadline	Status
February 4 th Take Your Child to the Library Day	Yvonne	Choose movie	ASAP	Complete
	Yvonne	Book town hall with Linda (Cross Meeting Room)	ASAP	Complete
	Yvonne	Confirm that Katharine can work on 2/4	ASAP	Complete
	Yvonne	Order sticks, activity items, gift bag materials	ASAP	Complete
	Yvonne	Draft event poster and send out email	ASAP	Near complete
	Kayla	Draft movie poster & tickets	ASAP	Poster done; tickets will be
	Kayla	Send email outreach to Friends for support with setup, serving food, blowing up balloons, cleanup, helping with gift bags	Jan 18 th	Incomplete
	Group	Touch base on ordering food & any other items	Jan 28 th	Incomplete
Welcome to Randolph	Anne	Ask Linda Dupont for email & phone numbers	January	Complete
	Anne	Finalize Randolph Church brochure	TBD	In progress
	Anne	Reach out to Angela Brown for LDS inclusion	TBD	In progress
	Yvonne	Finish library brochure	TBD	Near complete
	Michele	Get recycling information from Linda	TBD	Unknown
	Kayla	Send email out to Friends for engagement & participation in the initiative	Jan 18 th	Incomplete
	Group	Plan outreach owners & schedule	Feb/March	Incomplete
	Group	Materials to include <ul style="list-style-type: none"> <i>Randolph 150 Years</i> Membership info for library card/Library brochure A Friends bookmark/Membership Info Latest Town Report Latest RMC newsletter Latest Mountain View newsletter Maybe Foundation Report Current Blizzard Randolph Church – benevolences NEW: Potentially LDS Church Perhaps ask local members to provide jams/jellies or maple syrup to include in the bag 	TBC	In progress
Spring Mountain View	Kayla	Send group draft for Mountain View article	TBD	Incomplete
	Kayla	Send final version for submission	TBD	Incomplete
Friends Membership	Kayla	Send requests for Laura to update RPL website	TBD	Incomplete
	Kayla	Send solicitation for memberships for ‘passive’ members	January	Incomplete

X. Close

A motion was made to close at 11:00 AM. Meeting adjourned.

XI. Addendum

- Financial Report

Friends of Randolph Public Library 2022 Financial Activities		YTD
Beginning cash 1/1/22		\$7,963.38
Income		
Memorial Donation		
Donations	499.00	
Membership dues	230.00	
Sales	20.00	
Interest	0.79	
	<u>749.79</u>	
Sponsored events		
	<u>Income</u>	<u>Expense</u>
Bake sale	599.50	
Seven contest		35.00
Margo Burns lecture	300.00	372.00
Anders Morley lecture		50.00
Lesley Wotton		100.00
Krusznya lecture		63.96
Koeppel lecture		25.17
Movie Matinee		13.46
	<u>899.50</u>	<u>659.59</u>
Expenses		
Childrens programming		182.29
Books & AV for library collection		266.12
Gardens expense		65.39
Movie license		146.00
Merchandise for resale		177.67
Promotional gifts for Friends		270.00
Scholarship		250.00
Paypal fees		0.78
		<u>1,358.25</u>
Net income		(368.55)
Balance in check book 12/31/22		\$7,594.83