

# Friends of the Randolph Public Library

Board Meeting

July 5, 2023

Meeting Minutes

## I. Call to Order

The meeting of the Board of the Friends of the Randolph Public Library was called to order at 5:14 PM EST on July 5<sup>th</sup>, 2023. This meeting was hybrid – with some attending in person and others virtual.

## II. Attendance

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

## III. Approval of the Minutes from the May 10<sup>th</sup>, 2023, Meeting

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

## IV. Librarian's Update

- Report on Summer Programs
  - Yvonne is focused on the EV showcase coming up on July 8th
  - Story hour begins the week of July 10<sup>th</sup>
  - Yvonne has some ideas on other programming:
    - “A Once in a Lifetime Opportunity,” a program about the 2024 total eclipse, was held at the Weeks State Park and might be great for Randolph. Presenter Doug Arion could come in person. Eclipse: April 8, 2024
      - Yvonne might try to set this up for the fall – she will ask Doug to do both in-person and zoom
    - Yvonne just purchased a new movie called *River*. It's visually breathtaking, and the soundtrack is played by the Australian Symphony Orchestra
      - Perhaps we could have a Friday night movie
- Otherwise, the focus has been on the upcoming Book Sale

## V. Treasurer's Report

- Financial reports were shared ahead of the meeting (located in Appendix)
  - The cash position is \$9,034.20; \$4,175 are restricted funds for Meg Meiklejohn
- We had some sizable donations!

## VI. Memberships

- The group segued into a conversation about memberships! We are still not satisfied with the number of folks who have signed up as Members in 2023.
- We did not ultimately do the Spring outreach (Kayla did not send requests)

- The group agreed to do Membership solicitation at the Book & Bake Sale. Kayla will have a table at the event for membership sign-ups.

#### **VII. By-Laws**

- Michele made a motion to approve the by-laws. Catherine seconded. All in favor
- We should vote to make sure we only have one meeting this year
- We need to notify the members 10 business days in advance of the annual meeting
  - Anne drafted the letter and will print both letter & by-laws
  - Anne and Kayla will meet on July 24 to stuff envelopes for mailing

#### **VIII. Annual Meeting: August 16<sup>th</sup> from 5-6 PM**

- Anne and Sue to draft the agenda
- Sue will be recommended for co-president
- We still need an at-large member – Yvonne to chat with Liz Johnson to gauge her interest
- Meeting will be held at the library
- Kayla to put the meeting in the Randolph Weekly as well as send out email to the Friends group
- We determined that it's a member for Friends members, so we will invite any existing members, but any folks interested in joining can certainly attend

#### **IX. Book & Bake Sale: July 22<sup>nd</sup> from 9 AM - 3 PM**

- Jean Malick will take the place of Catherine Zirpolo
- Kayla will send email for volunteers akin to last year: volunteers for Friday setup, bake sale donations, bake sale table time, and Saturday clean-up
- Catherine to call folks for bake sale donations as well
- Michele to handle money
- Yvonne to contact Mormon church to see if they can volunteer

#### **X. Free Library Boxes**

- Catherine has not been able to do any further work on this

#### **XI. June 10<sup>th</sup> Friends Event**

- Was extremely successful! There were about 30 folks there, and the Trustees also came.
- The group reflected on how the speech was thoughtful and that it was nice to reference Friends members and their contributions directly (e.g., thanking Bruce for his bread)
- June had a little more attendance than the May 2022 event – the group wondered if that was due to being after Memorial Day or something else.

#### **XII. Welcome to Randolph Initiative**

- We have completed 3 visits; we have 16+ more to go
- Anne spoke with Barb Phinney, who is interested in helping
- Angela Brown has also expressed interest

#### **XIII. Next Steps**

- Next meeting scheduled for **Wednesday, September 13<sup>th</sup> at 9 AM EST**

**XIV. Close**

A motion was made to close. Meeting adjourned at 5:16 PM EST

**XV. Addendum**

Financial Reports

9:45 AM 07/02/23 Accrual Basis		<b>Friends of Randolph Public Library Balance Sheet As of July 2, 2023</b>	
		<u>Jul 2, 23</u>	
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Cash			9,034.20
Total Checking/Savings			<u>9,034.20</u>
Total Current Assets			<u>9,034.20</u>
<b>TOTAL ASSETS</b>			<u><u>9,034.20</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
Temp. Restricted Net Assets			4,175.00
Unrestricted Net Assets			3,419.83
Net Income			<u>1,439.37</u>
Total Equity			<u>9,034.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<u><u>9,034.20</u></u>

9:44 AM 07/02/23 Accrual Basis		<b>Friends of Randolph Public Library Profit &amp; Loss January 1 through July 2, 2023</b>	
		<u>Jan 1 - Jul 2, 23</u>	
Ordinary Income/Expense			
Income			
Donations			1,555.00
Interest			0.40
Program Income			
Membership Dues			<u>180.00</u>
Total Program Income			180.00
Sales			<u>60.00</u>
Total Income			1,795.40
Expense			
Children's programs			38.22
Events Expenses			80.82
Library books			65.68
Movie license/Zoom			149.90
Operations			
Supplies			<u>21.41</u>
Total Operations			<u>21.41</u>
Total Expense			<u>356.03</u>
Net Ordinary Income			<u>1,439.37</u>
Net Income			<u><u>1,439.37</u></u>