

Friends of the Randolph Public Library

Board Meeting
November 8, 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 9:08 AM EST on November 8, 2023. This meeting was hybrid – with some attending in person and others virtual.

II. Attendance

- Sue Maddock – Co-President
- Michele Cormier – Treasurer
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian
- Liz Johnson – Board Member at large
- Steve Teczar – Trustee President

Absent: Catherine Zirpolo – Co-President

III. Approval of the Minutes from the September 13, 2023, Meeting

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

IV. Librarian's Update

- **Report on Fall 2023 & Winter 2024 Programs & Plans**
 - Poetry Reading by Ray Keifetz on Sunday, November 26, 2023, at 1:00 p.m.
 - Winter/Spring Series with the Great North Woods Libraries will be called: “Starry Nights: NH Looks Up”.
 - Some of the programs are free, and there will be a fee for some.
 - Will be held on Wednesdays at 6:00. Hybrid presentations via Zoom and in person at the WMCC. Galileo will be in person only at the Medallion.
 - January 3, 2024 - RPL Doug Arion from Mountains of Stars will present on the April total solar eclipse - *Darkness in the Daytime*. In person at WMCC or via Zoom, or at Watch Party at RPL
 - Feb 7 – BPL, Matt Maloney from Tin Mountain will present *Backyard Astronomy throughout the Year*
 - Mar 4 – WMCC, John Holt on space travel
 - April 3 – WMCC, Maine Mineral & Gem Museum
 - May 1 – GPL, Michael Francis from Humanities to Go to present *Galileo Galilei, the Starry Messenger*, at Medallion
 - Library has been a little busier – got two new kids from the Halloween party!
 - Perhaps have a movie matinee once/month in the winter?
 - ACTION: Michele & Yvonne to review the member list and find out who might be interesting in putting a committee together
 - Yvonne would like to purchase more movies for the library
 - Nancy Penney funds – discuss further; materials needed to create a moveable story walk

- **Financial Authorizations**
 - Kayla moved for authorization of \$700 for the following items. Sue seconded, and all approved:
 - Movies – up to \$200
 - Children’s Library books for Christmas – up to \$200
 - Great North Woods Program – up to \$200
 - An honorarium for Doug Arion – up to \$100
 - Galileo – need to pay for travel and costume rental – up to \$100
 - Bird Program Honorarium – \$100
 - NOTE: Group approved authorization via email of \$750 from Porches of Randolph donation for STEAM Backpacks
 - More financial authorizations to come via email as needed

V. Treasurer’s Report

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$10,673.83; \$4,175 are restricted funds for Meg Meiklejohn and \$406.80 has been donated in memory of Nancy Penney

VI. Old Business

- Bicentennial Event
 - Group reviewed the options issued by email & voted to present option #1
 - *History Theme: Invite Judy Hudson to present her new book on the history of Randolph since the 175th birthday. Twenty minutes with probable slides/visuals. We'd use the Town Hall and offer light refreshments (birthday cake, cupcakes, cookies - funded by the bicentennial committee). This is dependent on Judy's availability and whether the committee has other plans for the book's presentation.*
- Separately, Yvonne took notes for potential library programming:
 - Great to have a bee pollinator program
 - *Randolph Old and New* book discussion
- Welcome to Randolph Open House
 - Discussion around the postponed Open House: Yvonne wouldn’t want to do an open house that is exclusive. If we wanted to invite the new folks, that could be an opportunity, but it should be open to all. Group also thought it would be a way to capture/check off folks on the Welcome to Randolph list
 - ACTION: Yvonne will talk to Anne, and she will let us know about an open house
- Library After Hours
 - River movie & potluck – will be part of the conversation about an after hours committee

VII. New Business

- Nancy Penney fund
 - Initial discussion around Story walk – would need at least 20
 - Glen Road/Forest Service – they have a permanent installation

VIII. Friends of the RPL Communications

- December Mountain View: Kayla drafted article for December Mountain View; will make edits based on feedback from this meeting
- List of the members: Consider including a printed list in the library (not hosted online)
- Mailing for 2024 Memberships: Kayla to send out draft of letter and addresses; Group to print and send out in Randolph

IX. Other

- Steve is stepping down as Library Trustee President – huge thanks to Steve for his hard work!

X. Next Steps

- Next meeting scheduled for **Wednesday, January 24th at 9 AM EST**
- Agenda Items for future meetings:
 - Meg Meiklejohn Memorial
 - Free Library Box
- Kayla created a shared Google Drive for the Friends. All have editing access
- List of action items below

Topic	Task Owner	Task	Deadline	Status
Library Boxes as Senior Year Project	Michele	Michele to ask Rick Umiker if he could check with folks at Gorham High to see if there would be student interest	TBD	Unknown
Movie Matinees for Winter Months (or “Library After Hours”)	Michele & Yvonne	Review the member list and find out who might be interesting in putting a committee together	ASAP	Unknown
Welcome to Randolph	Yvonne & Anne	Yvonne to ask Anne if she would be wanting to help with an open house to capture folks from the Welcome to Randolph initiative	TBD	Unknown
December 2023 Mountain View	Kayla	Send final version to Lucy Sandin for submission	11/28/23	Complete
2024 Friends Membership	Kayla	Send letter draft and list of addresses for review	12/4/23	Incomplete
	Group	Group to provide feedback; Kayla to make updates	12/11/23	Incomplete
	Group	Group to print letter & stuff envelopes	12/22/23	Incomplete
Website Updates	Kayla	Kayla to ask Laura to update website	12/31/23	Incomplete

XI. Close

A motion was made to close. Meeting adjourned around 10:30 AM EST.

XII. Addendum

Financial Reports

12:37 PM
 11/06/23
 Accrual Basis

Friends of Randolph Public Library
Balance Sheet
 As of November 6, 2023

	Nov 6, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	10,673.83
Total Checking/Savings	10,673.83
Total Current Assets	10,673.83
TOTAL ASSETS	10,673.83
LIABILITIES & EQUITY	
Equity	
Restricted-Meiklejohn donations	4,175.00
Unrestricted Net Assets	3,419.83
Net Income	3,079.00
Total Equity	10,673.83
TOTAL LIABILITIES & EQUITY	10,673.83

12:38 PM
 11/06/23
 Accrual Basis

Friends of Randolph Public Library
Profit & Loss
 January 1 through November 6, 2023

	Jan 1 - Nov 6, 23
Ordinary Income/Expense	
Income	
Donations	
Memorial donations	406.80
Donations - Other	2,405.77
Total Donations	2,812.57
Fundraisers	
Bake sale	680.80
Raffles	108.00
Total Fundraisers	788.80
Interest	0.73
Program Income	
Membership Dues	400.00
Total Program Income	400.00
Sales	150.00
Total Income	4,152.10
Expense	
Children's programs	452.22
Events Expenses	130.82
Library books	65.68
Movie license/Zoom	303.90
Operations	
Supplies	21.41
Total Operations	21.41
Paypal fees	1.94
Travel and Meetings	
Conference, Convention, Meeting	97.13
Total Travel and Meetings	97.13
Total Expense	1,073.10
Net Ordinary Income	3,079.00
Net Income	3,079.00