

Friends of the Randolph Public Library

Board Meeting
September 18, 2024
Meeting Minutes

I. Call to Order

The meeting of the Board of the Friends of the Randolph Public Library was called to order around 9:00 AM EST on September 18, 2024. This meeting was hybrid – some attended in person and others virtually.

II. Attendance

- Sue Maddock – Co-President
- Catherine Zirpolo – Co-President
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian
- Liz Johnson – Board Member at large
- Laura Scherf – New Board Member at large

- *Absent: Michele Cormier – Treasurer*

III. Approval of the Minutes from the July 10, 2024, Meeting

- Catherine made a motion to approve. Liz seconded. All in favor. Approved.
- Note: Kayla updated the August Annual Meeting Minutes to include Liz's name (she was inadvertently missed)

IV. Orientation for new board members

- Laura is new to all of this but is excited. She had no questions at this time
- Yvonne to share an overview of roles & responsibilities across Library Director, Trustees, and Friends

V. Librarian's Update

- **Summer Programming:**
 - Was really busy; everything was well attended!
 - Children's program – summer reading program was great; lots of children signed up and finished it
- **Fall Programming:**
 - Mildred Horton Group starts up next Monday
 - In October: Live Zoom discussion with author of *American Eclipse*
 - Note: part of Great North Woods Libraries community read
 - October 23rd: Paul Cormier will show a film re: Mountain Rescue Services and SAR
 - Potentially October: Heather Newfield and her dog are now certified as first responder support; she offered to come and talk about it
 - Tentatively October: Homeschool drop in
 - Once a month: Yvonne wants to try children's activities (e.g. play group on Saturday AM)
 - November 6th and 13th at 6 PM: Two Alzheimer's presentations via zoom

- **Notes:**
 - Back to winter hours (won't be open on Thursday anymore)
 - Monday & Wednesday: 1-6 PM; Saturday 9-1 PM
- **Financial Authorizations**
 - **\$100** for October activities (snacks & mums) – Catherine made a motion to approve; Liz seconded; all approved

VI. Treasurer's Report

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$6,701.30; \$406.80 has been donated in memory of Nancy Penney
 - We seem to be in a good position.
 - Sue has some questions for Michele after reviewing the information Michele has shared. Sue is working to identify what we need to account for annually vs one-time.
 - Sue had one question about the volatility of the book expenses YoY starting in 2014:
 - Yvonne commented that she had one \$500 graphic novel request one year that might have caused one of the spikes. Yvonne noted it might also have been part of the Santa Claus books
 - Yvonne noted that she doesn't have a 'yearly' book money request – she requests when she needs to fill gaps
 - Potentially one expense in 2023 might have been the \$750 on science kit backpacks (though donation provided by Porches of Randolph)
 - Back in 2018, there was a sizable donation from the Tibbetts family (~\$3800) – she'll have to ask to Michele
 - Note that Meg Meiklejohn funds have been transferred from Friends to Library

VII. (Book &) Bake Sale 2024 Reflection

- \$657.00 raised from bake sale; \$39.00 from raffle; potentially \$60+ in bags
- Catherine & Kayla felt like it was lighter on contributions, but the summer was so full & so busy
- Catherine felt like we had enough volunteers
- Yvonne felt like it was great for contributions
- Membership sign-ups were light but great to drive awareness; Bag sales seemed better than usual!
- Re: two locations – Yvonne would not do it again; just have it at one location
- Yvonne will try to get trustees to align on Book & Bake Sale date for 2025
- Yvonne will speak to Friends events
- Catherine to thank Joan and Rhoda for the raffle contribution
- Old Library book sale – have enough volunteers – open Sundays until October 13th
 - The first two weekends were very busy; the past two weekends have been quiet
 - The last weekend will be promoted a little more heavily; Yvonne might bring cider press

VIII. Annual Meeting Reflection

- Catherine mentioned that the attendance felt light
- Sue mentioned that the 6 PM timing was awkward – dinnertime for many families
- Yvonne thought the annual meeting was great
- Catherine mentioned that the question she asked about increasing volunteerism did not get the responses we were looking for – we were looking to see how THEY could help more

- Ask for more social events – maybe
 - Chowder fest
 - Speaker series
- Kayla noted that she was happy to see John Wiley there
- Kayla noted that we didn't send postal mail this time – maybe we need to revisit
- Maybe next year, if there's a speaker, then we'd want to send postal mail about the event
- Aim for Annual Meeting on August 6th, 2025
- ACTION: Think about potential authors for a speaker series

IX. New Business/Long Range Plans

- What is our goal?
 - Library has a mission; we as the Friends have a mission
 - Lots of healthy discussions around our purpose, our mission, our annual work plan, and how many events and/or fundraising we need to do
 - Liz feels like we need a stronger mission statement; Kayla indicated that the Friends DO have a current mission statement (on RPL website). Liz believes that those are objectives and not a mission statement.
 - Planning session is needed for a yearly work plan; Liz to take charge on this in January
 - Sue is curious about us having a theme for the year to help guide us – we could potentially have a theme in November (e.g. natural world, mountains, climate change, energy)
- ACTION: Think about a theme for the year and if it makes to have a theme for 2025

X. Friends of the Library Communications

- December Mountain View – 2024 wrap up article will be included
- Some organizations ask for “end of year” gift – we will include in our December article

XI. Old Business

- Welcome to Randolph update:
 - Not working because we don't have someone to lead it
- Little Library & Story Walk:
 - To be discussed in planning meeting

XII. Next Steps

- Next meeting scheduled for **Wednesday, November 13th at 9 AM EST**
- **Group to think about 2025 themes**
- **Liz to work on planning session in January**
- **Kayla to draft December article & 2025 membership letter**

XIII. Close

A motion was made to close. The meeting adjourned around 11:00 AM EST.

XIV. Addendum

Financial Reports

2:03 PM
09/13/24
Accrual Basis

Friends of Randolph Public Library
Balance Sheet
As of September 13, 2024

	Sep 13, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash	6,701.30
Total Checking/Savings	<u>6,701.30</u>
Total Current Assets	<u>6,701.30</u>
TOTAL ASSETS	<u><u>6,701.30</u></u>
LIABILITIES & EQUITY	
Equity	
Restricted-Penney donations	406.80
Unrestricted Net Assets	5,102.73
Net Income	1,191.77
Total Equity	<u>6,701.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,701.30</u></u>

2:03 PM
09/13/24
Accrual Basis

Friends of Randolph Public Library
Profit & Loss
January 1 through September 13, 2024

	Jan 1 - Sep 13, 24
Ordinary Income/Expense	
Income	
Donations	1,545.00
Events	75.00
Fundraisers	
Bake sale	657.00
Raffles	39.00
Total Fundraisers	<u>696.00</u>
Interest	0.72
Program Income	
Membership Dues	950.00
Total Program Income	<u>950.00</u>
Sales	20.00
Total Income	<u>3,286.72</u>
Expense	
Children's programs	221.98
Events Expenses	
Bicentennial expenses	827.41
Events Expenses - Other	581.58
Total Events Expenses	<u>1,408.99</u>
Filing fees	75.00
Gardens exp	50.00
Library books	36.03
Merchandise for resale	87.67
Movie license/Zoom	159.90
Paypal fees	4.47
Travel and Meetings	
Conference, Convention, Meeting	50.91
Total Travel and Meetings	<u>50.91</u>
Total Expense	<u>2,094.95</u>
Net Ordinary Income	<u>1,191.77</u>
Net Income	<u><u>1,191.77</u></u>

Detailed P&L Statement available [on Google Drive here](#)