

Friends of the Randolph Public Library

Board Meeting
January 13, 2021
Meeting Minutes

I. Call to Order

Anne Forsyth called to order the meeting of the Board of the Friends of the Randolph Public Library at 9:00 AM EST on January 13th, 2021. This meeting was held virtually, via Zoom.

II. Attendance & Introductions (In order)

- Catherine Zirpolo – newly-appointed Co-President (as of 12/21/2020)
- Yvonne Jenkins – Librarian
- Anne Forsyth – newly-appointed Co-President (as of 12/21/2020)
- Michelle Cormier – Treasurer
- Kayla Demers – newly-appointed Secretary (as of 12/21/2020)

III. Librarian Introduction

Yvonne expressed gratitude for the new group and gave an overview of how running the library is a concerted group effort – the Trustees, the Friends, and the Librarian. Yvonne also expressed the importance of keeping the library going! She referenced the materials shared before the meeting but acknowledged that the new board members will likely have questions.

IV. Financial Overview from the Treasurer

Michelle gave an overview of current finances and touched upon several questions asked by the group. Yvonne also contributed information on some of the elements below.

- Yes – Fiscal year is the calendar year. As of 12/31/2020, we have closed the year for 2020.
- We have three filings that need to be completed:

Government	Type of Filing	Frequency	Cost	Status
Federal	Non-Profit	Annual		Current
State of NH Attorney General's Office	Charitable Trust Division	Every 5 years if <\$10,000	\$75	Current- filed in 2019
Sate of NH - Secretary of State's Office	Non-Profit	Every 5 years	\$25	Current – filed in 2020

- Separate, restricted fund set aside in memory of Meg Meiklejohn: total is \$5,005.
 - Purpose of the fund has yet to be established, so we'll need to determine the purpose (along with family's input) in order to spend the funds.
- Breakdown of Annual Expenses:
 - Movie License: \$146 in 2020, but haven't had a bill for 2012
 - Filing Fee: \$25 paid to the paid to state of NH for reactivating our corporation
 - Programs: Part of the library request since the Library budget does not have a Programming line item in their budget. Past programs/expenses include:

- Summer Reading Program supplies
 - DVDs for Fred Hubbard Collection: ~\$300-400 per year, but not much purchased in 2020
 - Petty cash: ~\$100
- Unrestricted “grant” from donor (Donor-Advised Fund from Vanguard): Anne recommended that we list it as a donation (Question from Catherine)
 - No difference to the donor putting the money in Friends account versus Library checking account
- Overview of Budget and distinction of Friends vs. Library:

Organization	Budget	Funds Cover	Other Notes
Friends of the RPL	None – never been necessary	Expenses listed above, plus newer items like Children’s Christmas Books – good deal through Scholastic	Friends received the donation as a fiscal agent for the construction of the new building
Randolph Public Library	Yes – budget provided by Town & raised by taxation (\$16-17K annual)	Wages, utilities, books, etc.	Library has checking account distinct from budget – where money from Book/Bake sale goes

- Michelle to pull together an excel of financials/expenses for the past 5 years so that the newer board members can get a sense of annual cash flows (Question from Anne)
- No preference on a donation going “to the Friends” versus “to the library” – it ultimately all goes to the Library ultimately (Question from Kayla)
- Urgent need for funds now? (Question from Catherine):
 - Yvonne responded that the library will need ~\$200 for the Great North Libraries programming (4 program for the price of 1).
 - Yvonne will need funds for Children’s Summer Reading program – likely over Zoom
 - Anne proposed that we’ll put an agenda item titled “Authorization for Expenditures” – and any request will be put to a motion and approved in the minutes
 - In between meetings, we can approve a motion via email and add it to the next month’s meeting minutes

V. Meetings

- Frequency:
 - Anne proposed a monthly meeting, especially in the winter months
 - Michelle suggested meetings as-needed, not necessarily monthly
 - Compromise: we’ll start with meetings for February and March, then TBD on April
 - Treasurer’s report could also be provided electronically
- Timing:
 - Agreed on 2nd Wednesday of each month at 9 AM EST

VI. Trustees

- Treasurer for the library is member of the Trustees – currently Rhonda Stitt
- Trustees & Librarian cannot serve on the Board of the Friends
- Upcoming meeting is the Trustee meeting – on Monday
 - Budget due prior

- Will discuss re-opening plans for the library

VII. Membership of the Friends

Michelle & Yvonne gave an overview of the current membership – there has never been a formal process to “be” a Friend, but many people consider themselves Friends. Yvonne has a contact list of people, which was used to elect the new board members, and Michelle has one of the original contact lists. We should revisit these lists. NOTE: Edith Tucker is very involved and wants to be a contributing Friends member.

An important distinction made by Michelle: We are not a membership organization – the membership is not empowered to run the organization. The board runs the organization. We can make decisions as long as they are in the best interest of the library.

VIII. Upcoming Meeting Agenda Items

- For February: Trustee relationship, Adult programming for the summer, any outstanding requests for funds from Yvonne
- For March: Talk about Friends membership and how to get/keep people involved

IX. Follow-Ups/Next Steps

- Michelle: provide past financial data
- Kayla: send February meeting invite: **February 10th, 2021 at 9 AM EST via Zoom**
- Yvonne/Anne: chat separately about Zoom costs
- All: think about (1) Friends membership engagement potential and (2) programming offerings that the people of Randolph would enjoy

X. Close

Meeting adjourned at 9:54 AM EST.

XI. Addendum – Motion for Zoom

On January 13th, 2021, Anne Forsyth, Co-Chair, moved that the Friends of the Randolph Library authorize the Librarian to purchase a one-year license for Zoom Meetings PRO at a cost of \$149.90.

- Motion seconded by Kayla.
- Michelle & Catherine voted in favor.
- Motion passed, and Yvonne to purchase Zoom Meetings PRO.