

Friends of the Randolph Public Library

Board Meeting

March 10, 2021

Meeting Minutes

I. Call to Order

Catherine Zirpolo called to order the meeting of the Board of the Friends of the Randolph Public Library at 9:02 AM EST on March 10, 2021. This meeting was held virtually, via Zoom.

II. Attendance

- Catherine Zirpolo – Co-President
- Anne Forsyth – Co-President
- Michele Cormier – Treasurer
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian
- Note: Steve Teczar (Chairman of the Board of Trustees) attempted to join the zoom but was having technical difficulties and ultimately dropped off

III. Approval of the Minutes from the February 10, 2021 Meeting

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

IV. Librarian's Update

- **Library Reopening:** On the first day, there were two people. On the second day, there were seven people. Yvonne would not have felt comfortable with more than seven. She'll let one family at a time in the children's room. Her concern is that she doesn't want this to turn into a socializing place. If it gets busier, Yvonne will need to do appointments.
 - Michele asked about our procedure/policy for monitoring people entering, suggesting something like at the airport
 - Yvonne said that the signs outside seem to be working; the guidelines are also on the website and mentioned in email
- **Air Purifiers:** Anne mentioned that the air should circulate in a room at least 5 times per hour and that air purifiers are rated by the size of the room. Anne has a Honeywell; Yvonne mentioned that the library system doesn't recommend a certain brand/type. The group agreed that four air purifiers would likely be a good idea: two in the main room, one in the children's room, and one in the White Mountains room.
 - Next Steps:
 - Yvonne will ask Larry to measure the rooms
 - Yvonne will do more research on the types
 - Yvonne will see if the Trustees would be willing to pay for some of them
- **Summer Children's Program:** A lot of elements are in discussion:
 - Yvonne is waiting to hear back from Shannon Buteau from the Gorham Library; Shannon wanted to wait until she had confirmation on the 2021 Library budget
 - The programming will likely be outside, if anything is done in person

- Story time will likely be held via Zoom, but Yvonne mentioned that Zoom engagement declines greatly in the summer
 - Yvonne will be pulling together 'Grab and Go' bags for the children
 - Yvonne wrote to the NH Fish & Game to ask for copies of the *Wild Times* magazine to put into the bags
 - Some discussion around creative ways to keep the children separated if in person (cardboard boxes, etc.)
 - Anne mentioned that NH Audubon will hold their Youth Summer Program outside
- **Great North Libraries programming:** A success thus far!
 - Progress on program:
 - Washington one was a HIT
 - Two more adult Zoom programs: one each in April and May
 - Then one more in October
- **Overall commentary:** Yvonne said that it is a lot more work to do both the traditional and this new way of operating. She works 10 hours per week, but the demands to operate in both ways are more difficult.
- **Financial Authorizations:** None
- **Assistant Librarian & Discussion on Volunteers:** Katharine Turnbull is the assistant librarian. She will be able to work in the library when it's open AFTER her parents are vaccinated
 - Per a NH State Employment Law, volunteers are not supposed to be there unless Yvonne is there.
- **Email account for Friends:** Discussion was held around having a Friends email account and who would monitor/be responsible for responding. The library email distribution list is mostly patrons; the Friends distribution list would likely be a different group. Kayla mentioned that we could get the email account created and then discuss management of the email. Catherine made a motion to create the email account; Kayla seconded. All in favor.
 - Yvonne will ask Laura Lynch to set up the email account

V. Book & Bake Sale Discussion

There is a lot of interest to hold the Book & Bake Sale this summer in some capacity. Yvonne has been researching how other libraries have been holding theirs:

- Outside, under tents, with tables spaced 6 feet apart; only a certain number of people under the tent at one time
- Cash & checks only (some were also donation-based to minimize physical transaction)
- Spread out over multiple days

For Randolph, Yvonne kicked us off with some discussion: have it over two days at two different locations (potentially at old library and new one, or at the municipal building and one of the libraries).

Additional Concerns/Topics:

- Logistics: We'd want to minimize movement of tables and/or books from one location to another. Anne suggested that we put the books in cardboard boxes instead of on tables
- Book Collection: Would need to figure out how/where to collect books and when to begin
- RMC Events: We don't want to conflict with any RMC events. Michele mentioned that there is no update as of now on RMC events.

- Timing: the Book & Bake Sale has typically been the 3rd weekend in July. This feels early in 2021 – the group agreed that the weekend of July 24-25th might be better.
- Volunteers: there is a lot of support and energy for this event. The Mormon missionaries would likely be able to help. Yvonne also mentioned that, usually, the volunteers are there for the entire time. But if we extend it out to two days, volunteers could take shifts in order to ease the time burden.
- Approvals: would need to ask the Selectmen if we'd want to use the Municipal building.
- Other items for sale: Someone emailed and asked if she could sell her candles at the book & bake sale – Yvonne said if proceeds went to Book & Bake Sale, then it could potentially work!
- One note: A couple just purchased the Campbell Property and said that there are ~1,000 books left at the house. They'd be willing to donate these to the Book & Bake Sale!

VI. Report from Trustees' Meeting

Kayla provided a quick review of the Trustees' meeting. Kayla mentioned how the Friends wanted to thank Steve Teczar for attending our February meeting and for the support of the Friends. The Friends are really excited to partner with and support the Trustees, particularly with the Book & Bake Sale. The Friends are also excited to “revitalize” the Friends group and look forward to pulling together our strategy. Kayla also mentioned that the Friends had purchased a Zoom account for the library; the Trustees were thankful for that!

VII. Friends of the Library Revitalization (Part 1)

We had some great discussion around the strategy for revitalization. We would need to revisit the latest Friends list and previous communications. Yvonne offered to share the Fundraising letter that Nancy Penney had written as well as other prior communications. Catherine also mentioned that it was important to not overwhelm those to whom we are asking to “re-engage” in the Friends. Kayla suggested that we pull together a communications platform & strategy before engaging in outreach. Anne offered to help; Kayla & Anne will work together on the strategy. Yvonne will share the information with us (note: shared directly after the meeting).

Note: Yvonne will recruit Library volunteers as needed; Friends do not need to solicit Library volunteers.

VIII. Upcoming Meeting Agenda Items

- Friends of the Library strategy draft to be shared
- Expenses 2021 Rough Non-budget/Framework
- Use of Old Library

IX. Follow-Ups/Next Steps

- Yvonne to check with Trustees on Book & Bake Sale
- Yvonne to ask Laura to create email for Friends
- Yvonne – look into air purifiers
- Kayla & Anne to connect on strategy
- Kayla: send March meeting invite: **April 21st at 9 AM EST via Zoom**

X. Close

Meeting adjourned at 9:58 AM EST.

XI. Addendum

On March 15, 2021, Kayla attended the Trustee Board meeting and gave an update on the Friends' March meeting & our excitement to help with the Book & Bake Sale.

The Trustees voted to purchase 4 air purifiers and appreciate the support of the Friends. Potentially the Friends could pay for 2 of those. It was made clear that the Friends had not approved to purchase any (yet), but the Trustees wanted to make the purchase easier, so the Trustees will buy all 4, and then the Friends can reimburse the Trustees for the amount that the Friends deem appropriate.

The Trustees decided that the Book & Bake Sale will be held on July 24-25th! They will work on the announcement/advertising plan but will likely announce in June. Location(s) all TBD.