

Friends of the Randolph Public Library

Board Meeting

June 9, 2021

Meeting Minutes

I. Call to Order

Catherine called to order the meeting of the Board of the Friends of the Randolph Public Library at 4:08 PM EST on June 9, 2021. This meeting was held in person at the library, with Kayla on Zoom.

II. Attendance

- Anne Forsyth – Co-President
- Catherine Zirpolo – Co-President
- Michele Cormier – Treasurer
- Kayla Demers – Secretary (virtual)
- Yvonne Jenkins – Librarian
- Steve Teczar – Chairman of the Board of Trustees

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

Michele made a motion to approve the minutes; Anne seconded. All in favor. Approved.

IV. Librarian's Update

- **Library Status:**
 - Busy with planning the adult & children's programming
 - Yvonne needs to submit Grant Application by June 17th for \$2700
 - Everyone is still requested to wear masks inside – there has been some pushback but no issues with noncompliance
- **Financial Authorizations:**
 - No new approvals. Status of purchases from last month's approvals:
 - Flowers – purchased
 - Book bags – purchased
 - Compasses – have not yet been purchased
 - Art supplies – have not yet been purchased

V. Treasurer's Report

- Still operating at a loss because of no revenue this year, but that is understood
- Bank Account & PayPal linkage: Michele was able to confirm this eventually, but only by receiving a paper statement. For us to leverage PayPal efficiently, we need online access of our bank account
- Request: Bank account online access
 - The hurdle is that this is an old bank account, set up in 1996. The signatories are Sandy Weir and Marie Beringer.
 - Anne made a motion to remove Sandy Weir & Marie Beringer as signatories and add Catherine Zirpolo & Michele Cormier. Kayla seconded. All were in favor. Approved.
 - From here, Michele can take this confirmation to the bank to make the updates and get access to this account online

VI. Friends of the Library Revitalization

- Quick update shared on the progress
 - Article was submitted to Lucy Sandin
 - Friends section of the website updated, minus a few outstanding changes
 - Form for the library is ready to be printed – Friends group to set up a little section at the library for visibility
- Action items from this meeting were shared and captured in Next Steps (Section VIII)

VII. Book & Bake Sale

- Email Correspondence: Catherine & Yvonne shared the email draft requesting donations of baked goods. The group provided feedback – and we agreed that the email would be sent twice from the new Friends email account. Specific action items called out in Next Steps (Section VIII)
- Date/Time intentions: The Bake Sale will run only on Saturday, 7/24. We will start accepting donations that morning at 8 AM
- Volunteers: The group signed up for time slots for the Bake Sale; the goal is that we can fill the volunteer slots without publishing a request
- Beverages: the group agreed that we could sell bottled water. No coffee this year
- Cash box: Michele will procure
- Promotions: Yvonne shared the status on the promotional elements:
 - Mountain View article – submitted
 - Poster – will be shared with other libraries
 - Randolph Weekly addition
 - Press release for the newspaper
 - Signage on Route 2
- Sentiment: Group discussed how everyone is feeling about the Book Sale – everyone generally feels good. Concerns voiced by Steve about our having too many books.
- Old Library usage: Group talked about how a potential solution to book overload could be to have the Old Library open more often, such as a Perennial Book Sale or an October Book Sale. We could potentially find more volunteers through new Friends members to open the old library more often – maybe for a 2-hour time block – leading into the fall. There are a lot of items that could be sold at the library.

VIII. Next Steps

- All to try to join the Friends using the link on the RPL website
- Yvonne & Catherine to print the form to have at the library
- Yvonne & Catherine to finalize the email draft for the Bake Sale and share with Kayla
- Yvonne to send the email address list for the library to Kayla
- Yvonne to work with Laura to get the volunteer link updated on the RPL website
- Kayla to work with Laura to see about increasing the font size on the Friends Webpage
- Kayla to send the Bake Sale email from our new Friends account twice:
 - 1st email: June 28-30th
 - 2nd email: July 19th
- Kayla to coordinate check-in calls with Catherine after the email is sent in case there are questions directed to the Friends email account
- Yvonne to work on the promotional materials for the Book & Bake Sale
- Michele to secure online bank access

- Michele to provide cash box for the Bake Sale
- All aligned on moving to quarterly meetings from this point forward

IX. Close

Meeting adjourned at 5:05 PM EST.

Next meeting scheduled for **9-10AM EST on Wednesday, September 15th**. The group will decide on an in-person or virtual meeting closer to the date.

X. Addendum

- Michele, Anne, Yvonne, and Kayla were all able to sign up using the online form. Michele & Anne provided critical feedback to streamline the flow. The sign-up form is now **READY** for our efforts
- Outstanding: we need to determine who will purchase the bottled water (and how much) for the Bake Sale