

Friends of the Randolph Public Library

Board Meeting
March 30, 2022
Meeting Minutes

I. Call to Order

The meeting of the Board of the Friends of the Randolph Public Library was called to order at 9:00 AM EST on Wednesday, March 30th, 2022. This meeting was held in person at the RPL, with some participants joining via Zoom.

II. Attendance

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

III. Approval of the Minutes from the December 1, 2021 Meeting

Catherine made a motion to accept; Anne seconded. All in favor.

IV. Librarian's Update

- **General Comments**
 - The mask mandate has been eliminated recently, but COVID has not gone away and will still affect planning & decisions as the year progresses
- **Report on Spring & Upcoming Programs**
 - The February zoom presentation with Anders Morley, author of *This Land of Snow*, went well
 - The Great North Woods Libraries continues the Zoom Winter/Spring 2022 programming
 - There will also be a group read for *The Hour of the Witch* by Chris Bohjalian for the beginning of October. Each library is trying to plan a program around the book
 - The Marine Docents will be doing programming with public libraries. Over 90 libraries responded with interest, but Randolph will definitely be able to participate.
 - Two topics are planning: one about whales & seals; the other about rivers
 - Yvonne is still planning on outdoor summer programming, but timing is still uncertain with COVID
 - Last year, she had wanted landscape artist Eric Koeppe, to come and do a program, but he could not due to COVID. Yvonne will reach back out for this summer
 - Yvonne is also looking into the Loon Preservation Center programming – they can come in person to do a presentation
 - The Loon Center appreciates donations; we could ask for donations at the presentation
- **Financial Authorizations**

- Anne made a motion to approve, and Michele seconded, the following:
 - Summer Children’s Reading Program (\$200)
 - Flowers for the library (\$100)
 - DVDs (\$200)

V. Treasurer’s Report

- **2021 Report – *provided by Michele in advance***
 - Overall, we ended in the red on net income at (\$153.95) for the year
 - The group agreed that our purpose is to raise funds in order to further our mission (supporting the Library), so the loss is not a concern
 - Total balance in the checkbook as of 12/31/21 was \$7,963.38
 - Nonprofit filings
 - Federal – Michele filed
 - State – we do not need to file until June 2024
 - Anne made a motion to approve the 2021 financial report, and Catherine seconded. All in favor.
 - Note: Financial report included in Appendix
- **2022 Giving To-Date**
 - We’ve had one online submission & one paper submission this year

VI. Friends of the Library Revitalization Update

- **April 2022 Mountain View Article – *submitted!***
 - Reporting 21 BRAND NEW members since our revitalization began in 2021
 - The language in the article encourages everyone to sign up for their 2022-2023 membership, per our agreement of an annual membership ‘push’ as we move forward
- **Membership Sign-Ups**
 - We continue to see more paper submissions than online submissions.
 - Kayla has not yet had the bandwidth to look into the PayPal button on the website, though it still would not capture all of the information we request. She will revisit this topic
- **FORL Member “Meeting”**
 - Group agreed that our Board Meetings are for us to work through business and might not be best served to invite Friends members
 - However, we need a gathering to bring the Friends together
 - Decision: May 14th at 12 Noon EST at the Library
 - Will be an opportune time to welcome members as well as solicit volunteers for a plethora of needs:
 - Organizing books for the annual Book Sale
 - Helping with flowers in the garden
 - Programming help: setting up chairs & refreshments, providing snacks for the Summer Program
 - Support with the “Welcome Wagon” concept
 - Kayla to draft email; both Kayla and Yvonne can send to their respective email distribution lists
- **FORL Member “Swag”**
 - Michele suggested mugs with the bear logo – one designated for the Friends and one that is more generic

- Estimates \$7.50 per mug
 - Kayla made a motion to approve; Catherine/Anne both seconded
 - Group also suggested bookmarks – Kayla to look into creating one with Canva
 - Steve consented to using the Bears image and will provide digital file
- **Welcome Wagon**
 - Michele gathered the list of new residents since July 2019
 - Wagon should include:
 - Library brochure
 - Membership info for library card
 - *Randolph Old and New*
 - Latest Town Report
 - Other collateral
 - Plan is to gather recruits at the May meeting!
- **Spring 2022 Friends Newsletter**
 - Kayla to draft after the May meeting

VII. **Book & Bake Sale – Preliminary Planning**

- Book Sale will be held on July 23th – one day
- More planning to come

VIII. **Meg Meiklejohn Memorial & Porches of Randolph**

- **Memorial**
 - Approximately \$9K available in Meg’s memory
 - Steve to take the lead on writing a proposal for the sunscreen in front of the library
 - Memorial will also support a Lecture Series post-COVID
- **Porches of Randolph**
 - Initiative led by the Dempsters, to be held in July & August
 - Concept: “*An early evening cocktail hour event hosted by a homeowner outside on their porch or lawn for local residents to enjoy the view and socialize safely.*”
 - Guests will need to pay for a ticket; proceeds will go the RMC and RPL
 - The ask is for the RPL to support and endorse the program
 - No additional requests for planning at this time

IX. **Next Steps**

- **Action Items**
 - Steve to send digital file of Bears
 - Michele to look into mugs
 - Kayla to look into bookmarks
 - Kayla to draft email for May Friends Meeting and send to group; both Kayla and Yvonne will send emails to announce
 - Steve to write proposal for sunscreen
- **Next Meeting date**
 - June 29th, 2022 at 9 AM EST

X. **Close**

Meeting adjourned at 10:16 AM EST

XI. Appendix: 2021 Financial Report

**Friends of Randolph Public Library
2021 Financial Activities**

YTD

Beginning cash 1/1/21 \$8,117.33

Income

Memorial Donation		
Donations	235.00	
Membership dues	530.00	
Sale of book bags	15.00	
Interest	0.79	
	780.79	

Sponsored events

	Income	Expense
Bake sale	479.00	
Raffle	51.00	
Co-op lectures	150.00	162.50
Speaker fee (donated to AVSAR)		200.00
Compass workshop	45.00	
Childrens programming		58.44
	725.00	420.94

Expenses

Books & AV for library collection		592.26
Equipment (air filter)		283.26
Movie license		146.00
Supplies		63.28
Dues & Subscriptions (Zoom lic)		149.90
Paypal fees		4.10
		1,238.80

Net income (153.95)

Balance in check book 12/31/21 \$7,963.38