

Friends of the Randolph Public Library

Board Meeting
September 22, 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 9:10 AM EST on September 22nd, 2021. This meeting was held in person at the RPL.

II. Attendance

- Catherine Zirpolo – Co-President
- Anne Forsyth – Co-President (via Zoom)
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian

III. Approval of the Minutes from the June 6, 2021 Meeting

Catherine made a motion to approve. Kayla seconded, contingent upon making tweaks from Anne's feedback. All in favor.

IV. Librarian's Update

- **General Comments**
 - The prevalence of COVID continues to make planning difficult
- **Report on Summer & Upcoming Programs**
 - Summer story hour went really well
 - The Great North Woods Libraries will organize their Zoom Winter/Spring programming again in 2022
 - It will take place in February, March, April, and May – likely the first Wednesday of each month.
 - Theme: "Healthy you in 2022"
 - For children, everything will be outside
 - Yvonne mentioned potentially hosting an outdoor movie on Saturday, June 25th, at 7 PM. Group agreed to proceed with trying it out! Yvonne to send out an email, Catherine to make marshmallow treats, and Kayla to make popcorn.
 - This will utilize movie license already purchased in 2021
 - There will likely not be any adult programming in the fall/winter, unless the situation greatly changes
- **Financial Authorizations (as needed):**
 - Yvonne continued to purchase more DVDs and more children's books – authorized in prior meeting.
 - No financial requests now
 - Future requests:
 - Support of Great North Woods Libraries' programming
 - Children's books for the Christmas celebrations

V. Treasurer's Report

- From Michele via email: *We are almost at break even for this year and cash position is over \$7500*
- Friends discussed what amount is restricted funds. Yvonne confirmed \$4,125 in the Friends account and \$880 in RPL check are restricted, for a total of \$5,005 in restructured funds
- Friends to ask Michele for a detailed report (*9/24 update: Michelle provided report*)
- *Friends operate on a calendar year*

VI. Friends of the Library Revitalization Update

- Kayla shared update on Friends' Memberships in 2021:
 - 18 membership sign-ups this year.
 - 8 through online form; 10 through paper submission
 - 8 were on "pre-2021" membership list; 10 were "new"
 - Not as many online submissions as we were hoping, but Kayla will revisit and continue to see how we can improve
 - Kayla sent thank you emails on 9/5 to most who had submitted a membership (via paper and online). Steve had not received; Kayla sent a 2nd time and it was, but Kayla to investigate if others did or did not receive
- Next Steps:
 - Group agreed that all members on "pre-2021" list as well as 2021 sign-ups would all be considered current "Friends"
 - Kayla to draft email to be sent to all Friends, sharing updates on the Book and Bake Sale, purchases that we supported this year, and the potential for a gathering in 2022
 - Kayla to send draft to Board for review; we'll also add to Friends section

VII. Book & Bake Sale Wrap Up

- It was a success! Friends made \$530 between bake sale, raffle, memberships and one donation!
- Potential date next year (one full day): July 23rd

VIII. Celebration 2024

- Anne read the summary from Sarah Gallop
- Anne in agreement with Yvonne that Friends' participation should be library-related
- The big action right now: to start thinking about it
 - Yvonne said that when she starts planning, she'll ask the Friends for financial support and for help in planning programs
 - Yvonne said that we'll need to help with a float
 - Goal: HAVE FUN, do children's programming

IX. Next Steps

- Action Items:
 - Yvonne to pull together Saturday Movie Night
 - Kayla to help with popcorn; Catherine to help with treats
 - Kayla to draft letter/newsletter for Friends
 - Kayla to ask Michele for updated financial report (*9/24 update: Michele sent via email*)
- Agenda Items for Future Meetings:
 - Use of the Old Library

- Planned use of restricted funds
 - Discuss potential Friends gathering
 - Discuss any Friends swag
- Next Meeting date:
 - Group thought early December would be best

X. Close

Meeting adjourned at 10:21 AM EST. Move to adjourn by Catherine; seconded by Kayla.

Next meeting scheduled for **9 AM EST on Wednesday, December 1st**