

Friends of the Randolph Public Library

Board Meeting
September 28, 2022
Meeting Minutes

I. Call to Order

Catherine called to order the meeting of the Board of the Friends of the Randolph Public Library at 9:06 AM EST on September 28, 2022. This meeting was held in person at the library, with Anne on Zoom.

II. Attendance

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

III. Approval of the Minutes from the June 29, 2022, Meeting

Michele made a motion to approve. Kayla seconded. All in favor. Approved.

IV. Librarian's Update

- **Report on Summer & Fall Programs**
 - All summer programming went well. Turnout was great – never less than 30 people at the events
 - The mileage transaction went well for the speaker for “The Capital Crime of Witchcraft” program. Speaker has a house in Vermont, so the mileage was only \$77 (instead of \$120)
 - Fall Programming:
 - Wednesday, October 5th – Chris Bohjalian’s *The Hour of the Witch* Zoom event
 - Brad Meiklejohn is in town – Yvonne will ask him to do a small fireside chat to discuss his new book *The Wild Trails*. She’ll plan for it to be small
 - Will be continuing with the Winter/Spring series with Great North Woods Libraries.
 - Will likely not require any funds as it will held via Zoom
 - Yvonne will bring back the Mildred Horton Book Club
 - Will be on the 4th Monday of each month at 10 AM, beginning in October, in the White Mountain Room
 - Coffee and goodies will be provided
 - This is the first time the Library will be hosting the book club – in an interest to keep the book club going
 - Yvonne will need clean-up support for the garden – she will reach out to those on the sign-up sheet
- **Financial Authorizations**
 - No new requests
 - Yvonne provided summer reimbursement requests to Michele during the meeting
 - Might want to purchase some bean bags for the children’s room
 - Friends approved books for the Fireman’s Christmas Truck

V. Treasurer's Report

- Michele provided report ahead of this meeting (located in Appendix)
 - Summary: In the black by \$199.60
 - We made \$599.50 at the Bake Sale
 - The cash position is \$8,200; \$4,175 are restricted funds for Meg Meiklejohn
 - Note: Line item for "Merchandise for Resale" will include mugs and canvas bags that Friends sell
- Note: Yvonne didn't put out a donation container for the Friends specifically during the summer events. It would be good to do for the future

VI. Book & Bake Sale Wrap-Up

- Overall, folks thought it went well
- Kayla expressed that it didn't feel like the volume of food donations was lower than in the past
- Michele expressed that people want direct outreach to donate

VII. Volunteer Engagement

- Overall, sentiment was that Friends don't feel engaged
- Some would prefer direct outreach rather than a blast email
- Group held significant discussion on ways to engage the Friends
- Decision: Hosting a Friends movie event on Sunday, November 13th, from 2-4 at the Town Hall

VIII. Friends of the Library Communications

- No newsletter
- **December Mountain View Issue**
 - Kayla to include annual report in this issue
 - Kayla to submit mid-November; send draft to the group at the beginning of November
 - Add in thank you of donations
 - Include note on the Book & Bake Sale thanks
- **Welcome Wagon**
 - New Name: ***Welcome to Randolph***
 - Welcome contents to include:
 - *Randolph 150 Years*
 - Membership info for library card/library brochure
 - A Friends bookmark/Membership form
 - Latest Town Report
 - **New:** Latest RMC newsletter
 - **New:** Latest Mountain View
 - **New:** Latest Blizzard
 - **New:** Perhaps Randolph Foundation Report
 - **New:** Perhaps Randolph Church Benevolences
 - Perhaps ask local members to provide jams/jellies to include in the bag
 - Next steps captured below
 - Group to attempt a test case in November, with a full rollout at the beginning of 2023
- **2024 Randolph Celebration**

- Yvonne to include note for the library that includes the Friends
- Note that we want to keep in mind year-round residents (perhaps an ice-skating activity?)

IX. Next Steps

Topic	Task Owner	Task	Deadline	Status
November 13 th 2-4 PM EST Friends Gathering	All	Group to choose movie	October 3 rd	Complete
	Kayla	Book town hall with Linda (Cross Meeting Room)	ASAP	Complete
	Kayla	Draft email for Friends event announcement	October 7 th	Incomplete
	Kayla	Send list of contacts to Catherine for phone outreach	October 9 th	Incomplete
	Kayla	Send note to Linda for Blizzard	October 20 th	Incomplete
Garden cleanup	Yvonne	Reach out to Friends for help with gardening	TBD	Unknown
501(c)(3) language	Michele	Send language to Kayla for inclusion in thank you emails	TBD	Incomplete
Randolph Celebration	Yvonne	Yvonne to include note for the Library that includes the Friends	October 1 st	Unknown
December Mountain View	Kayla	Send group draft of the Annual Report to go into the Mountain View	November 1 st	Incomplete
	Kayla	Send final version for submission	Mid-November	Incomplete
Welcome to Randolph	Anne	Send Michele the latest spreadsheet of folks	TBD	Complete
	Anne	Reach out to Randolph Church for inclusion into Welcome	TBD	In progress
	Yvonne	Procure white bags	October 7 th	Unknown
	Yvonne & Catherine	Pull together “content” for a test: <ul style="list-style-type: none"> • <i>Randolph 150 Years</i> • Membership info for library card/Library brochure • A Friends bookmark/Membership Info • Latest Town Report • NEW: RMC newsletter • NEW: Mountain View newsletter • Maybe Foundation Report • Current Blizzard • <i>Randolph Church – benevolences</i> • Perhaps ask local members to provide jams/jellies or maple syrup to include in the bag 	TBC	Unknown
	??	Test case with a set of neighbors (John or Peter/June?)	November	Incomplete
	Kayla	Send email to Friends for Welcome Wagon support	End of October	Incomplete

X. Close

A motion was made to close at 10:49 AM. Catherine seconded. Meeting adjourned.

Next meeting scheduled for **9-10AM EST on Wednesday, January 4th**. The group will decide on an in-person, virtual, or hybrid meeting closer to the date.

XI. Addendum

- **P&L Report**

3:05 PM		Friends of Randolph Public Library	
09/27/22		Profit & Loss	
Accrual Basis		January 1 through September 27, 2022	
		<u>Jan 1 - Sep 27, 22</u>	
Ordinary Income/Expense			
Income			
Donations			452.00
Fundraisers			
Bake sale		599.50	
Total Fundraisers			599.50
Grants			300.00
Interest			0.53
Program Income			
Membership Dues		200.00	
Total Program Income			200.00
Total Income			1,552.03
Expense			
Events Expenses			566.38
Gardens exp			65.39
Library books			109.88
Merchandise for resale			90.00
Paypal fees			0.78
Promotional gifts for Friends			270.00
Scholarship			250.00
Total Expense			1,352.43
Net Ordinary Income			199.60
Net Income			<u><u>199.60</u></u>