

Friends of the Randolph Public Library

Board Meeting

June 29, 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 9:08 AM EST on June 29, 2022. This meeting was held in person at the library, with Kayla and Steve 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 (virtual)

III. Approval of the Minutes from the March 30, 2022, Meeting

A motion was made to approve. All in favor. Approved.

IV. Librarian's Update

- **Library Status**
 - Lots of planning for summer programs
 - Yvonne and some fellow volunteers putting up the sun shade this week
- **Report on Summer & Upcoming Programs**
 - Busy with planning and executing the children's summer reading program "All Oceans of Possibilities"
 - Planning for a presentation by Bob Kruszyna, titled "From Mont-Blanc to Everest, A Personal History of Mountaineering," on July 27th at 7 PM EST
 - Yvonne will put a press release in the news
 - Kayla to solicit volunteers for setup via an email to the Friends
 - Discussion of a plaque
 - Planning for the "The Capital Crime of Witchcraft" program on September 14th (to accompany the community read of *The Hour of the Witch* by Chris Bohjalian)
 - Potentially have someone from Clean Energy NH come and do a talk on solar energy; could also have them take a tour of solar panels in Randolph
- **Financial Authorizations**
 - Prior authorizations over email:
 - Up to \$120 in Mileage for the speaker for "The Capital Crime of Witchcraft" program
 - Anne made a motion to approve; Kayla seconded; all in favor
 - Catherine made a motion to approve, and Michele approved, the following:
 - \$50 for refreshments for Bob Kruszyna's presentation

V. Treasurer's Report

- Michele provided report ahead of this meeting (located in Appendix)
 - Summary: In the black by \$11.27
 - The cash position is \$7,970; \$4,175 are restricted funds for Meg Meiklejohn
 - Michele and Kayla to sync up on Membership
- For Meg's money:
 - Group discussed a lecture series
 - Potentially have landscape artist Erik Koepfel be the first presenter in the lecture series; potentially make a donation to the Bethel Historical Society
 - Group discussed energy initiatives/EV charging
 - Any proposals we get for Solar Panels would include EV charging station
 - Friends could certainly make a contribution to the project when that time comes

VI. Report on May 2022 FORL Meeting

- Overall sentiment:
 - Very positive, some new folks showed up
 - 8-10 people signed up to volunteer for different events
 - Everyone loved the mugs
- Additional merchandise:
 - Michele will work on the mugs to sell (with a singular bear, non-Friends specific)
 - 2 Friends mugs left; Michele will order 12 more mugs (Friends-specific); we should give each new Friend a mug
 - Yvonne & Catherine to look at alternative bag options (to-reorder)
- Discussion around sending emails for the Book & Bake Sale as well as volunteering events
- Action items from this meeting were shared and captured in Next Steps (Section IX)

VII. Book & Bake Sale

- Email Correspondence: Kayla to send out an email from the Friends on volunteer needs: 1) For setup of the event at 4 PM on Friday, 7/22; 2) To provide baked goods, 3) To volunteer during the bake sale on Saturday, 7/23, and 4) for cleanup at 4 PM on Saturday, 7/23
- Date/Time intentions: The Bake Sale will run on Saturday, 7/23, from 9-4 (or until we sell out). We will start accepting donations that morning at 8 AM
- Beverages: the group agreed that we could sell bottled water and iced coffee
- Cash box: Michele will procure
- Old Library usage: Potentially going to use old library for Sunday Book Sale hours in the late summer/early fall

VIII. Friends of the Library Revitalization

- **Mountain View Issue**
 - Kayla shared a summary of what we included in the issue (April 2022)
 - We did not submit for the June 2022 issue
 - Plan to submit for each quarter of the Mountain View
 - Group discussed content that could be submitted for each issue
- **2022 Spring Newsletter**
 - Kayla did not generate a Spring 2022 newsletter. Plan to leverage the Mountain View
- **Welcome Wagon**

- Welcome contents to include:
 - *Randolph Old and New*
 - A bag
 - Membership info for library card
 - Library brochure
 - A Friends bookmark
 - Latest Town Report
 - Perhaps ask local members to provide jams/jellies to include in the bag
- Discussion around engaging Randolph Foundation members, RMC members, and Friends to help. Goal would be for one person from the Friends and one person from each neighborhood to volunteer
- Anne to reach out to Linda on new residents, as well as engagement for RF & RMC
- Yvonne to finalize the Randolph library brochure
- Catherine and Yvonne volunteered to help stuff bags and visit houses
- Team agreed to begin efforts on this in the Fall
- **Note: Porches of Randolph**
 - Steve mentioned that the Welcome Wagon would be a good supplement to the Porches of Randolph initiative

IX. Next Steps

- Friends Mugs: Michele to order another dozen of the "Friends" mugs - DONE
- Mugs for Sale: Michele to work on ordering some to sell at the B&B Sale - DONE
- Bags for Sale: Catherine to see about a design/change of bag style - DONE
- Volunteer Request for Book & Bake Sale: Kayla to send email request - SENT 7/5/22
- Welcome Wagon Recipients: Anne to check with Linda on full resident list - DONE 6/29/22
- Welcome Wagon Engagement: Anne to engage Randolph Foundation & RMC - ENGAGED 6/29/22
- Bob Kruszyna Event on 7/27: Yvonne to send Kayla list of volunteer activities needed; then Kayla to send email request soliciting support - DONE
- Friends August Event: Kayla to suggest a date in August - coming this week! – GROUP DECIDED TO PASS

X. Close

Kayla made a motion to close. Michele seconded. Meeting adjourned at 10:33 AM EST.

Next meeting scheduled for **9-10AM EST on Wednesday, September 28th**. The group will decide on an in-person, virtual, or hybrid meeting closer to the date.

XI. Addendum

- P&L Report

11:19 AM	
06/28/22	
Accrual Basis	
Friends of Randolph Public Library	
Profit & Loss	
January 1 through June 28, 2022	
	Jan 1 - Jun 28, 22
Ordinary Income/Expense	
Income	
Donations	352.00
Interest	0.32
Program Income	
Membership Dues	200.00
Total Program Income	200.00
Total Income	552.32
Expense	
Events Expenses	185.00
Gardens exp	65.39
Library books	109.88
Paypal fees	0.78
Promotional gifts for Friends	180.00
Total Expense	541.05
Net Ordinary Income	11.27
Net Income	11.27

- Financial Authorizations

- Authorization over email:
 - \$250 for Katharine Turnbull's tuition for the class "Foundations in Library Services"
 - Anne made a motion to approve; Catherine seconded; all in favor