

Friends of the Randolph Public Library

Board Meeting

March 1, 2023

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 January 4th, 2023. This meeting was held in person at the library.

II. Attendance

- Anne Forsyth – Co-President
- Catherine Zirpolo – Co-President
- Michele Cormier – Treasurer
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian

Absent: Steve Teczar – Chairman of the Board of Trustees

III. Approval of the Minutes from the January 4th, 2023, Meeting

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

IV. Librarian's Update

- **Report on Winter Programs**
 - Mildred Horton Book Group continues and is going well
 - Continuing with the Winter/Spring series with Great North Woods Libraries.
 - Held:
 - Feb 1st at 6 PM via zoom – Robert Goodie – it was fantastic.
 - Upcoming:
 - March 1st – Adair Mulligan – Wednesday at 6 PM (Zoom) – Humanities (didn't apply thru the Friends) – Topic is Secrets of Cellar Holes
 - April (Date TBD) – Will O'Brien – GEM local minerals
 - May 3rd – April Dandeneau – NH on Ice
 - *Take Your Child to the Library Day* – rescheduled for March 4th; had 1 family registered
 - Catherine to call families on March 1st
 - Kayla to send reminder email
 - Michele to procure materials on Friday
- **Report on Spring/Summer Programs**
 - Will do Summer Reading program
 - Theme is akin to “Altogether Now”
 - Other libraries already planning – we could potentially latch on to their activities, e.g.:
 - Steve Blunt in the North Country on/around August 10th – would be \$300
 - Aesop's Fables
 - The Weathervane
 - Reader's Theater and/or Puppet Theater and/or other performers

- Critter Crossing – Brad Meiklejohn interested in leading
- Summer Learning Grant – Yvonne likely won't apply (due March 31st). Grants used to be different, but now there are different requirements as before
- Ornithologist (Drew) from Jefferson – offered to do a lecture on whippoorwills on a Saturday (potentially end of August)
- **Zoom Account**
 - We have the “Pro” Account: up to 30 hours per meeting; up to 100 attendees per meeting; whiteboards; team chat; cloud storage
 - Group agreed account can be used for Town meeting. Town can help pay for Zoom – Michele to check
- **Financial Authorizations**
 - \$300 for Steve Blunt: Catherine made a motion to approve; Michele seconded. All in favor
 - More financial authorizations to come via email as needed
 - Yvonne has receipts for reimbursement
 - Zoom account was auto-renewed
 - Paper cups
 - Books/DVDs

V. **Treasurer's Report**

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$7,844.90; \$4,175 are restricted funds for Meg Meiklejohn
- Gentle reminder that we should all be paying dues
- Federal Filing 990 took place – that is completed
- State Filing – 5-year extension – due NEXT May 2024
- Usage of Meg Funds: Goal is to install an EV charging station at the library with 2 ports
 - Yvonne is awaiting for final costs
 - Would be a joint Library and Friends of the RPL project
 - Energy Committee working on Solar panel project – hoping that it produces more power than needed. Solar panels could potentially reduce power usage for the charging station

VI. **Book & Bake Sale**

- Scheduled for July 22nd
- Catherine will be out of town – she will send a summary of processes & tasks for the Bake Sale
- Separate note: group received a request to use the old Library – our group requested to change the name to “**The Randolph Gear and Tool Exchange**”

VII. **Volunteer Engagement**

- Group interested in continuing engagement from our Friends Group. Gatherings planned:
 - April 16th – Movie Matinee at 2 PM featuring *Finding Altamira*
 - May 20th – Friends event at 12 noon
- Group to see if we can recruit support at these events for committee leads

VIII. **Friends of the Library Communications**

- Group agreed to submit entry for the *Blizzard* and *Mountain View* for April

IX. Welcome to Randolph Initiative

- March 22nd at 2 PM: Bag stuffing session. In preparation:
 - Kayla to reach out to those who signed up to donate jams/jellies
 - Yvonne to finish library brochure
 - Group to get recycling brochure from town office
 - Kayla to send a list to people for stuffing packets
- Anne to send email to John & Katie to see if they could lead some of the visits
- Anne to send visit protocol draft
- Michele to review list the list & confirm who doesn't need to be visited
- Group to plan on scheduling visits in 2023 (estimated 60-90 minutes; scheduled in advance)

X. Next Steps

- Next meeting scheduled for **May 10th at 9 AM EST**
- May Meeting topics:
 - Friends By-laws & next steps
 - Little Library discussion
 - Book & Bake Sale
- List of action items below

Item	Task Owner	Task	Deadline	Status
March 4 th Take Your Child to the Library Day	Yvonne & Catherine	Place phone calls to families	3/1/23	Complete
	Kayla	Send note to volunteers as a reminder	3/1/23	Complete
	Michele	Pick up food items	3/3/23	Incomplete
Welcome to Randolph	Kayla	Send email to volunteers for jams/jellies & packets	3/2/23	Complete
	Anne	Reach out to John Phinney & Katie Kelley to see if they'd help coordinate visits	3/17/23	Incomplete
	Michele	Review list and confirm who doesn't need a visit	3/17/23	Incomplete
	Yvonne	Finish library brochure	3/22/23	Near complete
	Anne	Finalize Randolph Church brochure	3/22/23	In progress
	Anne	Ensure LDS inclusion is finalized	3/22/23	In progress
	Michele	Get recycling information from Linda	3/22/23	Near complete
	Group	Plan outreach owners & schedule	March/April	Incomplete
	Group	Stuff the packets at the library	3/22/23	2 PM EST
	Group	Materials to include: <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 • Latest RMC newsletter • Latest Mountain View newsletter • Maybe Foundation Report • Current Blizzard • Randolph Church – benevolences • LDS Church Information • Recycling Information • Jams/jellies or maple syrup to include in the bag (donations) 	3/22/23	In progress
April Blizzard	Kayla	Kayla to enter Friends Information	3/15/23	Incomplete
Spring Mountain View	Kayla	Send group draft for April Mountain View article	3/10/23	Incomplete
	Kayla	Send final version for submission	3/15/23	Incomplete
Friends Membership	Kayla	Send requests for Laura to update RPL website	TBD	Incomplete
	Kayla	Send solicitation for memberships for 'passive' members	March	Incomplete
April 16 th Movie Matinee	Yvonne	Reserve Town Hall	Complete	Complete
	Kayla	Send email to Friends for attendance and support	3/24/23	Incomplete
	Group	Connect on Matinee Details	4/7/23	Incomplete
Next Meeting on May 10 th	Kayla	Send out calendar/reminder	Complete	Complete
	Catherine	Pull together list of tasks for Book & Bake Sale	5/10/23	Incomplete
	Group	Review by-laws	5/10/23	Incomplete
May 20 th Friends Event	Group	Plan further	April	Incomplete

XI. Close

A motion was made to close at 10:35. Meeting adjourned.

XII. Addendum

Financial Reports

4:13 PM		Friends of Randolph Public Library	
02/28/23		Balance Sheet	
Accrual Basis		As of February 28, 2023	
		<u>Feb 28, 23</u>	
ASSETS			
Current Assets			
Checking/Savings			
Cash		7,844.90	
Total Checking/Savings		<u>7,844.90</u>	
Total Current Assets		<u>7,844.90</u>	
TOTAL ASSETS		<u>7,844.90</u>	
LIABILITIES & EQUITY			
Equity			
Temp. Restricted Net Assets		4,175.00	
Unrestricted Net Assets		3,419.83	
Net Income		250.07	
Total Equity		<u>7,844.90</u>	
TOTAL LIABILITIES & EQUITY		<u>7,844.90</u>	

4:14 PM		Friends of Randolph Public Library	
02/28/23		Profit & Loss	
Accrual Basis		January through February 2023	
		<u>Jan - Feb 23</u>	
Ordinary Income/Expense			
Income			
Donations		230.00	
Interest		0.07	
Program Income			
Membership Dues		20.00	
Total Program Income		<u>20.00</u>	
Total Income		<u>250.07</u>	
Net Ordinary Income		<u>250.07</u>	
Net Income		<u>250.07</u>	