

Friends of the Randolph Public Library

Board Meeting

May 10, 2023

Meeting Minutes

I. Call to Order

The meeting of the Board of the Friends of the Randolph Public Library was called to order at 9:10 AM EST on May 10th, 2023. This meeting was hybrid – with some attending in person and others virtual.

II. Attendance

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

III. Approval of the Minutes from the March 1st, 2023, Meeting

Steve mentioned that he is not a voting member, and so his absence does not need to be noted for future meetings. All agreed.

Otherwise, Michele made a motion to approve. Anne seconded. All in favor. Approved.

IV. Librarian's Update

- **Report on Winter & early Spring Programs**
 - The series with the Great North Woods Libraries was really successful
 - Weeks State Park put out their programming for the summer – has similar programs to the ones we did in the winter
 - Mildred Horton Book Group revitalization was also a success & will be continued after the summer. May 22 is the last gathering ahead of the summer.
- **Spring/Summer Plans**
 - Randolph Electric Vehicles Showcase – will be held on July 8th from 11-1
 - Yvonne was asked to procure sponsors.
 - Gifts will be given to those who bring an EV
 - Note that it's the same date as the celebration of life for Nancy Penney
 - Summer Reading program “All together now” – next priority of Yvonne's is to get that organized
 - Yvonne is on vacation from July 14-21st
 - Annual Book & Bake Sale – Scheduled for July 22nd from 9 AM – 3 PM
 - The Whippoorwills – still on for a Saturday in the 2nd or 3rd week of August
 - Interest in continuing *Library After Hours*. Potentially something like bring your own picnic dinner (focus on Wednesday nights)
 - Potentially during last two weeks of July (19, 26) or August (2, 9)

- Discuss potential evening program for adults in the summer?
- Tool Garage – Yvonne hasn't heard much on this
- Discussion on donations made to the Friends of RPL in memory of Nancy Penney
 - Yvonne suggested a pass to the Fairbanks Museum that could be held at the library. Anne made a motion to approve, but Michele asked to think on it further. Anne withdrew her motion
 - Note that the Penney family has indicated that donations made in memory of Nancy Penney should go to the Randolph Public Library
- **Assistance Needed?**
 - Use the June 10th Friends event to rally support
- **Financial Authorizations**
 - Anne moved for authorization of the following funds. Kayla seconded, and all approved:
 - Revision to request from March: Increase prior authorization of \$300 funds to \$414 for Steve Blunt for the Squam Lake Center
 - Flowers for library garden: \$75
 - Summer reading supplies: \$200
 - More financial authorizations to come via email as needed

V. **Treasurer's Report**

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$7,734.34; \$4,175 are restricted funds for Meg Meiklejohn
- We're in the black for the first time in a while!

VI. **May 20th Friends Event**

- Rescheduled for **June 10th** at Noon
- Kayla to send out invitations via email
- Anne to prepare a speech
- Michele to bring mugs
- Use the time to rally support for Book & Bake Sale

VII. **Book & Bake Sale**

- Scheduled for July 22nd
- Catherine will be out of town – she is working on a list of items

VIII. **By-laws & Annual Meeting**

- Group reviewed requested changes in the documents and discussed additional changes
- Anne agreed to update the Bylaws revision document and send to Michele for her review prior to sharing with others in order to streamline the feedback process

Note: Kayla needed to leave meeting at this time. Anne took over the minutes.

IX. **Welcome to Randolph Initiative**

- Anne explained that Kathleen Kelley and John Phinney are the two people who volunteered to visit new residents. Anne provided them with a list of nine households and they are working at getting appointments. Kayla will join John in the first visit
- Yvonne asked that Kathleen return some of the Welcome bags to the library as she plans to make some visits. Anne said she would contact Kathleen and she would send Yvonne the list of names Kathleen and John are working with as Yvonne wants to make more visits
- At Michele's suggestion, we will try to recruit some more people to make visits at the June 10 Friends event
- Program leadership. Yvonne suggested we need to recruit someone to lead the program. Anne recommended that the leadership be a FORL Board responsibility and that we give the leadership to one of the new At-large Board members

X. Free Library Boxes

- Catherine reported that the FORL would not be able to install a Free Library Box at the Bowman trailhead, so she needs another location.
- Michele suggested looking at Town-owned land as she was sure that the Town would approve installing a Free Library Box on Town Land. Catherine will pursue this.
- Catherine explained that she had hoped for a location that she could monitor and restock regularly, but that won't be possible.
- Acquiring the boxes. Larry Jenkins is available to make the boxes during the winter; but if we want one sooner, we need an alternate plan. Someone gave Catherine kit information from the web. To purchase a kit and post would cost \$550.00
- Anne suggested we consider asking Randy Meiklejohn if he could be involved and if the kits cost that much, we could consider naming the Free Library in Meg's name.
- This topic will be on the agenda of the July FORL Board meeting.

XI. Next Steps

- Next meeting scheduled for **Wednesday July 5th**
- July Meeting topics:
 - Book & Bake Sale July 22, 2023: plans for Sale Day
 - Bylaws Revisions & Annual Meeting
 - Welcome to Randolph Update
 - Bird Lecture organization
 - Free Library Boxes
 - Communications
- **FORL Annual Meeting: Wednesday, August 16th from 5-6 PM**

XII. Close

A motion was made to close. Meeting adjourned.

XIII. Addendum

Financial Reports

9:18 AM

05/08/23

Accrual Basis

Friends of Randolph Public Library
Balance Sheet
 As of May 8, 2023

	May 8, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash	7,734.34
Total Checking/Savings	7,734.34
Total Current Assets	7,734.34
TOTAL ASSETS	7,734.34
LIABILITIES & EQUITY	
Equity	
Temp. Restricted Net Assets	4,175.00
Unrestricted Net Assets	3,419.83
Net Income	139.51
Total Equity	7,734.34
TOTAL LIABILITIES & EQUITY	7,734.34

9:19 AM

05/08/23

Accrual Basis

Friends of Randolph Public Library
Profit & Loss
 January 1 through May 8, 2023

	Jan 1 - May 8, 23
Ordinary Income/Expense	
Income	
Donations	310.00
Interest	0.26
Program Income	
Membership Dues	100.00
Total Program Income	100.00
Sales	60.00
Total Income	470.26
Expense	
Children's programs	38.22
Events Expenses	55.54
Library books	65.68
Movie license/Zoom	149.90
Operations	
Supplies	21.41
Total Operations	21.41
Total Expense	330.75
Net Ordinary Income	139.51
Net Income	139.51