

Friends of the Randolph Public Library

Board Meeting
September 13, 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 9:01 AM EST on September 13th, 2023. This meeting was hybrid – with some attending in person and others virtual.

II. Attendance

- Sue Maddock – Co-President
- Catherine Zirpolo – Co-President
- Michele Cormier – Treasurer
- Kayla Demers – Secretary
- Yvonne Jenkins – Librarian
- Liz Johnson – Board Member at large
- Steve Teczar – Trustee President

III. Approval of the Minutes from the July 5th, 2023, Meeting

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

IV. Orientation of New Members

- The group discussed the role of the two entities – the Trustees and the Friends – and the distinctions between the two
 - Of note, the Library budget does not include programming, so that is a key area in which the Friends support
 - Yvonne will send through a chart (included in appendix)
 - Current Trustees:
 - Steve Teczar – President
 - Karen Bradley – Secretary
 - Annie Colella – Treasurer
 - Denise Demers – Alternate
 - Linda Scherf – Alternate
 - Heather Newfield – Alternate
 - Yvonne Jenkins – Librarian
 - Katharine Turnball – Librarian

V. Librarian's Update

- **Report on Summer Programs**
 - Overall programming went well
 - EV event went well
 - Summer Reading Program had no children. Children/their parents could not get to the library for Wednesday at that time
 - Summer Storytime had 3-4 children

- Yvonne has a pass for the Fairbanks Museum – there has been a lot of interest
- **Fall Programming**
 - Library After Hours – Barry Johnston offered to play
 - September 20th at 5 PM EST
 - Need to purchase cookies for the event
 - Group agreed to continue Library After Hours through the winter
 - We can do a movie in the White Mountain Room or a Fireside chat – doesn't have to be a huge event
 - We talked about the After Hours being on Wednesday evenings, and needing to be more consistent
 - Need to come up with ways to engage the youth & teenagers
 - Lots of conversation around this topic, particularly related to trail crew, home-schooled children, etc.
 - Yvonne applied for a NH Humanities Grant in July and got approved. She purchased 12 copies of the book *The Coffin Ship* and will host a facilitated book discussion
 - Virtual guest facilitator, Mary Kelly, from Keene, will lead the discussion at 10 AM on October 23rd
 - A 'watch party' will be hosted by Author Robert Goodby, who wrote *A Deep Presence*, on October 4th at 6 PM EST
 - Yvonne still interested in a trying to host a needle felting class. There is also a quilting class hosted by Three Sisters (\$45 per person)... but she probably won't engage in that
 - Monday – Yvonne had a meeting with the Great North Woods Libraries
 - “Starry Nights” will be the Winter/Spring series
 - January 3rd – topic: total eclipse of the sun
 - February – topic: backyard astronomy
 - March 4th – topic: space travel
 - May 1st – topic: Michael Francis becomes Galileo; potential live performance at the Medallion
 - The movie license will need to be renewed - \$159
- **Financial Authorizations**
 - Sue made a motion to authorize \$20 per event, up to 8, for After Hours event items
 - Michele seconded
 - All in favor
 - Annual movie license - \$159 (Friends continue to support)
 - More financial authorizations to come via email as needed

VI. Treasurer's Report

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$9,891.89; \$4,175 are restricted funds for Meg Meiklejohn and \$406.80 has been donated in memory of Nancy Penney
- Michele and Kayla are working to reconcile some discrepancies on membership donations
- Membership comments:
 - 2023 Membership count: 27
 - Note: Per our by-laws, all Library Trustees should also be on the Friends Membership list as non-paying members. Kayla will update the list
 - We agreed to issue requests for renewals at the beginning of each calendar year

VII. Book & Bake Sale Feedback

- Good feedback!
- Good amount of donated items
- Membership table was a good idea; we had 6 sign-ups from the table
- Raffle came about from Catherine's relationship with Joan and Rhoda
- Bake Sale money: \$680.80; Raffle money: \$108.00
- The pop-up Book Sale is still happening (3-5 PM on certain Sundays). The Selectmen/women appreciate that the Old Library is getting used.
 - Final day will have cider donuts to entice more folks to 'stock up'. Potentially October 8th

VIII. Annual Meeting Feedback

- Difficult timing
- Maybe we should earlier in August
- The December Mountain View will include the results from the August meeting

IX. New Business/Long Range Plans

- Eclipse: The Library will help to organize the event; this will not be a Friends event
- Bicentennial: The Friends agreed to help support on June 16th, 2024, with a Friends event TBD

X. Friends Communications

- Kayla to draft up article for the December Mountain View
- Michele felt that the library content overwhelmed the last December view, so Kayla and Yvonne to keep that in mind!

XI. Welcome to Randolph Update

- Anne to continue to run the initiative. The goal is to clear the list
- Bring up the options of 'New Kids on the Block' to the Trustees to see if that can help expedite our outreach efforts
 - Potentially November 4th from 10 AM – Noon
 - Yvonne to bring up to the Trustees in the next meeting

XII. Free Library Box

- Discussion held around locations:
 - Peak's Park
 - Ravine House
 - By the Fire Dept, By the rail trail
 - Quite a few options for locations... group to think about it
- Discussion around maintenance of the box
- Discussion on who could do this: is there a community service project (e.g., at Gorham High School)? Michele to reach out to Rick Umiker to see if he could share the request with the right people at Gorham High and see if a student would want to handle the project

XIII. Next Steps

- Next meeting scheduled for **Wednesday, November 1st at 9 AM EST**

- Kayla created a shared Google Drive for the Friends. All should have editing access

XIV. Close

A motion was made to close. Meeting adjourned around 10:30 AM EST.

XV. Addendum

Library Responsibility Chart

Working Together: Roles and Responsibilities Guidelines			
Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.	Join the Friends of Connecticut Libraries as a resource to better support the library.

Financial Reports

10:15 AM		Friends of Randolph Public Library	
09/11/23		Balance Sheet	
Accrual Basis		As of September 11, 2023	
		<u>Sep 11, 23</u>	
ASSETS			
Current Assets			
Checking/Savings			
Cash		9,891.89	
Total Checking/Savings		<u>9,891.89</u>	
Total Current Assets		<u>9,891.89</u>	
TOTAL ASSETS		<u><u>9,891.89</u></u>	
LIABILITIES & EQUITY			
Equity			
Restricted-Meg Meiklejohn donat		4,175.00	
Unrestricted Net Assets		3,419.83	
Net Income		<u>2,297.06</u>	
Total Equity		<u>9,891.89</u>	
TOTAL LIABILITIES & EQUITY		<u><u>9,891.89</u></u>	

10:15 AM		Friends of Randolph Public Library	
09/11/23		Profit & Loss	
Accrual Basis		January 1 through September 11, 2023	
		<u>Jan 1 - Sep 11, 23</u>	
Ordinary Income/Expense			
Income			
Donations			
Memorial donations		406.80	
Donations - Other		<u>1,540.00</u>	
Total Donations		1,946.80	
Fundraisers			
Bake sale		680.80	
Raffles		<u>108.00</u>	
Total Fundraisers		788.80	
Interest		0.56	
Program Income			
Membership Dues		<u>350.00</u>	
Total Program Income		350.00	
Sales		<u>80.00</u>	
Total Income		3,166.16	
Expense			
Children's programs		452.22	
Events Expenses		80.82	
Library books		65.68	
Movie license/Zoom		149.90	
Operations			
Supplies		<u>21.41</u>	
Total Operations		21.41	
Paypal fees		1.94	
Travel and Meetings			
Conference, Convention, Meeting		<u>97.13</u>	
Total Travel and Meetings		97.13	
Total Expense		<u>869.10</u>	
Net Ordinary Income		<u>2,297.06</u>	
Net Income		<u><u>2,297.06</u></u>	