

Friends of the Randolph Public Library

Board Meeting
January 24, 2024
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 January 24, 2024. This meeting was hybrid – some attended in person and others virtually.

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

III. Approval of the Minutes from the November 8, 2023, Meeting

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

IV. Librarian's Update

- **Report on Programs & Plans**
 - Everything is going well at the Library. Yvonne just held a Story Hour
 - The Mildred Horton book club is back for the winter
 - Intro to Sourdough Breadmaking to be held on February 10th featuring local home bakers
 - Winter/Spring Series with the Great North Woods Libraries: “Starry Nights – New Hampshire Looks Up”
 - (HELD) January 3, 2024 - RPL Doug Arion from Mountains of Stars presented on the April total solar eclipse - *Darkness in the Daytime*.
 - Feb 7 – BPL, Matt Maloney from Tin Mountain will present *Backyard Astronomy throughout the Year*
 - Mar 4 – WMCC, John Holt on space travel
 - April 3 – WMCC, Maine Mineral & Gem Museum
 - May 1 – GPL, Michael Francis from Humanities to Go to present *Galileo Galilei, the Starry Messenger*, at Medallion
 - Eclipse discussion: Yvonne put a lot of work into researching buses and transportation, but it was very challenging. The Library will not be hosting an Eclipse event on that day.
 - Movies – Yvonne has purchased a few but not too many
 - Christmas Books – no bad feedback. Since Covid, the Christmas celebration has turned into the firetruck visiting children's homes. The celebration is hosted by the Fire Department, and so while there is a loss of in-person festivities, any return to in-person would need to be led by the Fire Department
- **Financial Authorizations**
 - None this time
 - Note that Doug Arion will only cost around \$25 (\$100 approved last meeting)

V. Treasurer's Report

- 2023 Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$9,684.53; \$4,175 are restricted funds for Meg Meiklejohn and \$406.80 has been donated in memory of Nancy Penney
- Federal filing is annual; state filing is due this year (2019-2023).
 - ACTION: Michele will file both and will share the reporting (Note: Michele shared 5 years of reports after meeting)
 - Group to review and ask any questions
- Financial authorization for Little Library project
 - Pre-authorized funds to support materials, etc., for the project. Michele made a motion to approve, Catherine seconded. All in favor.

VI. Old Business

- 2024 Memberships
 - 38 memberships recorded at the time of this meeting and more coming in!
 - Discussion about form: Should there be a place where a member must opt-out to not get recognized for their donation
 - ACTION: Sue & Liz to discuss separately and devise an approach
- Social/After Hours Committee
 - Yvonne's outreach did not get a lot of reaction. It might have been due to holiday timing
 - ACTION: Need to try outreach again. Kayla to call Yvonne to discuss a plan
- Bicentennial Event
 - Will be held on June 16th; group agreed on 3-5 PM
 - The Bicentennial committee approved the proposal; Judy is excited:
 - *History Theme: Invite Judy Hudson to present her new book on the history of Randolph since the 175th birthday. Twenty minutes with probable slides/visuals. We'd use the Town Hall and offer light refreshments (birthday cake, cupcakes, cookies - funded by the bicentennial committee).*
 - Guy Steve will facilitate the birthday cake
 - ACTION: Michele to connect Guy with Joan & Rhoda
 - Other materials:
 - Catherine to do all non-computer purchases
 - Kayla will handle marketing materials
- Welcome to Randolph Open House
 - No updates here
- Little Library initiative
 - Michele has the name of a Senior who needs a Senior Project
 - This would be a Friends item to own, potentially located own by Ravine House Pool
 - ACTION: Catherine to reach out to the student
 - Financial authorization approved (noted above)
- Book & Bake Sale – Yvonne is proposing July 27th
- Story Walk/Nancy Penney funds
 - Yvonne investigated some quotes, but they were too expensive. She would look for a portable one
 - ACTION: Yvonne to work on getting better quotes.
- Meg Meiklejohn funds

- Yvonne still wants to install electric vehicle chargers in Meg’s memory. The chargers should only be installed AFTER the solar panels are installed (est. install this summer)
- Can also do an annual speaker series

VII. New Business

- Garden Tour – agreed to plan for 2025. It’s a great idea but a lot of work and would be too difficult in the bicentennial year
- Advisory Committee – Yvonne would like a small group to help advise on activities and programming. Annie Colella & Karen Bradley have volunteered. Yvonne has one parent and would like one or two Friends to serve
 - ACTION: Yvonne to reach out to Anne Forsyth to see if she would be interested

VIII. Friends of the RPL Communications

- December Mountain View: Kayla submitted
- ACTION: Kayla to submit article for April 2024 Mountain view, including info on:
 - Friends Annual Gathering
 - Friends Annual Meeting
 - Friends Bicentennial Event

IX. Next Steps

- Next meeting scheduled for **Wednesday, March 6th at 9 AM EST**
- List of action items below

Topic	Task Owner	Task	Deadline	Status
Nonprofit Filing – Federal (Annual) and State (Every 5 Years)	Michele	Michele to file	TBD	
Memberships & Thanks	Sue & Liz	Sue & Liz to chat about how & where we recognize members, etc.	TBD	
June 16 th Bicentennial Event	Michele	Book the Town Hall room with Linda Dupont	ASAP	
	Michele	Reach out to Guy Stever and send him contact info for Joan & Rhoda (Guy will handle birthday cake)	ASAP	
	Catherine	Will handle all purchases in person (closer to date)	TBD	
	Kayla	Will handle marketing & any online materials	TBD	
Committee for Events	Yvonne & Kayla	Kayla to connect with Yvonne on outreach – first attempt during the holidays was not successful!	ASAP	
Library Boxes as Senior Year Project	Catherine	Catherine to reach out to the young man to see if interested	TBD	
April 2024 Mountain View	Kayla	Will submit an article (Friends June event, Bicentennial and Friends Annual meeting are some of the topics)	3/15/24	Not started
Advisory Committee	Yvonne	Yvonne to reach out to Anne Forsyth to see if she would want to serve	TBD	
Welcome to Randolph	Yvonne	Yvonne to ask Anne if she has made any progress on the Welcome to Randolph initiative. Yvonne will not be hosting an open house at this time	TBD	
Story Walk (Memorial for Nancy Penney)	Yvonne	Yvonne to work on getting better quotes	TBD	

X. Close

A motion was made to close. The meeting adjourned around 10:20 AM EST.

XI. Addendum

Financial Reports

9:30 AM 01/16/24 Accrual Basis		Friends of Randolph Public Library Balance Sheet As of December 31, 2023	
		<u>Dec 31, 23</u>	
ASSETS			
Current Assets			
Checking/Savings			
Cash		9,684.53	
Total Checking/Savings		<u>9,684.53</u>	
Total Current Assets		<u>9,684.53</u>	
TOTAL ASSETS		<u>9,684.53</u>	
LIABILITIES & EQUITY			
Equity			
Restricted-Meiklejohn donations		4,175.00	
Restricted-Penney donations		406.80	
Unrestricted Net Assets		3,013.03	
Net Income		<u>2,089.70</u>	
Total Equity		<u>9,684.53</u>	
TOTAL LIABILITIES & EQUITY		<u>9,684.53</u>	

9:31 AM 01/16/24 Accrual Basis		Friends of Randolph Public Library Profit & Loss January through December 2023	
		<u>Jan - Dec 23</u>	
Ordinary Income/Expense			
Income			
Donations			
Memorial donations		406.80	
Donations - Other		<u>2,425.77</u>	
Total Donations		2,832.57	
Fundraisers			
Bake sale		680.80	
Raffles		<u>108.00</u>	
Total Fundraisers		788.80	
Interest		0.90	
Program Income			
Membership Dues		<u>460.00</u>	
Total Program Income		460.00	
Sales		<u>170.00</u>	
Total Income		4,252.27	
Expense			
Children's programs		452.22	
Events Expenses		230.82	
Library books		1,055.15	
Movie license/Zoom		303.90	
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		<u>97.13</u>	
Total Expense		<u>2,162.57</u>	
Net Ordinary Income		<u>2,089.70</u>	
Net Income		<u>2,089.70</u>	