

Friends of the Randolph Public Library

Board Meeting

July 10, 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 9:19 AM EST on July 10, 2024. This meeting was hybrid – some attended in person and others virtually.

II. Attendance

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

III. Approval of the Minutes from the May 9, 2024, Meeting

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

IV. Librarian's Update

- **Summer Programming:**
 - Beginning today: Children's programming, "Adventure Begins at Your Library."
 - July 21st at 6:30 PM: Paul Cormier & Thomas Strayhorn to perform for *Library After Hours*
 - August 14th at 6:30 PM: Collaborating with Randolph Conservation Commission on a presentation about *Pollinator Habitats and Field Management*
 - August 18th at 7:00 PM: Readers' theater: *A Tale of Two Farms*
 - August 21st at 6:00 PM: Julianne Johnson will perform for *Library After Hours*
- **Update on Authorizations**
 - Yvonne gave Michele all receipts for pre-authorized purchases
 - Conversation around Bicentennial Events expenditures. The estimate is around \$600. The group had a healthy discussion around the fees and the one-time nature of the expenses. Michele made a motion for the Friends to pay for the Bicentennial events. Liz seconded. Majority approved.

V. Treasurer's Report

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$10,747.46; \$4,175 are restricted funds for Meg Meiklejohn and \$406.80 has been donated in memory of Nancy Penney.
 - Sue made a note for us to be cognizant of our annual income – particularly where our monies are coming from on an annual basis – and our expenses
 - Catherine mentioned that Friends in past years used to also hold fundraisers as an income stream (garden tours, dinners, etc.)
 - Yvonne mentioned that Friends in past years did not collect annual dues – so that is a newer income stream

- Michele offered to share the historical view of revenue and expenses for us to get a better understanding and do a better analysis

VI. Old Business (essential)

- Transfer of Meg Meiklejohn Funds:
 - Michele mentioned that we should be aligned with the Trustees in how the funds are going to be used before agreeing to transfer funds. The RPL currently has \$5,005 reserved for Meg, so there's ~\$9,000 reserved when combined.
 - The original intentions – after speaking with the Meiklejohn family – were to do a Speaker Series and EV Chargers. These could change and are not set in stone
 - Note that there is still money left in the Library Building Fund that could be used towards a capital expense (would need to be a Trustee decision)
 - Michele made a motion to approve of us transferring the funds to the RPL with the caveat that the Friends need to be included in the decision of how the money is spent. Catherine seconded. All in favor
- Book & Bake Sale on July 27 from 9-3
 - Catherine to start phone calls
 - Yvonne sent press release, will send info to other libraries, etc.
 - Kayla to send volunteer form for Bake Sale
 - Yvonne mentioned that the Bicentennial group would have a spot at the town hall and that we will likely have the old library open as well.
 - We agreed that Bicentennial can have a spot at the Town Hall
- Bicentennial Parade on August 3rd
 - Need to get RPL float volunteer requests out:
 - July 18th at 9 AM at Yvonne's house – painting the banner/float
 - August 2nd at 9AM at the library – blow up balloons
 - August 3rd at 10 AM on Durand Road – walk in parade and hand out candy
- New board member options:
 - Yvonne will ask Laura Scherf; Michele will ask Joan Ostergren
 - Need to have one ahead of Annual meeting
- After hours/summer help
 - No help needed at this time

VII. New Business

- Annual Meeting
 - Email notification to be sent out on July 10th
 - Two distinct emails will be sent, one to 2024 dues-paying members and one to prior-year members – we will ensure that that folks pay at the meeting this year if they want to vote
 - Agenda solidified

VIII. Old Business (only if time)

- Little Library:
 - No interest from the school. Catherine going to start back on this in the fall
- Welcome to Randolph update:
 - Tabling until the next meeting
- Story walk:
 - Tabling until the next meeting

IX. Friends of the Library Communications

- Mountain View Article – next one will be the December article

X. Next Steps

- Next meeting scheduled for **Wednesday, September 18th at 9 AM EST**

XI. Close

A motion was made to close. The meeting adjourned around 10:33 AM EST.

XII. Addendum

Financial Reports

Friends of Randolph Public Library	
Balance Sheet	
As of July 5, 2024	
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	<u>Jul 5, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash	10,747.46
Total Checking/Savings	<u>10,747.46</u>
Total Current Assets	<u>10,747.46</u>
TOTAL ASSETS	<u><u>10,747.46</u></u>
LIABILITIES & EQUITY	
Equity	
Restricted-Meiklejohn donations	4,175.00
Restricted-Penney donations	406.80
Unrestricted Net Assets	5,102.73
Net Income	1,062.93
Total Equity	<u>10,747.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,747.46</u></u>

Detailed P&L Statement available [on Google Drive here](#)