

Friends of the Randolph Public Library

Board Meeting
November 13, 2024
Meeting Minutes

I. Call to Order

The meeting of the Board of the Friends of the Randolph Public Library was called to order around 9:08 AM EST on November 13, 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
- *Absent:* Liz Johnson – Board Member at large
- *Absent:* Laura Scherf – New Board Member at large

III. Approval of the Minutes from the September 18, 2024, Meeting

- Meeting minutes looked good, but we need a quorum of those who were there to approve. We will wait to approve at the next meeting

IV. Librarian's Update

- **Fall Programming:**
 - Mildred Horton Group in full swing and going well
 - Paul Cormier's film showing was awesome – had 63 people!
 - Yvonne held homeschool drop-in times, but no children came
- **Winter Programming:**
 - Yvonne is excited to plan programming around “How to survive a North Country Winter”
 - The Great North Woods Libraries have finalized their 2024-2025 theme “**CSI New England.**” These will be held on Wednesday evenings at 6 PM
 - 3 of the 4 programs will be provided through grants from NH Humanities to Go program. RPL is responsible for the March grant application.
 - Feb 5th: *Murder in Plain Sight? An Abenaki/Settler Mystery on the New England Frontier.*
 - March 5th: *Burnt into Memory: How Brownfield Faced the Fire.*
 - April 2nd: TBC with Michael Bruno
 - May 7th: *Case Closed on the 1873 Smuttynose Ax Murders*
 - January: NH Humanities Perspectives Book Group on *Deacon King Kong* by James McBride
 - From a NH Humanities grant that we were chosen to receive!
 - Will be a community book read
- **Notes:**
 - Yvonne cannot put a door in the children's room out to the garden due to code
- **Financial Authorizations**

- \$34.75 for Michael Bruno for April programming
- \$200 for Children's Books for Firemen's Christmas Truck
- Beverages for Solstice tea
- Mailing Materials for 2025 appeal
- Michele made a motion to approve; Catherine seconded; all in favor

V. Treasurer's Report

- Financial reports were shared ahead of the meeting (located in Appendix)
 - The cash position is \$6,741.41; \$406.80 has been donated in memory of Nancy Penney
 - We are in the black!
 - Sue shared the 10-year analysis review
 - Trying to get a handle on what are normal/recurring expenses, and want to make sure that as we plan, we can determine money that we can rely upon
 - Note that the shift to annual memberships has driven up the donations – we shifted from hosting events (and asking for donation) to membership fees
 - Books are not something that Yvonne often requires – a lot of book money comes from the proceeds of the Book Sale (Library bank account)
 - Cannot count on porches, grants, or memorial monies – we can count on memberships, donations, and the bake sale
 - Note: Karen Itell left the Library \$1000

VI. Old Business

- Events heading into 2025
 - The group had a great discussion about events and decided upon the following:
 - **December 21st: Friends to host a casual Solstice Social**
 - Yvonne to send to Linda to put in the blizzard
 - Yvonne to create canva poster and send to us
 - Kayla to request volunteers
 - **January 26th at 1 PM: The Great Ladle Off – soups, chilis, chowder**
 - Send out notice that it's coming!
 - Kayla to make canva
- Themes/Workshop Goals – January
 - Planning session is needed for a yearly work plan; Liz to take charge on this in January
 - Potentially having a theme for the year to help guide us (e.g. natural world, mountains, climate change, energy)
 - The finance discussion sparked a good conversation around the balance of trying to host events without creating burnout, members saying that they want to volunteer but volunteer rates feel low, etc. Will continue in January
- Old Library – was quiet

VII. New Business

- End-of-Year Appeals letter - Kayla included note from Liz into December Mountain View letter – this is sufficient for end of year gifts
- Annual Membership Drive – Kayla to update materials for us to send physical letters out at the beginning of 2025
- Annual Meeting – Group to discuss any speakers during January mission/theme workshop

VIII. Friends of the Library Communications

- December Mountain View – 2024 wrap up article shared and will be sent to Lucy by 11/18
- Annual Memberships – Kayla will update materials, website, and share with Yvonne

IX. Next Steps

- Next meeting scheduled for **Wednesday, January 8th at 9 AM EST**
- Group to think about 2025 themes
- Yvonne to create materials for Solstice Social and share with us
 - Kayla to then request volunteer help!
- Liz to schedule and organize planning session in January
- Kayla to finalize December MV article
- Kayla to update 2025 membership drive materials
- Kayla to create materials for The Great Ladle Off and send email to get people excited

X. Close

A motion was made to close. The meeting adjourned around 10:25 AM EST.

XI. Addendum

Financial Reports

		Nov 11, 24
ASSETS		
Current Assets		
Checking/Savings		
Cash		6,741.41
Total Checking/Savings		6,741.41
Total Current Assets		6,741.41
TOTAL ASSETS		6,741.41
LIABILITIES & EQUITY		
Equity		
Restricted-Penney donations		406.80
Unrestricted Net Assets		5,102.73
Net Income		1,231.88
Total Equity		6,741.41
TOTAL LIABILITIES & EQUITY		6,741.41

Friends of Randolph Public Library
Profit & Loss
January 1 through November 11, 2024

	Jan 1 - Nov 11, 24
Ordinary Income/Expense	
Income	
Donations	1,535.00
Events	75.00
Fundraisers	
Bake sale	657.00
Raffles	39.00
Total Fundraisers	696.00
Interest	0.83
Program Income	
Membership Dues	1,000.00
Total Program Income	1,000.00
Sales	20.00
Total Income	3,326.83
Expense	
Children's programs	221.98
Events Expenses	
Bicentennial expenses	827.41
Events Expenses - Other	581.58
Total Events Expenses	1,408.99
Filing fees	75.00
Gardens exp	50.00
Library books	36.03
Merchandise for resale	87.67
Movie license/Zoom	159.90
Paypal fees	4.47
Travel and Meetings	
Conference, Convention, Meeting	50.91
Total Travel and Meetings	50.91
Total Expense	2,094.95
Net Ordinary Income	1,231.88
Net Income	1,231.88

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