2019 Annual Meeting - The Putnam Room, 319 E. Spring St., Cookeville TN

Saturday, May 4, 2019

8:15 AM  Registration and Continental Nibbles Breakfast
9:00  Welcome - Connie Albrecht, Putnam County Library Friends; Randy Porter, Putnam County Executive

FOTL Business Meeting - Don Reynolds, FOTL President, 2014-17, 2018-19
Minutes / Financial Report

Introduction of TLA/FOTL Friends of the Year - Don Reynolds
Meg and Ron Halter, Blount County Friends of the Library
Marilyn Morrison, Friends of Linebaugh Public Library

Announcement of Grants - Dwight Shepherd
Advocacy Grant - Putnam County Library Friends
Fundraising Grant - Gibson County Memorial Library
Washington County Friends of the Library
Membership Grant - Friends of the Lewis County Public Library

Announcement of Recognition Certificates - Janis Perry
Martha Edington - Friends of the Knox County Public Library
Glena Sikes - Friends of the Lewis County Library
Jordan Willis - McIvers Grant Library, Dyersburg

Janis Perry, TSLA Education Specialist - Report on new State Library building

Break

Marjorie Kaup Haines, FOTL Treasurer - Board Responsibilities….Really?!!

Joe Roberts, Tennessee Secretary of State Division of Charitable Solicitations & Gaming
Charitable Solicitations & Gaming - Are you in Compliance?

Luncheon  Catered by Seven Senses Food and Cheer

Marcia Donovan, Storyteller, Putnam County Library

Break

The Library that Dolly Built - Preview of a documentary about Dolly Parton’s Imagination Library, directed by University of Tennessee journalism professor Nick Geidner and crewed by UT students.

Jacqueline Wallace & Jackie Jenkins, Memphis Public Library - Growing Your Membership!

Door Prizes Must be present to win!

3:30  Adjournment
VISION STATEMENT

To help and support local Friends groups integrate their library thoroughly into the life and work of their community.

MISSION STATEMENT

The Friends of Tennessee Libraries (FOTL) is a volunteer organization of individuals and organizations dedicated to supporting Tennessee Libraries and local Friends of Library groups through:

- Establishing and helping Friends of Library groups succeed;
- Communicating with libraries and trustees about the value of Friends;
- Serving members as communication network and clearinghouse for information;
- Advocating for library funding and legislative support on a local, state, and national basis.

FOTL 2018-19 OFFICERS

President
Don Reynolds
<don.reynolds2030@gmail.com>

President-Elect
Diane Johnson
<djohnson@sevierlibrary.org>

Past President
Susie Ries
<susiewries@gmail.com>

Secretary
Dwight Shepherd
<dewhitesheep@hotmail.com>

Treasurer
Marjorie Kaup Haines
<margehaines@aol.com>

Newsletter/Facebook Page Editor
Martha Gill
<marthagill491@gmail.com>

FOTL BOARD OF DIRECTORS ELECTION CYCLE

West - 3  Middle - 5  East - 4  Metros - 1 each

ODD YEAR: 2017
President-Elect - Diane Johnson, Sevierville
Secretary - Dwight Shepherd, Kodak
Treasurer - Marjorie Kaup Haines, Franklin
Chattanooga - OPEN
Knox - Martha Gill
Nashville - Larry Price
West Seat A - OPEN
West Seat C - Janis Perry, Jackson
Middle Seat A - Kathy Dooley-Smith, Brentwood
Middle Seat B - Tori Ross, Brentwood
Middle Seat C - Marjorie Kaup Haines, Brentwood
East Seat C - Cora Willis-King, LaFollette
East Seat D - OPEN

EVEN YEAR: 2018
Memphis - Jacque Jenkins
West Seat B - OPEN
Middle Seat D - Chelsea Gifford, Cookeville
Middle Seat E - OPEN
East Seat A - Theresa Venable, Clinton
East Seat B - Donald B. Reynolds, Talbott
FOTL wants to help improve support and funding for local libraries
Tennessee ranks as the 46th state in per capita local library funding at $17.96
National average - $35.19 | Highest - $62.54 (Illinois)
In Tennessee library funding comes from 93% local funds; 5% state funds; 2% federal funds.

FOTL does no fundraising so as not to compete with local Friends groups.
FOTL's budget comes solely from membership dues and special contributions.

<p>| TENNESSEE’S TOP 10 INCOME PER CAPITA COUNTIES COMPARED TO TOP 10 LIBRARY APPROPRIATIONS PER CAPITA COUNTIES: |</p>
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<tr>
<th>FY 2017-18</th>
<th>INCOME PER CAPITA</th>
<th>INCOME RANK</th>
<th>LIB APPROP PER CAPITA</th>
<th>APPROP PER CAPITA RANK</th>
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Latest Estimated Value of Volunteer Time Per Hour
$25.43 (National)   $22.67 (Tennessee)
https://www.independentsector.org/volunteer_time
Friends of Tennessee Libraries Annual Meeting Minutes, 5 May 2018

The meeting was held at the Williamson County Library in Franklin.

Board members present: Kathy Dooley-Smith, Chelsea Gifford, Martha Gill, Treasurer Marjorie Haines, President-Elect Diane Johnson, President Don Reynolds and Susie Ries. Advisory Board members present: Martha Gill and Julie Webb.

Welcome and Greetings - Debbie Eads, Williamson County Public Library Friends; Dolores Greenwald, Williamson County Library Director; Paul Webb, Williamson County Commissioner; Ken Moore, Franklin City Mayor.

President Don Reynolds called the business meeting to order at 9:30 AM.

- Minutes of 25 March 2017: approved
- Board Members Jacque Jenkins (Memphis), Chelsea Gifford,(Cookeville), Theresa Venable (Clinton) and Don Reynolds (Talbott) were elected to serve two more years.
- Honor Roll members recognized
- Former president William Sundquist’s resignation letter noted.

Introduction and recognition of TLA/FOTL Friends of the Year by Don Reynolds -
Connie Heard Albrecht, Cookeville (Putnam County Library Friends)
Martha Moore Gill, Knoxville (Friends of Knox County Public Library)
Both honorees were presented with a framed print of “To Be of Use” poem by Marge Piercy.

Announcement of Grants - Susie Ries
Advocacy Grant - Friends of the Tellico Village Library
FundraisingGrant - Friends of the Thomas Memorial Branch Library, Bluff City (Sullivan)
Membership Grant - Friends of the Jefferson City Library

Announcement of Recognition Certificates - Susie Ries
Commissioner Paul Webb / Williamson County Commission
Dick Burgess - Blount County Friends of the Library
Friends of the Chattanooga Public Library
Charlie Daniels - Friends of the Knox County Public Library
Friends of the Smyrna Library

Presentation of Mary Utopia Rothrock stamps - Don Reynolds
Connie Albrecht, Martha Gill and Julie Webb

Meeting adjourned at 10:00.

Respectfully submitted by Susie Ries
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<tr>
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<th>FRIENDS OF TENNESSEE LIBRARIES</th>
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**Regions Bank - CD**

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**Regions Bank - Checking**

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FOTL Regional Representative Responsibilities

Metro Representatives represent and report for their designated city and county.
Each of the Regional Representatives represent and report on the counties in the Region.
Buffalo River (Columbia) – Clinch River (Clinton) – Falling Water River (Cookeville) – Hatchie River (Jackson) – Holston River (Johnson City) – Obion River (Martin) – Ocoee River (Athens) – Red River (Clarksville) – Stones River (Murfreesboro)

Regional representatives organize how best to cover their Region.

Each representative will report about their own Friends group and groups in their Region to:
- Recruit FOTL members who will report to Regional Rep to help with reporting;
- Receive minutes and newsletters from Friends groups.

Regional Representative assist local Friends Groups as needed. The goal is to persuade all Friends groups to become members of FOTL. Non–member groups do not receive all the information from FOTL that member groups do.

1. FOTL Membership Chair will provide a list of Friends group organization members and non–members of FOTL.
2. Make appointment for face–to–face meeting with the Regional Library Director and Assistant Director at least once a year to check status of Friends groups. Keep in touch by phone/fax/email as necessary.
   - Verify FOTL list with information from Regional Library Director.
   - Gather information available on Friends groups (active, inactive, or defunct) and names of libraries where there are no Friends groups.
   - Use the Tennessee Public Library Directory to find library contact information in each county http://tnsos.net/TSLA/PLD/index.php.
   - Update FOTL list and email changes to FOTL membership chair.
3. Contact all active Friends groups at least quarterly. Keep in touch by phone/fax/email as appropriate.
   - Create a Listserv for groups to keep in contact. (Listserv moderator Susie Ries can help susiewries@gmail.com)
   - Create a binder with a page on every library in area including a photograph, library director, friends contact, and a record of visits with Friends group.
   - What are groups doing to support their library? Provide quarterly report to FOTL Secretary at least three weeks prior to FOTL Quarterly Board Meeting.
   - Ask local groups for interesting ideas and success stories for Newsletter Editor in time for established deadlines (or have local group write up and send directly to Editor: Martha Gill, 4109 Forest Glen Drive, Knoxville, Tennessee 37919, marthagill491@gmail.com.)
   - Ask that FOTL Newsletter Editor and Regional Rep be included on local Friends Newsletter mailing or email list.
     - Ask local groups to send copy of meeting minutes to Regional Rep.
4. Contact inactive or defunct Friends groups thru local librarian as time permits.
   - Determine thru librarian or last president/contact why group inactive.
   - Get list of last known members or interested parties.
5. Contact librarians where no known Friends group exists.
   - Does librarian want a Friends group? If not, inquire reasons and share advantages of a Friends group or try to resolve problem. If yes, offer to help organize.
   - Get names of potential organizers or interested parties.
6. Make yourself available to Regional Director, local Friends and librarians and trustees for workshops, organizational meetings, in–service programs, and as a general consultant on various Friends–related topics.
   - In all cases when membership lists or names of interested parties are available or change, forward them immediately to Membership Chair.
   - On all contacts, review the “Why We Have Friends Of Tennessee Libraries (FOTL)” and supply FOTL Membership Brochures, encouraging both group and individual memberships.
Article I. Name and Objectives

Section 1. The name of this non-profit 501(c)(3) organization, organized and existing under the laws of the State of Tennessee, shall be the Friends of Tennessee Libraries Inc., herein referred to as FOTL.

Section 2. The objective of FOTL shall be to encourage and promote existing and emerging libraries and Friends of Library groups of Tennessee.

Article II. Membership

Section 1. Membership categories shall be established by the Board of Directors.

Section 2. Each membership shall have the right to one vote upon payment of annual dues.

Section 3. The membership year shall be from January 1 to December 31.

Article III. Board of Directors

Section 1. There shall be a Board of Directors, herein referred to as the “Board,” that shall have the power and the authority to manage FOTL and to regulate and govern its affairs.

Section 2. The Board shall consist of the President, President-Elect, Treasurer, Secretary, the immediate Past-President and Regional Representatives, all serving a two-year term, and such terms shall be staggered. Officer terms shall run June 1 though May 31.

Section 3. A Nominating Committee shall submit names of nominees for election at the Annual Meeting to replace Board members as required. Additional nominations can be made from the floor at the Annual Meeting. In cases of two or more nominees for the same office, voting shall be by secret written ballot. All nominees must have agreed in advance to serve.

Section 4. Vacancies on the Board shall be elected to complete the unexpired term by the Board at its next meeting.

Section 5. Board meetings shall be held at the call of the president or upon written request of five Board members. As provided under Tennessee Non-Profit Corporation Laws, any or all Board members may participate in any regular or special meeting through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting.

Section 6. A quorum shall consist of a minimum of one-third (1/3), but no less than six (6) of the current voting members in office.

Section 7. The Executive Committee of the board shall consist of the President, President-Elect, Treasurer, Secretary, and Past President, and shall have all the authority to act for the Board for necessary emergency matters occurring between regular board meetings.

Section 8. The President of the Tennessee Library Association and the Tennessee State Librarian, or their designees, shall serve as non-voting, ex officio members of the Board.

Section 9. All Board members shall be FOTL members in good standing.

Section 10. Board members shall attend all Board meetings and the Annual Meeting. If a Board member cannot attend, said Board member shall notify the Secretary prior to the scheduled meeting. If a Board member misses two consecutive meetings without notification to the Secretary, that member may be removed from the Board by a majority vote of the Board.
Section 11. Division Representatives shall consist of a total of sixteen (16) in number and represent the following regions:

The West Division shall consist of the counties ... shall have three (3) representatives.
The Middle Division shall consist of the counties ... shall have five (5) representatives.
The East Division shall consist of the counties ... shall have four (4) representatives.

Section 11. Any or all of the directors may be removed for cause by action of the board. Directors may be removed due to nonfulfillment of duties required by board, misconduct, theft or misrepresentation of the organization, all by majority vote of the board members.

Section 12. A director may resign at any time by giving written notice to the board, the president or the secretary of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

Section 13. Two Regional Representatives shall represent each of the regions as established by the Tennessee Regional Library System.

The Chattanooga-Hamilton County shall consist of the entire area within Hamilton County. It shall have one (1) representative.
The Knoxville-Knox County shall consist of the entire area within Knox County. It shall have one (1) representative.
The Memphis-Shelby County shall consist of the entire area within Shelby County. It shall have one (1) representative.
The Nashville-Davidson County shall consist of the entire area within Davidson County. It shall have one (1) representative.

Article IV. Officers

Section 1. The President shall preside at all Board and Annual Meetings; shall appoint all committees except Nominating; serve ex-officio on all committees; authorize any special meetings; prepare agenda for all meetings; and perform all duties of a presiding officer. President shall automatically succeed to the office of Past-President.

Section 2. The President-Elect shall serve a two-year term with automatic succession to the office of President; preside when the President is unable to do so; plan and execute the FOTL annual membership meeting; coordinate Regional workshops; and perform such duties as the President may assign.

Section 3. The Treasurer shall perform the usual duties of the office; maintain financial records of all business transactions of FOTL; present a financial report at each Board and membership meeting; and prepare the annual report for the IRS tax exemption; and other regulatory agencies as required.

Section 4. The Secretary shall be responsible for keeping minutes of all board and annual meetings; distributing copies of minutes to all board members as soon as possible after the meeting; maintaining a roll of members for each meeting and calling roll when required; sending announcements of board and annual meetings to all Board
members at least one week prior to the meeting; conducting correspondence when necessary; and performing such duties as the Board may assign.

Section 5. The Past President shall serve as parliamentarian at all Board and Annual Meetings; serve as chair of the Nominating Committee; and perform duties as assigned by the President.

Article V. Committees
Section 1. Standing Committees and Special Committees of FOTL and Special Committees of the Board shall be established by the Board. These committees shall be responsible to the Board, which will delegate such powers and functions to them as the Board finds necessary for the conduct of its business and for carrying out the objectives of FOTL.

Section 2. The Standing Committees shall be appointed by the President-Elect prior to term of presidency. The President is an ex officio member of all committees except the Nominating Committee. The president may name and/or dissolve committees subject of the approval of the Board.

Section 3. No member may serve on any one committee in excess of six consecutive years unless specified in the Bylaws or as requested by the Board.

Section 4. Each committee shall submit to the Board a written annual report of its activities which shall contain any recommendations considered necessary or advisable. Additional reports may be submitted at the option of a committee or as requested by the Board or the President.

Section 5. Standing Committees and Special Committees may establish subcommittees to assist in their work. Subcommittees may include nonmembers of FOTL.

Section 6. The Advisory Committee shall consist of all past presidents of FOTL if they wish to serve. The presiding President may appoint one (1) person to the committee during his/her term of office. The Advisory Committee shall be a permanent committee. Advisory Committee members shall have full voting status at Board of Directors meetings. A committee member must submit a written request to the Board to be removed from the committee. The presiding President shall appoint the committee chair.

Article VI. Meetings
Section 1. Annual meetings of the membership of FOTL shall be held. The Board shall set the time, date, and place. Notice of such meetings shall be sent to members three (3) weeks prior to the date of the meeting shall include a tentative agenda. A quorum shall consist of at least fifteen (15) members.


Article VII. Dues
Section 1. Dues shall be determined by the Board and approved by a majority vote of the members present.
Section 2. Dues shall be payable annually in advance.

Article VIII. FOTL Office (when finances permit)
Section 1. The location of the FOTL Office shall be determined by the Board.
Section 2. The administrator shall be appointed by the Board and shall have duties as assigned by the Board.

Article IX. Fiscal Year
The fiscal and membership year shall be from January 1 to December 31.

Article X. Indemnity
The Corporation shall indemnify its directors, officers and/or agents as follows:

Every director, officer and/or agent of the Corporation shall be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him/her in connection with any proceeding to which he/she may be made a party, or in which he/she may become involved, by reason of his/her being or having been a director and/or officer and/or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, or agent of the Corporation, whether or not he/she is a director, officer, or agent at the time such expenses are incurred,
except in such cases wherein the director, officer, or agent is adjudicated guilty of willful misfeasance or
malfeasance in the performance of his/her duties. The Corporation shall provide any person who is an
officer, director, or agent of the Corporation or was serving at the request of a director, officer, or agent of
the Corporation the indemnity against expenses of suit, litigation, or other proceedings which is
specifically permissible under applicable law.

Article XI. Conflict of Interest

1. GENERAL. A conflict of interest transaction is a transaction with the FOTL Foundation in which a
director and/or officer of FOTL has a direct or indirect interest. A director and/or officer of the FOTL has
an indirect interest in a transaction if but not only if, in which a party to the transaction in another entity in
which the director and/or officer has a material interest, or of which the director and/or officer is a general
partner, director or officer. A conflict of interest transaction is not voidable or the basis for imposing
liability on the director and/or officer if the transaction was fair at the time it was entered into or if the
transaction is approved as provided herein.

2. MANNER OF APPROVAL. A transaction in which a director and/or officer of the FOTL has a conflict of
interest may be approved if (a) the material facts of the transaction and the interest of the director and/or
officer were disclosed or known to the Board of Directors, or to a committee consisting entirely of
members of the Board of Directors, and the Board of Directors or such committee authorized, approved or
ratified the transaction or (b) approval is obtained from the Attorney General of the State of Tennessee, or
for a court of record having equity jurisdiction in an action in which the Attorney General is joined as a
party. A conflict of interest transaction is authorized, approved or ratified if it receives the affirmative vote
of a majority of the members of the Board of Directors or of a committee consisting entirely of members of
the Board of Directors, who have no direct or indirect interest in the transaction; but a transaction may not
be authorized, approved or ratified by a single Director.

Article XII. Net Earnings

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its
members, trustees, officers, or other private persons, except that the corporation shall be authorized and
empowered to pay reasonable compensation for services rendered and to make payments and
distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of
the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence
legislation, and the organization shall not participate in, or intervene in (including the publishing or
distribution of statements) any political campaign on behalf of or in opposition to any candidate for public
office. Notwithstanding any other provision of these articles, the organization shall not carry on any other
activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under
section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b)
by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue
Code, or corresponding section of any future federal tax code.

Article XIII. Dissolution

Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within
the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future
federal tax code, or shall be distributed to the federal government, or state or local government for public
purpose. Any such asset not so disposed of shall be disposed of by the Court of Competent Jurisdiction
of the county in which the principal office of the corporation is then located, exclusively for such purpose
or to such organization or organizations as said Court shall determine, which are organized and operated
exclusively for such purposes.

Article XIV. Amendments

Amendments to these bylaws shall be made at a meeting of the Board by a two-thirds majority with notice of such
changes three weeks prior to the meeting when amendments will be presented to the Board.

As amended: March 15, 2013; Article III Section 11, September 19, 2014; Article IV Section 4, March 20, 2015;
VOTED?? 2019.
Meg and Ron Halter
BLOUNT COUNTY FRIENDS OF THE LIBRARY

Meg Halter expertly repairs library and donated books, greatly enhancing their value. Ron Halter is an essential leader and team player in developing the library’s physical and operational infrastructure. Both eagerly step up to meet the Friends needs on any level. They are in the Library four to six days each week. Meg has served on the Friends Board and trained others in book repair. She has served on the auditing team as well. Ron is involved with the overhaul of the Library’s book drop system, safety issues, and the donation acceptance team. He is the point man dealing with recycling issues, putting his experience as an engineer to good use. They make themselves available to the Friends needs to an exceptional degree, and are essential to Friends ongoing efforts.

Marilyn Morrison
FRIENDS OF LINEBAUGH PUBLIC LIBRARY

Marilyn Morrison serves tirelessly as a volunteer for the Friends of Linebaugh Public Library in the FOL bookstore. She is at the library every week, three to five days a week, making sure that new donations are organized and the FOL bookshelves are packed and neat for patrons every day. Marilyn has a rapport with patrons that shows her love for staff and the services they offer. She’s always willing to help, while sharing the news of the library with those who attend the book sales. She always has a good word to say, encouraging staff at every opportunity. She works with high schoolers collecting community service hours, giving them the opportunity to help her in the bookstore (unloading boxes and organizing materials) and building them up in any way she can. Linebaugh Library has a wonderful Friends of the Library Board and group of volunteers, in which Marilyn Morrison shines with her consistent presence and support.

Meg and Ron Halter and Marilyn Morrison received the Friend of the Year Award at the Tennessee Library Association Trustees and Friends of Libraries Luncheon on Friday, 26 April 2019 in Chattanooga.
Friends Responsibilities in Local Library

From *A Comparison of Responsibilities: Local Library Board of Trustees, Local Library Director, Regional Library, and Friends of the Library.* Tennessee State Library & Archives, 2017.

Tennessee Standard for libraries: “Each Library has a Friends of the Library group.”
From *2018 Tennessee Standards for Non-Metropolitan Libraries.*

OVERVIEW

Friends of the Library is a group of individuals who value public library services to the community and are willing to volunteer their time, talents, and efforts to promote and support the library’s goals and objectives in whatever way will be helpful. **Library Friends are organized to help support the work of the library, not to engage in the work and responsibilities of the library board members or the library staff.** Friends of the Library cooperate with both, but do not interfere with either. Generally the Friends areas of focus are: fundraising, advocacy, and volunteer work.

PLANNING

Keep informed of the library’s plans, progress, and problems; be willing to assist in carrying out objectives and implementing community analysis surveys and questionnaires.
Serve as advocates for local, state, and national library issues; represent the library program to legislators.

POLICY

Adopt constitution and bylaws that include clear statements of the supportive role of the Friends Group.
Arrange to have a representative from the Friends group attend board meetings to promote mutual understanding and aid in cooperation.
Support the policies of the library as adopted by the library board; offer assistance in communicating policies to citizens of the community. Conduct all activities ethically.
Serve as additional “connecting link” in interpreting the library and community to each other; conduct fundraising and book events endorsed by the library director and board.

FINANCE

Conduct fund-raising that complements the library’s mission and provides funding for special library projects to meet needs as expressed by the library director and/or board.
At the request of the library director, use individual and collective influence to assist the library board and director in getting desired financial support from local, state, and national sources.
Contribute funds for books, training, materials, services, equipment, etc. to supplement what cannot be provided by the budget with regard to the expressed needs given to them by the library director and/or board. Make the most of their unique position to influence public opinion on government action on local, state, and national levels on behalf of public library services.

PERSONNEL

Provide reliable volunteer help for projects when requested by library director.

PROGRAMS AND SERVICES

Guard against infringement of trustee’s or director’s role in connection with the operation of the library. Assist in ways compatible with the scope of Friends role and as requested by the director or library board.
Be alert to recognize ways the Friends could be helpful and receptive to suggestions from the director and/or board.
Be enthusiastic and resourceful in carrying out whatever projects are undertaken and/or projects proposed by the director or library board.
Make continuous effort to maintain good communication with library board and director.
Offer suggestions for the library’s marketing and public relations program. Promote the library to the public, following the direction of the library’s marketing plan.
Help provide access to groups and individuals being visited.
The Ethical Dozen for Friends of the Library
ADOPTED 18 SEPTEMBER 2015

“Friends can make the difference between a mediocre and an outstanding library.”
- Jean A. Ashfield, *Friends of Library Handbook*

Friends support and help their library staff and trustees
"integrate the library thoroughly with the life and work of the community it serves."

1. Friends of the Library is a group of individuals who value public library services to the community and who volunteer their time, talents, and efforts to promote and support the vision, mission, and objectives of their library in whatever way will be helpful.

2. Friends organize to help support the work of the library, not to engage in the work and responsibilities of the library board members or the library staff. Friends of the Library cooperate with both, but do not interfere with either. Friends recognize that they do not perform a decision-making role for the library: they are familiar with and support the policies of the library. Friends provide input into the library’s long-range planning process and remain knowledgeable as to the status of the plan.

3. Friends support quality library services in the community through fund raising, volunteerism, and serving as advocates for the library’s program.

4. Friends work to ensure that the public has equal access to information, both as a Constitutional right and as the best way to sustain a democratic way of life.

5. Friends subscribe to and believe in the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements. [http://tinyurl.com/LibRightsFreedoms](http://tinyurl.com/LibRightsFreedoms)

6. Friends recognize that authority rests with the whole Friends board assembled in public meetings and shall make no personal statements or promises nor take any private action which may compromise the board. They support the actions taken by a majority of the board and clearly differentiate personal opinions from board decisions.

7. Friends do not interfere with the library operations of the library staff.

8. Friends promote the library program to the public.

9. Friends conduct fundraising which complements the library’s mission. Friends’ activities support library board long-range plans and policies. Friends decide how to spend their funds after conferring with the library director.

10. Friends follow legal, professional, and ethical practices in making decisions. They scrupulously avoid personal conflicts of interest and do not condone them in others. They say nothing in a board meeting that could be construed to violate anyone’s civil rights.

11. Friends serve as advocates for local, state, and national library issues and represent the library program to legislators and funders.

12. Friends are open and welcoming to suggestions, questions and communications from the library staff, board members, and the public.
Services Provided by the Tennessee State Library & Archives

**Tennessee Electronic Library (TEL)**
http://new.tntel.info

The Tennessee Electronic Library (TEL) is a virtual library that Tennessee residents of all ages can access from home, school, or smartphone - anywhere with an internet connection. TEL provides access to millions of articles, language learning tools, World Book, test preparation materials, federal census records, Tennessee primary source materials, and more.

**Tennessee Regional eBook & Audio Download System**
http://reads.lib.overdrive.com

The Regional eBook and Audiobook Download System (READS) offers thousands of digital ebooks, audiobooks, and videos to patrons of public libraries that belong to the Tennessee Regional Library System. These digital titles can be downloaded directly to smartphones, tablets, and computers via the Libby App or the OverDrive App.

**Tennessee Library for Accessible Books and Media (LABM)**
(formerly the Library for the Blind and Physical Handicapped)
https://sos.tn.gov/tsla/labm

A library program of audio, large print, and braille books and magazines is available at no charge to residents of Tennessee who are not able to use standard print materials due to a visual or physical disability. Virtual programming also includes a quarterly book club and summer programs for all ages. The Tennessee Library for Accessible Books and Media (LABM) cooperates with the National Library Service of the Library of Congress (NLS) to administer this free library service.

**Tennessee Statewide Catalog**
http://tenn-agent.auto-graphics.com

One of the premier services of the Tennessee State Library and Archives is the maintenance of the Tennessee Statewide Catalog, a record of the holdings of libraries throughout the state. This database allows residents throughout the state to find, then borrow materials held by libraries, which can then be delivered by the statewide InterLibrary Loan (ILL) courier service (Firefly), also funded by the Tennessee State Library and Archives.

**Archives Directory**
to each county’s active, partial, inactive, or no archives or records program
http://tnsos.net/TSLA/archives/index.php
<table>
<thead>
<tr>
<th>WHAT IS FOTL?</th>
<th>WHAT IS A PUBLIC LIBRARY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ WELCOME to the FOTL 2018-19</td>
<td>~ The Public Library - An American Freedom</td>
</tr>
<tr>
<td>~ JOIN FOTL - Membership Application</td>
<td>~ Libraries - An American Value</td>
</tr>
<tr>
<td>~ Board of Directors Info Packet</td>
<td>~ The Public Library - Democracy's Resource</td>
</tr>
<tr>
<td>~ FOTL Annual Report</td>
<td>~ Library Bill of Rights, Freedom to Read, Freedom to View, Professional and Trustee Ethics Statements</td>
</tr>
<tr>
<td>~ FOTL Grants and Awards</td>
<td>~ Tennessee Standards for Public Libraries</td>
</tr>
<tr>
<td>~ FOTL Newsletters</td>
<td></td>
</tr>
<tr>
<td>~ FOTL Board of Directors Minutes</td>
<td></td>
</tr>
<tr>
<td>~ 2018 Legislative Day Handout</td>
<td></td>
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<tr>
<td>~ 2019 Legislative Day Handout</td>
<td></td>
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<tr>
<td>~ FOTL 2018 Annual Meeting Agenda</td>
<td></td>
</tr>
<tr>
<td>~ FOTL 2017 Annual Meeting Agenda</td>
<td></td>
</tr>
<tr>
<td>~ TLA 2017 Trustees/Friends Lunch Handout</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STARTING A FRIENDS GROUPS</th>
<th>ADVOCATING FOR LIBRARIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ Organizing a Friends Group - A Basic To-Do List by Martha Gill</td>
<td>~ Ten Top Tips for Occasional Lobbyists by Stewart Clifton</td>
</tr>
<tr>
<td>~ Tool Kit for Building a Library Friends Group</td>
<td>~ Rethinking Advocacy as Year-Round Mission by Martha Gill</td>
</tr>
<tr>
<td>~ How friends can become Friends by Gerald Beavers</td>
<td>~ 10 Tips for Talking to Elected Officials (UFL)</td>
</tr>
<tr>
<td>~ The Ethical Dozen for Friends of the Library</td>
<td></td>
</tr>
<tr>
<td>~ Sample ByLaws of Tennessee Friends Groups</td>
<td></td>
</tr>
<tr>
<td>~ A Comparison of Responsibilities (TSLA)</td>
<td></td>
</tr>
<tr>
<td>~ Getting Started: How One Friends' Group Came Into Being</td>
<td></td>
</tr>
<tr>
<td>~ What One Small Group Can Do</td>
<td></td>
</tr>
<tr>
<td>~ Top Ten (+1) Ways To Attract New Friends of the Library Members by Robin Gard (UFL)</td>
<td></td>
</tr>
<tr>
<td>~ How Seymour Friends Revitalized Their Group</td>
<td></td>
</tr>
<tr>
<td>~ Small But Powerful Guide to Winning Big Support for Your Rural Library (2011)</td>
<td></td>
</tr>
<tr>
<td>~ When Friends Go Rogue by Sally G. Reed</td>
<td></td>
</tr>
<tr>
<td>~ Why don’t board members do what they’re supposed to do?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCIAL INFORMATION</th>
<th>PROGRAM IDEAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ What Every Board Member Should Know: A Guidebook for Tennessee Nonprofits 2016</td>
<td>~ How Friends Add Value To Their Libraries: a sampling of Friends programming</td>
</tr>
<tr>
<td>~ A Brief Guide to Government Forms Friends Groups Need to Know by Dwight Shepherd</td>
<td>~ Annual Meeting 2016 Presentations Booklet</td>
</tr>
<tr>
<td></td>
<td>~ Tennessee Governor's Proclamation of October 16-22, 2016, as Friends of Libraries Week</td>
</tr>
<tr>
<td></td>
<td>~ Tennessee Friends of Libraries Week 2016 - Ideas Tool Kit</td>
</tr>
<tr>
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<td>~ Ideas Kit for Developing and Revitalizing a Friends of the Library Group</td>
</tr>
<tr>
<td></td>
<td>~ Ag Literacy Programs in Library by Joan VanSickle Sloan</td>
</tr>
<tr>
<td></td>
<td>~ Tool Kit of Library Friends Group Program Ideas [in preparation]</td>
</tr>
<tr>
<td></td>
<td>~ JOIN United for Libraries</td>
</tr>
</tbody>
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<tr>
<th>FUNDRAISING</th>
<th>VOLUNTEER MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ Resources for Fundraising/Used Book Sales in Tool Kit, p.9</td>
<td>~ Volunteer Resources List created by Rebekkah Smith Aldrich, Mid-Hudson Library System (NY)</td>
</tr>
<tr>
<td>~ Friends Fundraising Ideas 2018</td>
<td></td>
</tr>
</tbody>
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<thead>
<tr>
<th>CREATING THE ANNUAL REPORT</th>
<th>SUPPORTING IMAGINATION LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ Annual Report Resources in Tool Kit, pp.10-11</td>
<td>~ Governor’s Books from Birth Foundation</td>
</tr>
<tr>
<td>~ Consider the Annual Report by Barbara Zurl</td>
<td>~ Parent Tips for Reading Aloud</td>
</tr>
<tr>
<td></td>
<td>~ School Library Journal Top 100 Picture Books</td>
</tr>
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<td>~ The Power of Picture Books by Jinx Watson</td>
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<td></td>
<td>~ Story Time for Parents (TSLA video)</td>
</tr>
<tr>
<td></td>
<td>~ Creating an Engaging Story Time (TSLA video)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TENNESSEE FRIENDS GROUPS</th>
<th>TENNESSEE STATE LIBRARY &amp; ARCHIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ Group Members of Friends of Tennessee Libraries (2017 Honor Roll of Member Groups)</td>
<td>ABOUT THE LIBRARY</td>
</tr>
<tr>
<td></td>
<td>NEW STATE LIBRARY BUILDING</td>
</tr>
<tr>
<td></td>
<td>TSLA New Building Plans</td>
</tr>
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<td>Watch the Building Grow</td>
</tr>
<tr>
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<td>PUBLIC LIBRARY TRUSTEE RESOURCES LibGuide</td>
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<td>includes important state documents, handouts, and presentations from previous annual Trustee Workshops, etc.</td>
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Public libraries are up to these core purposes:

- Encourage and build a love of reading
- Provide confidential and neutral access to information, ideas, and recreation
- Serve as place for individual self-education
- Serve as the community’s living / meeting room safe place
- Help integrate technology into customer’s lives
- Preserve the culture and history of the community
- Stimulate the imagination

**Tennesseans Deserve**

- Friendly library service in modern, safe, accessible and inviting buildings.
- The ability to use a library days, evenings and weekends and to use a virtual library 24 hours a day, 7 days a week, 365 days per year.
- Library collections that are current, relevant and responsive to the needs and interests of the community.
- Library collections reflecting the languages of community members and students, including non-English languages, Braille, video, audio, large print, and closed captioned.
- The guidance and assistance of skilled information professionals.
- Access to library service in their schools, colleges, workplace, and communities.
- Convenient, up-to-date, and unrestricted access to information in all its forms.
- A network of adequately funded, readily accessible school, public, and academic libraries that support a learning society and informed community.
- High-speed broadband access to the resources on the World Wide Web using state-of-the-art technology.
- Community-centered library programs that encourage discussion, debate and civic engagement.
- Libraries that value reading and create and sustain collections that encourage users to read for pleasure, information or enlightenment.
- Library services that support businesses, other workplaces, and economic development to create an information literate and competitive workforce.
- The opportunity to provide ideas, criticisms, compliments, suggestions on the operation and future of their libraries and volunteer for advocacy and support.

~ American Library Association ~

Based on *The American Public Deserves from Toward a National Library Agenda*