

Friends of Tennessee Libraries Board Meeting Agenda

Friday, 18 September 2015, 10:00 AM-2:00 PM (CDT)

Brentwood Public Library

8109 Concord Road, Brentwood 37027

(PLEASE BRING YOUR OWN LUNCH SO WE CAN MORE EASILY MEET AND EAT)



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.

9:30 Brentwood Public Library Director **Susan Earl** and FOTL & Brentwood Friends Member **Wanda Graham** will be on site to provide library look-arounds.

10:00

- I. Call to Order/Introductions/Other Items for Agenda? / Agenda Approval - Don Reynolds
- II. Minutes - Dwight Shepherd
- III. Treasurer's Report - Connie Albrecht, Interim Treasurer
 - ~ Review of 2015 Financial Report (p.4)
 - ~ Searching for a new Treasurer
- IV. Continuing Business
 - ~ Report about Website, Newsletter, and Facebook - Martha Gill
 - ~ Newsletter distribution to legislators - Michelle Kenley has resigned
 - ~ Membership - Doreen Flash has resigned
- V. New Business
 - ~ Division Representatives Reports
 - ~ Report on National Library Legislation Day (May 4-5) - William Sundquist
 - ~ Friends presentation at TSLA Trustee Workshops - October 5, 6, 7, 8
 - ~ Friends presentation at Region In-service - November 11th (Holston River Region, Greeneville); April ?? (Red River Region, Clarksville)
 - ~ Friend of the Library annual award (2) - Martha Gill
 - ~ Report on TLA Trustees/Friends Section Lunch - April 8th - Don Reynolds
 - ~ Report on FOTL Annual Meeting - Friends Fair - April 23rd - Gerald Beavers
 - ~ Review of **Strategic Tune-up 2015-2016 Possible Activities** (attached)
 - ~ *Welcome to the Friends of Tennessee Libraries* (attached)
 - ~ Discussion of *The Ethical Dozen for Friends of the Library* on p.23 of attached **FOTL Procedures Manual**
 - ~ Other:

2:00

- VI. Adjournment

Next Meeting - Friday, 4 December 2015 - 10:00 AM-2:00 PM (CT)

Conference Call via State Library calling bridge

Friends of Tennessee Libraries

2015-2016 WORK PLAN CALENDAR DRAFT

Board meetings are scheduled for the 3rd Friday of **June, Sept, and Mar** and 1st Friday of **Dec**
10:00AM-2:00PM (CT)

<u>June</u>	<u>July</u>	<u>August</u>
<p>1 Summer Newsletter to printer (in readers' hands June 15)</p> <p>5-6 TLA Board Retreat (Montgomery Bell State Park)</p> <p>11-12 Tennessee Regional Library Directors Mtg (Columbia)</p> <p>19 Quarterly Board Meeting Strategic Planning Meeting Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</p> <p>25-30 ALA Annual Meeting (San Francisco)</p>	<p style="text-align: center;">Open month for rest and rejuvenation</p> <p>26 American with Disabilities Act 25th Anniversary</p>	<p>1 Fall Newsletter copy due Focus: Grant applications; Friend of Year nominations</p> <p>12 President applies to Governor for October Friends of Libraries Week (Deadline Sept 15)</p> <p>15 Fall Newsletter to printer (in readers' hands Sept 1)</p>
<u>September</u>	<u>October</u>	<u>November</u>
<p style="text-align: center;">Library Card Sign-up Month</p> <p>5 National Book Festival (Washington, DC)</p> <p>12 TLA Board Meeting (Goodlettsville Branch Library)</p> <p>13-19 Books from Birth Foundation Imagination Library Week</p> <p>18 Quarterly Board Meeting - Encourage nominations for TLA/ FOTL Friend of the Year Award President selects TLA Friends/ Trustees Lunch speaker</p>	<p style="text-align: center;">TSLA Trustee Workshops</p> <p>5 Carson-Newman University (Jefferson City)</p> <p>6 Art Circle Public Library (Crossville)</p> <p>7 Brentwood Public Library</p> <p>8 Humboldt Medical Center Conference Center (Humboldt)</p> <p>9-11 Southern Festival of Books (Nashville)</p> <p>15 President applies to present program at Annual TLA Meeting</p> <p>18-24 Teen Read Week</p> <p>18-24 TN/National Friends of Libraries Week</p>	<p style="text-align: center;">Picture Book Month</p> <p>1 Winter Newsletter copy due Focus: Membership renewal; Grants announced; Nominations for Certificates; Annual Mtg info</p> <p>11 Holston River Region In-Service (Greeneville)</p> <p>15-21 Tennessee Ag Literacy Week</p> <p>15 Winter Newsletter to printer (in readers' hands December 1)</p> <p>15 Nominations close for for TLA/ FOTL Friend of the Year Award</p>

<p><u>December</u></p> <p>4 Quarterly Board Meeting - By Conference Call-10:00AM-2:00PM Reserve Mt. Juliet meeting room for next year Select TLA/FOTL Friend of the Year to be awarded at TLA Annual Conference; Review reports from last year's grant recipients; Approve Annual Meeting plans; Finalize TLA lunch speaker -report to TLA Conference Program Committee</p> <p>5 TLA Board Meeting (GoToMeeting)</p>	<p><u>January</u></p> <p>8-12 ALA Midwinter Meeting (Boston)</p> <p>15 Spring Newsletter copy due Focus: Annual Mtg; Nominations for Certificates</p>	<p><u>February</u></p> <p>1 Spring Newsletter to printer (in readers' hands February 15)</p> <p>TBA TN Library Legislative Day (Nashville)</p>
<p><u>March</u></p> <p>1 Applications for Grants and Recognition Certificates close</p> <p>13-19 National Ag Week 15 National Ag Day</p> <p>18 Quarterly Board Meeting - Review Mission / Objectives Review Annual Activities Begin Annual Mtg Planning</p>	<p><u>April</u></p> <p>6 TLA Board Meeting 6-8 Tennessee Library Association Annual Conference (Meadow View Kingsport)</p> <p>8 TLA Trustees/Friends Lunch (Kingsport)</p> <p>10-16 National Library Week</p> <p>23 FOTL Annual Meeting (Clarksville)</p>	<p><u>May</u></p> <p>2-3 National Library Legislative Day (Washington, DC)</p> <p>9-15 Children's Book Week</p> <p>15 Summer Newsletter copy due Focus: Recap Annual Meeting; Announcement of Friend of Year, Grants, and Certificate recipients.</p> <p><u>June 2016</u></p> <p>9-10 TLA Board Retreat (Scaritt-Bennett, Nashville)</p> <p>23-28 ALA Annual Meeting (Orlando)</p>

FOTL 2015-16 OFFICERS

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

Secretary
Dwight Shepherd
<dewhitesheep@hotmail.com>

President-Elect
William Sundquist
<WSundquist@wgpaver.com>

Interim Treasurer
Connie Albrecht
<connie.albrecht@yahoo.com>

Past President
Susie Ries
<susieries@comcast.net>

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

Friends of Tennessee Libraries

Financials

YEAR 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	BUDGET
BEGINNING BALANCE	21787.38	21289.56	21916.14	21830.24	22260.24	20775.98	20393.03	20413.04	20396.04	20120.58	20120.58	20120.58		
REVENUE														
ANNUAL MEETING			210.00	450.00	30.00	360.00							1,050.00	
DONATIONS					50.00								50.00	
INTEREST													0.00	
LICENSE PLATE FRAMES SALES								30.00					30.00	
MEMBERSHIP DUES		650.00	525.00	180.00	75.00	195.00	80.00	105.00					1,810.00	
MISCELLANEOUS													0.00	
													0.00	
TOTAL REVENUE	0.00	650.00	735.00	630.00	155.00	555.00	80.00	135.00	0.00	0.00	0.00	0.00	2,940.00	0.00
EXPENSES														
ADVOCACY TLA														
ANNUAL MEETING EXPENSE													0.00	
Caterer													0.00	
Speakers													0.00	
Supplies													0.00	
Incentives													0.00	
Other													0.00	
BORR WORKSHOPS	327.82												327.82	
D & O INSURANCE													0.00	
DONATIONS TO													600.00	
Mt Juliet Public Library													0.00	
Other						100.00			500.00				600.00	
GRANTS					900.00								900.00	
MEMBERSHIP													420.99	
Postage		18.70			12.94								31.64	
Printing		4.72			1.50	383.13							389.35	
MISCELLANEOUS							58.96						58.96	
NEWSLETTER													864.71	
Postage			32.81			35.90							68.71	
Printing			398.00			398.00							796.00	
OFFICE SUPPLIES													0.00	
OFFICERS & REG REPS													0.00	
President													0.00	
President-Elect													0.00	
Secretary													0.00	
Treasurer													0.00	
Regional Representatives													0.00	
OUTSIDE SERVICES									209.00				209.00	
PRINTAL FEES			17.89			20.92	1.03						39.84	
PROMOTIONAL ITEMS													0.00	
RECOGNITION AWARDS													200.00	
Awards				200.00									200.00	
Postage													0.00	
Supplies													0.00	
TN SECRETARY OF STATE	20.00												20.00	
UNITED FOR LIBRARIES													0.00	
WASHINGTON LEGISLATIVE DAY			372.20		293.28								665.48	
WEBSITE	150.00				431.54			150.00	-431.54				300.00	
													0.00	
													0.00	
													0.00	
													0.00	
TOTAL EXPENSES	497.82	23.42	820.90	200.00	1,639.26	937.95	59.99	150.00	277.46	0.00	0.00	0.00	4,606.80	0.00
OPERATING PROFIT	-497.82	626.58	-85.90	430.00	-1,484.26	-382.95	20.01	-15.00	-277.46	0.00	0.00	0.00	-1,666.80	0.00
CASH AVAILABLE														
Bork Estate Income: Designated	7,244.00	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18	6,916.18						
Regions Bank - CD	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02	10,279.02						
Bank Balance	21,289.56	21,916.14	21,830.24	22,260.24	20,775.98	20,393.03	20,413.04	20,396.04	20,120.58	20,120.58	20,120.58	20,120.58		