

Friends of Tennessee Libraries Board Meeting Agenda

Friday, 18 March 2016, 10:00 AM-1:00 PM (CDT)

Conference Call

866.805.6620

Local Nashville - 615.253.8957



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.
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10:00

- I. Call to Order/Introductions/Other Items for Agenda? / Agenda Approval - Don Reynolds
- II. Minutes (pp.6-8) - Dwight Shepherd
- III. Treasurer's Report - Connie Albrecht, Interim Treasurer
 - ~ Review of 2016 Financial Report / Liability Insurance (p.4)
 - ~ Proposed 2016 Budget (p.5)
- IV. Continuing Business
 - ~ Report about Website, Newsletter, and Facebook - Martha Gill
 - ~ Newsletter distribution to legislators - Wanda Graham
 - ~ Membership - Connie Albrecht has sent membership renewals and invitations
 - ~ Tennessee Library Legislator Info Distribution - February 3 - Susie Ries
 - ~ Friends presentation at Region In-services - April ?? (Red River Region, Clarksville)
 - ~ Report on TLA Trustees/Friends Section Lunch - April 8th - Don Reynolds
 - ~ Report on Friend of the Year Award - Martha Gill
 - ~ Tennessee Library Association has a restructure proposal, distributed March 16th
 - ~ Report on FOTL Annual Meeting - Friends Fair - April 23rd - Gerald Beavers
 - ~ Report on FOTL *Ethical Dozen* Statement in national Friends Nov-Dec newsletter
- V. New Business
 - ~ Division Representatives Reports
 - ~ Report on election process: searching for President-elect, Treasurer - Susie Ries
 - ~ Report on \$300 Grant Applications - Dwight Shepherd (for 2017?)
 - ~ Report on \$100 Recognition Certificates - Dot Childs (for 2017?)
 - ~ National Library Legislation Day, Washington, DC (May 2-3) - William Sundquist
 - ~ Report on **FOTL Procedures Manual** - Don, Martha, Connie
 - ~ Activities for 2016-17 - William Sundquist
 - ~ 2017 Annual Meeting - King Family Library, Sevierville volunteered to host (Mar date?)
 - ~ Other:

1:00

- VI. Adjournment

Annual Membership Meeting - Saturday, 23 April 2016 - 9:45 AM (CT) - Clarksville

Next Board Meeting - Friday, 17 June 2016 - 10:00 AM-2:00 PM (CT)

Friends of Tennessee Libraries

2015-2016 WORK PLAN CALENDAR

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

<p><u>June</u></p> <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><u>July</u></p> <p style="text-align: center;">Open month for rest and rejuvenation</p> <p>26 American with Disabilities Act 25th Anniversary</p>	<p><u>August</u></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>
<p><u>September</u> 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><u>October</u></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><u>November</u> 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>3 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 style="text-align: center;"><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: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	BUDGET
BEGINNING BALANCE	20123.71	20113.88	20392.40	20392.40	20392.40	20392.40	20392.40	20392.40	20392.40	20392.40	20392.40	20392.40		
REVENUE														
ANNUAL MEETING													0.00	1,500.00
BORK ESTATE INCOME														4,423.53
DONATIONS	15.00												15.00	
FROM CHECKING ACCOUNT														4,555.00
INTEREST													0.00	
LICENSE PLATE FRAMES SALES													0.00	70.00
MEMBERSHIP DUES	430.00	470.00											900.00	6,800.00
MISCELLANEOUS													0.00	
													0.00	
													0.00	
TOTAL REVENUE	445.00	470.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	915.00	17,348.53
EXPENSES														
ADVOCACY TLA														500.00
ANNUAL MEETING EXPENSE													0.00	1,500.00
Caterer													0.00	
Speakers													0.00	
Supplies													0.00	
Incentives													0.00	
Other													0.00	
BANK FEES														25.00
BORK WORKSHOPS													0.00	4,423.53
D & O INSURANCE													0.00	550.00
DONATIONS TO													0.00	
Mt Juliet Public Library													0.00	100.00
Other													0.00	100.00
GRANTS													0.00	900.00
MEMBERSHIP													0.00	
Postage													0.00	250.00
Printing													0.00	1,000.00
MISCELLANEOUS													0.00	2,000.00
NEWSLETTER													453.35	
Postage	37.35												37.35	250.00
Printing	416.00												416.00	2,600.00
OFFICE SUPPLIES													0.00	50.00
OFFICERS & REG REPS													0.00	
President													0.00	50.00
President-Elect													0.00	50.00
Secretary													0.00	50.00
Treasurer													0.00	50.00
Regional Representatives													0.00	100.00
OUTSIDE SERVICES													0.00	
PRYPAL FEES	1.48	1.48											2.96	100.00
PROMOTIONAL ITEMS													0.00	500.00
RECOGNITION AWARDS													0.00	
Awards													0.00	500.00
Postage													0.00	10.00
Supplies													0.00	90.00
TN SECRETARY OF STATE		40.00											40.00	20.00
UNITED FOR LIBRARIES													0.00	80.00
WASHINGTON LEGISLATIVE DAY													0.00	1,000.00
WEBSITE		150.00											150.00	500.00
													0.00	
													0.00	
TOTAL EXPENSES	454.83	191.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	646.31	17,348.53
OPERATING PROFIT	-9.83	278.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	268.69	0.00
CASH AVAILABLE														
Bork Estate Income- Designated	4,423.53													
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	10,279.02	10,279.02	10,279.02	10,279.02		
Bank Balance	20,113.88	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40	20,392.40		

FRIENDS OF TENNESSEE LIBRARIES

Proposed 2016 Budget

	Budget 2015	11.30.15 YDate	Diff YTD	Proposed Budget 2016
INCOME				
Membership	6,800.00	5,255.00	1,545.00	6,800.00
Donations	300.00	50.00	250.00	0.00
Annual Meeting	1,500.00	1,050.00	450.00	1,500.00
Bork Estate Income	7,244.00	4,423.53	2,820.47	4,423.53
License Plate Frames Sales	100.00	30.00	70.00	70.00
From Checking Account	1,119.00			4,555.00
TOTAL INCOME	17,063.00	10,808.53		17,348.53
EXPENSES				
Membership Printing	50.00	451.35	-351.35	1,000.00
Membership Postage	250.00	202.16	47.84	250.00
Newsletter Printing	2,600.00	1,621.00	979.00	2,600.00
Newsletter Postage	350.00	162.29	187.71	250.00
Administrative:				
President	50.00	0.00	50.00	50.00
President-Elect	50.00	0.00	50.00	50.00
Secretary	50.00	0.00	50.00	50.00
Treasurer	50.00	25.48	24.52	50.00
TN Secretary of State	20.00	20.00	0.00	20.00
Regional Reps	100.00	0.00	100.00	100.00
Office Supplies	50.00	0.00	50.00	50.00
Annual Meeting	1,500.00	0.00	1,500.00	1,500.00
Advocacy TLA	500.00	0.00	500.00	500.00
United for Libraries	80.00	80.00	0.00	80.00
Recognition Awards	500.00	200.00	300.00	600.00
Washington Legislative Day	1,000.00	665.48	334.52	1,000.00
Donations:				
Mt Juliet Public Library	100.00	0.00	100.00	100.00
Other	0.00	600.00	-600.00	100.00
Web Expense	500.00	300.00	200.00	500.00
Miscellaneous	200.00	0.00	200.00	2,000.00
Bork Workshops	7,244.00	2,820.47	4,423.53	4,423.53
Grants	900.00	900.00	0.00	900.00
D & O Insurance	744.00	550.00	194.00	550.00
Promotional Items	175.00	0.00	175.00	500.00
PayPal Fees	0.00	51.00	-47.87	100.00
Bank Fees	0.00	58.96	-58.96	25.00
Outside Services	0.00	309.00	-309.00	0.00
TOTAL EXPENSES	17,063.00	9,017.19		17,348.53
Checkbook Balance 11.30.15	19,155.19			
Regions Bank - CD	10,279.02			

FOTL Board Meeting 12/04/15

Friends of Tennessee Libraries Board of Directors met via Conference Call on Friday, December 4, 2015. The Meeting was Called To Order by President Don Reynolds at 10:02AM CST. A Quorum Was Present.

BOARD MEMBERS TAKING PART: Connie Albrecht, Gerald Beavers, Martha Gill, Wanda Graham, Janis Perry, Susie Ries, Don Reynolds, Dwight Shepherd, and Lynette Sloan.

Connie Albrecht made a **Motion to Approve the Minutes of the Previous Meeting. MOTION CARRIED.**

Gerald Beavers made a **Motion to Approve the Treasurer's Report. MOTION CARRIED.** It was noted that there was still \$175 available for promotional material in the current budget. It was agreed to **add \$5 for shipping of License Plate Frames that must be mailed.** It was also noted that for each \$15 Membership Renewal done through the website, PayPal charges us a fee of 63 cents. The President reported that the search for someone to fill the Treasurer's position on a permanent basis was ongoing.

The Treasurer reported on Officer's and Director's Liability Insurance. A policy is available from Marine Insurance that is comparable to our current coverage at a substantial savings. Beavers made a **Motion to Obtain Liability Insurance from Marine Insurance. MOTION CARRIED.**

The Proposed Budget for 2016 was reviewed. Albrecht made **Motion to Accept as Presented. MOTION CARRIED.**

There was a report on the website, the newsletter, and Facebook. We currently have over 850 likes on Facebook. New items are added to the website regularly. Articles for any of these are always welcome. Division Representatives should ask groups to send a copy of their newsletter to Martha Gill. Work on the Winter Issue of the newsletter will begin next week. Hopefully it will go out before Christmas. There will be a series of posts on Facebook during Ag Literacy Week.

It was reported that Wanda Graham has agreed to take over the distribution of the electronic newsletter. She is working on contacting Michelle Kenley about that transition.

It was reported that Membership Renewal Notices have been sent out to current and former members.

It was reported that Susan Schmidt, President-Elect of United for Libraries will speak at the Friends & Trustees Luncheon of the Tennessee Library Association Annual Meeting. She will also do a small group session that afternoon.

It was noted that Tennessee was the only State Friends of the Library group with a Governor's Proclamation supporting Friends of Libraries Week.

There was an update on plans for FOTL's Annual Meeting. There will be a pre-meeting event on Friday night, April 23, at Emerald Hill at Austin Peay University. Registration will be \$25-\$30. A "Save the Date" notice will be in the Winter Issue of the newsletter. Full details and registration form will be in the Spring Issue. The Annual Meeting will include a "Friends Fair" of information on local group activities, and information about TEL, Libraries for the Blind & Handicapped, and Ebooks. Former Tennessee Secretary of State Riley Darnell will be the keynote speaker.

The Friend of the Year Award was discussed. There were eight nominations received. Five were met the qualifications for the award. None of those that qualified were in the Small Size category. **Gerald Beavers recused himself from the discussion since he was one of the qualified nominees.** After some discussion, **Beavers made a Motion to name Julie Webb as recipient of the award. MOTION CARRIED UNANIMOUSLY.** It was noted that Susie Ries will take over coordinating the award next year.

It was reported that there was still no clear plan for a Tennessee Library Legislative Day this year. Lynette Sloan reported that there has been discussion of holding a “Legislative Event” where representatives from TLA, TEL, TASLA, FOTL, and TSLA would visit the Hill in early February to deliver “thank you” goody bags to legislators for their support of library services. There would then be a follow up with a grass roots movement at the local level to visit individual legislator’s local office to discuss local issues.

It was reported that the Tennessee Library Association is restructuring. There is a possibility of a joint TLA/FOTL Membership. However, this would not be on the same level as when Friends of Libraries, USA (now United for Libraries) moved under the umbrella of the American Library Association.

It was reported that William Sundquist would attend National Library Legislative Day in Washington, DC as a representative of FOTL.

The location of the March Meeting is in question since renovations to the Mt. Juliet Library are still underway, and will exceed the original planned completion date. The F&M Bank in Cookeville where the FOTL Annual Meeting was held a few years ago was brought up as a possibility.

Nominating Committee Chair Susie Ries noted that we are in need of a candidate for the office of President-Elect to be voted on at the Annual Meeting when current President-Elect William Sundquist will assume the Presidency. Everyone is asked to contact her with suggestions.

Meeting Adjourned at 12:20PM CST.

Respectfully Submitted,

Dwight W. Shepherd, Secretary

DIVISION REPORTS

Middle Division:

Houston County Public Library, Erin:

Oct. 20, 2015 at 5:30-7:30p.m. CoffeeChat (this is not your ordinary book club, we discuss anything and everything that individuals are reading at the time; books, blogs, magazine articles, etc.) This month we had a special guest join us, his name is Michael Freeland from Hopkinsville, KY. Mr. Freeman is a WWII Army Medic Vet. Mr. Freeland spoke briefly and had copies of his books for sale.

Other Events:

Oct. 27, 2015 at 5:00 p.m. Genealogy Class. Oct. 29, 2015 at 5:30-7:00 p.m. Friends of the Library Monthly Meeting. November 9, 2015 from 6-8 p.m. Creative Hands and Minds (Art and Writing) Reception will be held at Erin City Hall.

Ornaments are on sale at the Library. This is the 3rd Annual ornament sale to recognize local monuments or symbols of Houston County. The ornaments this year were made by local Artist Joe Adams. He is from Houston County, though he currently resides in Dyersburg. Please spread the word that we have these beautiful wood Shamrocks for sale. You can buy one or a set of 4 unique Shamrocks.

Clarksville/Montgomery County Public Library

The Branch Planning Team visited four libraries to review physical layouts and organizational structures: Bellevue and Southeast branches in Nashville, Stokes Brown in Springfield, and the Cedar Rapids, Iowa public library. The team is now formulating the obtained information into the branch library strategic plan.

Two concerts are planned for December at the library. On December 9 at 6:00 p.m. the Cumberland Winds will hold a Christmas music festival. On December 17 at 6:00 p.m. the Fort Campbell Band will give its annual Christmas program.

The Friends group is progressing with plans for the FOTL annual meeting to be held at the library on Saturday, April, 23, 2016.

The October semiannual book sale netted over \$9700 for use to assist the CMC Public Library.

Stokes Brown Library, Springfield

The Friends of the Stokes Brown Library hosted a Christmas Party on November 30 for 27 employees, plus the President of the Library Board and the Friends Treasurer. We had an outstanding catered dinner and concluded our evening with a \$5 Christmas Ornament Dirty Santa Exchange. It was a great evening to socialize and fun was had by all.

The Stokes Brown Library is decorated for the holidays and is a very inviting atmosphere for our patrons. The Friends purchased a 9 foot tree for the Library.

The Children's library has a Red-Footed Tortoise named Dewey. The children love to see Dewey. He has a very nice home thanks to Bill Mantlo. Just another reason to visit this wonderful library.

The library is now checking out Mobile Hot Spots for those that do not have internet at home.

The Stokes Brown Community Room Theater is open for children and parents on Tuesday evenings at 5 PM
Dec. 8 Minions Movie Dec. 15 Ant Man Movie Dec. 22-23 Christmas Movies playing non-stop from 9-5
Jan. 5 Scorch Trials Movie Jan. 12 *Hotel Transylvania* Movie.

Bentwood Library

The library was featured in the recent City Newsletter. The Friends have raised \$1.25 million for the library since . The Fall book sale netted \$11,300. There were 50 volunteers who worked 320 hours on the sale.