

Friends of Tennessee Libraries Board Meeting Agenda

Friday, 19 June 2015, 10:00 AM-2:00 PM (CDT)
Nashville Public Library Southeast Branch
5260 Hickory Hollow Parkway - Suite 201 Antioch 37013



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 Southeast Branch Manager **Stephanie Rodriguez** will be on site to provide tour of branch

10:00

- I. Call to Order/Introductions/Other Items for Agenda? / Agenda Approval - Don Reynolds
 - II. Minutes - Dwight Shepherd
 - III. Treasurer's Report
 - ~ Review of Budget (p.4)
 - ~ Search for new Treasurer / Connie Albrecht has agreed to be Interim Treasurer
 - ~ Memorial for Ed Jared
 - IV. Continuing Business
 - ~ Report about Website, Newsletter, and Facebook - Martha Gill
 - ~ Report about Newsletter distribution to legislators - Michelle Kenley
 - ~ Membership Update - Doreen Flash
 - 2015 Members: Total - 177**
 - Friends Groups - 53 Other Organizations - 9 Family - 24 Individuals - 88**
 - Complimentary - 3 (Gov&Mrs. Haslam, SecofState Hargett, United for Libraries)
 - V. **New Business**
 - ~ Divisional Representative Reports
 - ~ Report on TLA Trustees/Friends Section Lunch and Annual Meeting - All
 - ~ [FOTL Annual Report 2014-15](#) - Don Reynolds
 - ~ \$300 Grant Awards - Dwight Shepherd
 - ~ Report on Recognition Certificates - Doreen Flash
 - ~ Report on National Library Legislation Day (May 4-5) - William Sundquist
 - ~ Sharing cost of two Friend of the Year Awards? - Don Reynolds
 - ~ Report on meeting with Regional Library Directors, June 11th (p.6)
- 10:30** ~ **Strategic Tune-up** (p.8) - **Vicki Creed**
 - Are our activities appropriate to fulfilling our mission?
 - Annual Meeting: after TLA? somewhere else? who in charge? when?

2:00

- VI. Adjournment

Next Meeting - Friday, 18 September 2015 - 10:00 AM-2:00 PM (CT)

Place to be determined: **suggestions?**

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 Walters State (Morristown)</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>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 16? 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>9 FOTL Annual Meeting? (Kingsport?)</p> <p>10-16 National Library Week</p>	<p><u>May</u></p> <p>15 Summer Newsletter copy due Focus: Recap Annual Meeting; Announcement of Friend of Year, Grants, and Certificate recipients.</p> <p>TBA National Library Legislative Day (Washington, DC)</p> <p>9-15 Children's Book Week</p> <p>June 2016</p> <p>3-4 TLA Board Retreat (Montgomery Bell State Park)</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>

Treasurer
(Open Position)

Past President
Susie Ries
<susieries@comcast.net>

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

FINANCIAL REPORT

FRIENDS OF TENNESSEE LIBRARIES

JANUARY 1- DECEMBER 31, 2014

	Bud 2014	YTDate	Diff YTD
INCOME:			() = -
Memberships	\$6,800	\$5,485	(\$1,315)
Donations	\$300	\$335	\$35
Annual Meeting	\$1,500	\$975	(\$525)
Bork Estate Income	\$7,244	\$7,244	\$7,244
Sale of license frames	\$100	\$20	(\$80)
From checking account	\$1,119	\$1,119	\$1,119
TOTAL INCOME	\$17,063	\$15,178	(\$1,885)
EXPENSES:			() = -
Membership printing	\$50	\$43	(\$7)
Membership postage	\$250	\$230	(\$20)
Newsletter printing	\$2,600	\$2,100	(\$500)
Newsletter postage	\$350	\$249	(\$101)
Administrative:			
President	\$50		(\$50)
President-Elect	\$50		(\$50)
Secretary	\$50		(\$50)
Treasurer	\$50	\$45	(\$5)
Annual Secy ST RPT	\$20	\$20	
Regional Rep	\$100		(\$100)
Office supplies	\$50	\$44	(\$6)
Annual meeting	\$1,000	\$840	(\$160)
Advocacy TLA	\$500	\$500	
UFL	\$80		(\$80)
Recognition	\$500	\$400	(\$100)
Washington Legislative Day	\$1,000	\$743	(\$257)
Donation Mt. Juliet Publ Lib	\$100	\$100	
Web expense	\$500	\$25	(\$475)
Miscellaneous	\$200		(\$200)
Bork workshops	\$7,244		(\$7,244)
Grants	\$900	\$600	(\$300)
Directors and Officers Insurance	\$744	\$744	
Annual Meeting incentives	\$500	\$500	
Promotional items	\$175	\$254	\$79
TOTAL EXPENSES	\$17,063	\$6,648	(\$10,415)

CHECKBOOK BAL 12/31 \$ 21,787.38

CD REGIONS BK \$ 10,279.02

Library Visitation

Libraries all over Connecticut are participating in an exciting program to make people of all ages aware of the power of their library card. Interested individuals get a passport from their local library which they can then take to at least five libraries on the statewide list to be eligible to win a \$150 gift card for adults or a \$100 gift card for children.

Go explore our local libraries

<http://www.amityobserver.com/9038/opinion-go-explore-our-local-libraries/>

<https://www.facebook.com/passporttoctlibraries>

Passport to Connecticut Libraries

The Public Libraries Section is proud to sponsor the first Passport to CT Libraries program, running in 87 participating public libraries from September 2nd through September 30th. Based on the Wine Trail Passport Program in CT, this program will run during Library Card Sign Up Month in September. The program is open to both adults and children. The objective is to build awareness of the value of the card as well as encouraging residents to explore the amazing diversity of our public libraries. Every participating library will offer a Passport to their patrons, that each patron will take to any participating library to be stamped and receive a small gift. At the end of the month, patrons will turn in their passports to any participating library to be entered in two drawings: Most Libraries Visited and one Random Drawing for all participants. The drawing will be for two adult prizes of \$150.00 each and two children's (under 18) of \$100.00 each.

Flyer of participating libraries:

http://ctlibraryassociation.org/downloads/passport_flyer_with_address3.pdf

<https://www.facebook.com/passporttoctlibraries>

<http://www.mycitizensnews.com/news/2014/08/program-provides-passport-to-libraries/>

<http://www.monroecourier.com/19378/passports-take-library-patrons-around-the-state/>

'Passports' To Vermont Libraries Encourage Literary Exploration

<http://digital.vpr.net/post/passports-vermont-libraries-encourage-literary-exploration>

Great Library Write Out

The Great Library Write Out encourages librarians (and other library supporters) to get out of the echo-chamber and put their writing skills to good use in non-library publications (for, secondarily, a chance to win a cash prize).

There are many topics that you can write about and many places that you can submit your articles. For example, you can write about an amazing program that your library did in your community and submit to BoingBoing. Or, you can write about using the library as a source for information on market research for startups and submit it to Entrepreneur Magazine. You can even write in to your local newspaper about why the library is important to you and have a chance to win like our first year's winner. It's just important that we get as many of our stories out to our communities as we can.

Guidelines for submission;

- You must be in the library profession in some fashion by working in a library related field or be a student in a library related field. However, if you feel you qualify for any other reason, just let us know and we'll consider you in the running.
- If you submit to an online source, the traffic data must be available online. You can use this tool to check if your site qualifies. <http://www.trafficestimate.com/>
- It must be a pro-library article speaking positively about the benefits of libraries in some aspect of society and addressing the question: Why do we still need libraries?
- The article must be printed between August 1st 2014, and the first day of the ALA Annual Conference on June 25th, 2015
- It must be published in a non-library related magazine or journal with a national (United States) or international circulation or a widely read non-library website. More points will be given to an article in a magazine/website with the largest circulation or number of hits, and you will receive bonus points for a feature article.
- You must submit, your name, the title, and date of publication (or link) for verification.

Notes from meeting with the Regional Library Directors

11 JUNE 2015

Roadblocks -

Group needs an attorney to help establish a 501c3.

one group hasn't been able to establish a 501c3, but bought donuts for the libraries to sell and delivered them on the day the library was closed.

Another group won't get a 501c3.

Talk to the Library Director and the board, since it is the policy making branch. Build a good, open relationship.

Get contact info from TSLA re Friends groups and contacts who are not members of FOTL. When you contact them, cc the regional directors.

Gerald Beavers will present at Regional In-Service training program where directors will be (hopefully with a representative from their Friends group). They'll have a discussion about Friends and also hand out guidelines.

The handout about creating a 501c3 from the presenter at the Dover meeting was very good.

We are overdue/want to have FOTL come for an In-Service presentation. There's a question about annual duties (such as the 31 page IRS form). We need to find a generous lawyer who wants to help.

It would be helpful if FOTL could identify some lawyers who can/will help with these forms.

Local mentoring on Best Practices would be good. "If I don't know what to do, who can I talk to?" (Don recommended Sally Reed's books on program ideas and also said FOTL is working on gathering local groups programming ideas.)

Wants a presentation at a regional board meeting followed by an In-Service program the next day to learn what successful Friends groups are doing. It helps to have an expert, "expert" being defined as "someone from afar with a briefcase"!

It's easier to plan regional board meetings with an In-Service back to back a year in advance. Many have just submitted their plans and will need to wait until next year.

Linebaugh Friends did strategic planning with Sandra. They and the Foundation want to expand the Technology Center by building a new bookless library with 50 computers and a community meeting space. They went to San Antonio, TX to study what they had done and are modeling theirs after that. It will be located in a low income area of town. They have bought the land.

A former representative to FOTL Board (long time ago) got her feelings hurt at a FOTL board meeting in Mt. Juliet. FOTL got a bad reputation then and unfortunately, that persists today.

A local Foundation overstepped their bounds - it's not just Friends who do that.

One (library) group has a Friend rep on their board who is a voting member. It helps to keep the lines of communication open.

NOTES



Strategic Tune-up

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In local communities, 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.

Friends plan their activities, asking "what can we do" instead of announcing "we will do this," working supportively with the library director and board.

Friends carry out their projects without excessive demands on the staff.

Our June 19th meeting will be a **Strategic Tune-up**: to review FOTL's vision, mission, annual meeting purpose and content, and activities for the coming year → are we on track?

During 2014-15, we created:

[Welcome to the . . . Friends of Tennessee Libraries](#)

Why Join FOTL? membership brochure

[Possible 2014-2015 Activities](#)

[Parent Tips for Reading Aloud](#)

[Tool Kit for Building a Library Friends Group](#)

[Sample ByLaws of Tennessee Friends Groups](#)

[FOTL Annual Report 2014-15](#)

[FOTL Annual Meeting 2015 - Evaluation Comments](#)
(sent earlier)

We reformatted these documents for uniform appearance:

RESOURCES FOR MEMBERS

[Organizing a Friends Group - A Basic To-Do List](#)
[Getting Started: How One Friends' Group Came Into Being](#)

[What One Small Group Can Do](#)
[A Comparison of Responsibilities](#)

[Consider the Annual Report](#)

[Ten Top Tips for Occasional Lobbyists](#)

[How Friends Add Value To Their Libraries](#)

[How Seymour Friends Revitalized Their Group](#)

[Rethinking Advocacy as Year-Round Mission](#)

In preparation:

➤ **FOTL Board of Directors Info Packet** (for web)

➤ **FOTL Procedures Manual**

➤ **Welcome to the . . . Friends of Tennessee Libraries** revision (attached)

➤ **2015-16 Possible Activities** (attached)

➤ **Picture Book Month 2014 Postings**

➤ **Tool Kit for Library Friends Group Programming**

➤ **Tool Kit for Ag Literacy/Ag Week Library Programming Ideas**