



Agenda

January 11, 2023

4p

Call to Order

Roll Call

Approval of Minutes

Reports

- Treasurer's Report
- Library Director
- Regional Director

Report of Committees

- Building and Ground Committee-updates
- Building and Expansion Committee- updates

Communications

Unfinished Business

- None

New Business

Public Comment—none scheduled

Adjournment



The Franklin County Library Board of Trustees met on January 11, 2023, at 4:00 PM at the Franklin County Library with the following present: Carl Goodman, Co-chair; Lynn Claxton, Treasurer; David Eldridge, Lori Greer, Portia Vaughn, Trustees; Brooke Phillips, Assistant Director; Kate Huddleston, Regional Library Director.

Roll was called and the minutes for the November 10, 2022, Board Meeting minutes were approved as presented.

Reports provided from the following:

Treasurer Lynn Claxton reported that the Financial Report for December reflects 46.90% of the budget encumbered. The 330 line related to the Konica copier account is still showing over 100%, but it looks to be a billing error with the company. No other concerns or unknowns reported.

Attached as page 4 is Assistant Director Brooke Phillips' report on behalf of Director Tina Stevens. Big Brothers Big Sisters of America will have an information session for mentors at the library on January 19th from 5-7p. FCL checked out 3,826 items, hosted 4,243 visitors, and provided 783 patrons with Wi-Fi or computer access in December.

Attached as pages 5 and 6 is the Regional Library Director's report. As an appendix is the 2022 is the Minimum Standards Survey.

Portia Vaughn, Building and Grounds Committee Chair, reported that the county is going to cover having the depression in the library parking lot assessed and fixed. They will have to dig a few feet down at the site to assess the issue. Regarding the library's electric sign, a new company closer to the region has been found to move forward with attempting to repair it and contact with them is being made. Vaughn reported that one of the buttons inside the library's elevator has become extremely hard to push to light up. The OTIS maintenance team has ordered a replacement button to fix the issue and use of the elevator has been discontinued until the repair can be made.

David Eldridge, Expansion Committee Chair, reported that the County Finance Committee approved a resolution to purchase the 101 S. Porter St. property beside the library with \$277,000 of the \$320,000 purchase cost being appropriated from funds received by the county from the Federal American Rescue Plan of 2021 and the



remaining purchase cost being provided by the library fund balance. The resolution will be put forth on January 17th at the County Commission meeting for full approval.

No Communications

No Unfinished Business

No New Business

No Public Comment

Adjournment 4:54PM

Franklin County Library Secretary of the Board of Trustees

Franklin County Library Chairman of the Board of Trustees



Director's Report
January 2023

As you may conclude from the signature on this report, our director, Tina Stevens, had hip replacement surgery in December and is still recovering at home. She is moving forward in her recovery and all the staff here at the library are wishing her well.

Our Fall Adult Bingo program concluded with the lucky winner being presented with a \$100 gift card. The Hogwarts New Year's Eve Bash on December 31st had 24 attendees celebrate with Harry Potter themed trivia, STEM activities, and LEGO builds. What a magical way for the library to bring in the new year! The Quilt Drawing for Veterans in partnership with the FCE Club of the Agriculture Extension office concluded this month with 6 recipients.

The Friends of the Library had a book sale at the Winchester Livery in November that included a local author signing. One of the local authors, Kelsey Toledo, donated an original art piece based off of the book *Where the Crawdads Sing* to auction off as well.

The library will also be partnering with the local and state Tennessee Rehabilitation Center (TRC) by providing two new volunteers from the program to help in the History Room. They will be working with Kathy to assist patrons and provide additional support in that area. We're excited to have them working with us in the History Room! We continue to have monthly outreach at the Senior Center and the Reentry program at the jail.

Looking forward to future partnerships, Big Brothers Big Sisters of America will be having an information session at the library on January 19th from 5-7p for those in the community interested in becoming mentors. Also, the Franklin County Historical Society will host an event on February 19th at 2p focusing on Black History in Sewanee.

As you can see, we ended 2022 with some great programs and outreach while ringing in 2023 with some great partnerships, old and new, on the horizon! The library hosted 4,243 visitors, loaned 3,826 items, and provided 783 patrons with Wi-Fi or computer access over the December holiday season! And we hope to host, loan, and provide even more resources in the year to come!

Looking forward to a great new year,
Brooke Phillips, Assistant Director



Stones River Regional Library Report January 2023

Sunshine Law Reminder –

The Open Meetings Act, commonly referred to as the "Sunshine Law," is found in T.C.A. § 8-44-101 *et seq.* The requirements of this law are as follows: <https://www.mtas.tennessee.edu/reference/open-meetings-law>

Ally's Law – Also known as the Restroom Access Law, requires public establishments to allow people with certain medical conditions, (i.e., IBD), to use employee restrooms if no public ones are available and they have an urgent need.

ILL and TEL Marketing Materials - In response to low numbers in libraries across the state for ILL system usage and at the direction of the State Library, a team of regional librarians has created a selection of marketing materials to promote the "Share It" Inter-Library Loan program. Please see the attached photos.

There are:

- Bookmarks
- Posters
- Table tents
- Shelf signs with clips
- Retractable banners
- Trifold brochures (this item is for staff use within libraries to understand the program and instruct library employees as needed. It is not for the public).

Over the next two months, Kate or I will bring an inventory of these materials, with the exception of the retractable banner, to each of your libraries when one or both of us attends your board meetings. We encourage you to use them to promote ILL services at your library. The state will be tracking ILL statistics for each library after the distribution of the materials to see if the additional promotion has boosted usage.

Our office has received three (3) large, retractable display banners to be shared among all of our libraries. If you would like to borrow one, please let us know immediately. We will lend them on a first-come, first-served basis and ensure that everyone gets a chance to use one. After all, the whole concept of the ILL program is "sharing" and the use of the displays will reflect that too!

Don't forget that we also still have the TEL display banners available for loan. Just contact me or Kate to schedule a delivery or pickup. We can also bring TEL or READS marketing materials if you request them before your meeting.

Trustee Certification: Tennessee's Trustee Certification Program is made up of 10 self-paced modules, divided into five areas of trustee responsibility – Advocacy, Finance, Personnel, Planning, and Policies & Bylaws. To register, visit: https://docs.google.com/forms/d/e/1FAIpQLSf8FYqzGc4mtbJzyDZHfji9BPzY_vNqmwfnVY5PymrRFKrcRg/viewform?c=0&w=1 Please contact us if you have any difficulty accessing your courses.

Trustee Re-Certification Online Program: Trustees who certified in 2015-2016 are eligible for recertification. A five-module online training is available at <https://my.nicheacademy.com/tslaadvancedtrusteetraining>. Even if your board service is ending, you can be re-certified for a future term (certification is good for six years).

Summer Reading Programming Virtual Brainstorm Session: Tuesday, January 10, 2023 1:00pm – 2:00pm

Available Grants (Please be sure to review guidelines for eligibility and more details):

Dollar General Literacy Foundation Summer Reading: Up to \$3,000 for Summer Reading programs. Due February 16th. <https://www.dgliteracy.org/grant-programs/?#summer-reading>

ALA's Libraries Transform Communities: Engagement: \$2,000 to improve community engagement. **Due February 1st**.



<https://www.ala.org/tools/programming/LTCEG/guidelines>

ALA’s Peggy Barber Tribute Grant: \$2,500 for programming. **Due February 1st.**

<https://www.ala.org/tools/programming/PeggyBarberGrant>

ALA’s Libraries Transforming Communities: Accessible Small and Rural Libraries: \$10,000-\$20,000 to improve accessibility of facilities, services, and programs to people with disabilities. **Due February 28th.** Visit

<https://www.ala.org/tools/librariestransform/libraries-transforming-communities/access>.

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oStones River Regional Library Training Opportunities for 2023 – SAVE THE DATES

A Date with E-Rate

January 19, 2023

Presenter: Liz Schreck, State E-Rate Coordinator

Liz Schreck will meet with libraries to explain the process for successfully filing their E-Rate forms. She will share best practices in keeping files, portal access, and tracking forms, with an emphasis on filing forms 470 and 471.

Credit Hours: 3

Location: Available online (virtual) only

Reader’s Advisory

Friday, February 3, 2023

Presenter: Lauri Thompson, State CE Coordinator

Lauri Thompson will present the importance of Reader’s Advisory services, best practices for the patron interview, the steps for suggesting future choices, and a selection of free Readers’ Advisory resources to help library staff.

Credit Hours: 1.5

Location: Available online (virtual) only.

Library Systems Roundtable

February 28, 2023

In Middle Tennessee, we have big and small systems. This roundtable will bring together all of us, no matter what size, to discuss system organizations & structures. Learning from each other will help improve public library service for all.

Credit Hours: 3

Location: Tennessee State Library & Archives

Community Partnerships 101

March 9, 2023

Presenters: Cindy Matthews, Stones River Regional Library, Tina Stevens, Franklin County Public Library, and Trey Guinn, Rutherford County Library System

Community partnerships can be a valuable resource for your library but how do you get started? This workshop covers all the basics from what steps to take, who you should target, and how to approach potential partners. This topic was the #1 requested training topic from the most recent training survey.

Credit Hours: 4

Location: Stones River Regional Library

Building Your Team for Excellence

April 21, 2023

(Columbia)

Presenters: Ashley Bowers, State of TN Human Resources and Rita Shacklett, Rutherford County Library System

Learn best practices for employee recruitment, the interview process, and onboarding, along with staff development and retention. Also covered will be succession policies and procedures in libraries, for both pending retirements and everyday operations, including planning considerations for boards and leadership, regardless of library size.

Credit Hours: 4

Location: Buffalo River Regional Library

Collection Development & Management

May 19, 2023

Presenters: Kate Huddleston and Rebecca Bowles, Stones River Regional Library; Jennifer Cowan Henderson, TSLA

A library’s collection is the cornerstone of their relationship with their community. But how do libraries know what to add and what must go? This training covers topics requested through the most recent training survey: collection development and management, weeding, interlibrary loan, and more.

Credit Hours: 4.5

Location: Stones River Regional Library