



Agenda

January 10, 2024

4p

Call to Order

Roll Call

Approval of Minutes

Reports

- Treasurer's Report
- Library Director
- Regional Director

Report of Committees

- Building and Ground Committee-update on safety issues (fire alarm, cameras, security) and HVAC unit
- Personnel Committee-job descriptions and part-time attrition

Communications

Unfinished Business

- None

New Business

- Policies-Library Card Application Form

Public Comment—none scheduled

Adjournment



The Franklin County Library Board of Trustees met on January 10, 2024, at 4:00 PM at the Franklin County Library with the following present: Kelly Doyle, Chairman; Carl Goodman, Co-Chair; Lynn Claxton, Treasurer; David Eldridge, Angie Fuller, Lori Greer, Angie Fuller, Bari Beth Lowndes, Trustees; Brooke Phillips, Assistant Director; Cindy Matthews, Regional Library Assistant Director.

Roll was called and the November 8, 2023, minutes were approved as presented.

Reports provided from the following:

Treasurer Lynn Claxton did not have a report.

Attached as page 3 is the Library Director's Report.

Attached as pages 4 and 5 is the Regional Library Director's Report. She also shared six of seven Trustees are certified. The results of The Tennessee Standards Survey for Public Libraries was discussed. The survey covers minimum state recommendations for libraries. Franklin County Library is a Level IV as determined by population. Library staff are on target with continuing education hours to meet Maintenance of Effort requirements. Angie Fuller is working on completing the Trustee Certification Program; all others are certified. The state's tech support has opened a 24-hour a day online portal for issues.

Building and Grounds Chair David Eldridge stated the Franklin County Building and Grounds will meet in the spring. At that time, Director Stevens will have an opportunity to bring issues to the Committee's attention.

No Communications were shared.

No Unfinished Business

Under New Business, three motions passed: Franklin County Library Clerk position converts to Library Assistant with pay scale increase to \$14.31 per hour; Franklin County Library Assistant converts to Executive Library Assistant II; motion to adopt a Library Card Application Form with DVD checkout provision for juveniles. Application Form attached as page 6.

No Public Comment

Adjournment 4:30 PM

Franklin County Library Secretary of the Board of Trustees

Franklin County Library Chairman of the Board of Trustees

Director's Report
January 2024

In the spirit of the season, the Trustees approved free library replacement cards during the month of December. The program added nineteen card holders who got a jump start on 2024 by reclaiming library privileges and resources. Staff also conducted a couple of surveys: I'm Thankful for... and All I Want for Christmas... Customers shared many times over gratitude for the Library, the staff, their families, books, and wished for more books, peace, and health. February kicks off Love Your Library Month. Spread the word; it's a great time to give FCL some hearts <3. The Seed Library returns in February as well. The Crimson Clover Master Gardeners of Tennessee and The Franklin County Garden Club are partnering with the Library giving vegetable and flower seeds. The goal of the program is encouraging gardening of any type and that seeds will be returned in the fall.

The Children's Library got a turn-around just before Christmas. The Circulation Desk was relocated in the interest of safety. Youth Services Director Dana Brown now has clear visibility to all entrances and exits. She also created a new study/work space for students, teachers, homeschoolers, and others. Weeding also continues as new children's materials are hitting the shelves! Speaking of children's books, local author Rick Vella is visiting Storytime on February 7, at 10a reading his book, The Notorious Rockeater of Rutledge Falls. The event is sponsored by the Friends of the Library, and refreshments will be served. Please give a little love by attending <3.

The Franklin County Historical Society is hosting Chuck Sherrill, Part-time Archivist and former Tennessee State Librarian and Archivist for a program about Pelham. It's a small farming community in Franklin County dating to the early 1800s. All are welcome to this free event at the Library on Sunday, April 21, at 2p.

Join Renae and Dana for Books and Banter: Life on the Circ Desk, first and third Mondays at 9a on Facebook Live. This program is a 2.0 version of a former social media hit Book Chat. They interact with digital visitors by revealing upcoming, popular, not-so-popular, and best seller titles to discuss.

In the tech realm, the Library received five free Adobe Premium licenses from Techsoup, a nonprofit that provides software to other nonprofits. Several iPads are on the list for purchase thanks to the Tech Grant. These tablets will be utilized as card catalogs, teaching tools for staff, and for staff training and meetings.

The Herald Chronicle featured the Library in a full-page article highlighting *Hot on the Shelf* (what's new at the Library). Library Assistant Renae Holman is partnering with the local newspaper featuring new titles and items from The Shelf newsletter.

Two more bits of info: Library Page Jared Cowan in learning the ropes in the History Room. Currently, it is staffed by volunteers about twenty hours weekly. Library staff are trained to assist visitors in locating materials only. Jared will spend part of his Saturdays in the History Room ensuring the room is open versus the three-year closed status. Library Clerk Jennifer Pender has resigned to pursue other goals. She has been a valued team member since 2019 and will be missed.

Thank you for your service and all my best,

Tina L. Stevens, Director

STONES RIVER

JAN 2024

REGIONAL LIBRARY

MID-YEAR CHECKLIST:

- State and federal funds for materials should be spent (to roughly 50%, will need to be spent in full by April 1)
- Library staff should be getting continuing education hours per requirements of their position
- Review any policies or bylaws needing updates
- Look at board member terms - any upcoming openings?
- Start thinking about specific funding needs (budget requests) for the upcoming fiscal year

TECH INFORMATION:

Need Tech Assistance? Submit a ticket 24hrs/day at the new IIT service portal:
libil.lnsos.help/portal/en/home

Network assessments are available!
Schedule yours at the link above.



Storybook Trail Grants are available. Check [this link](#) for more information.



UPCOMING TRAINING OPPORTUNITIES

We have had lots of changes to the training schedule so please refer to the information below, visit our libguide, or contact Cindy at cynthia.matthews@tn.gov.

E-Rate Open Lab - Jan. 18th: Virtual

State E-Rate Coordinator Liz Schreck will be on-hand to review participants' form 470s to be filed and will also present the Cabo exemption and its requirements. **Regional training*

Small Library Roundtable - Feb. 8th: Virtual and In-Person

This event will provide directors with an opportunity to identify and share common difficulties experienced at their small library, such as limited budgets and building local relationships.

Book Sales with Your Friends - Feb. 27th: In-Person at Linebaugh Public Library

Public libraries around the state have found success in book sales through partnership with their Friends groups. In this session, the Friends of Linebaugh Library will share their experiences with in-person and online book sale programs, including space considerations, marketing, best practices, and more.

Effective Time Management for Busy Library Staff - Mar. 7th & 28th: Virtual

Join librarian and instructor Brenda Hough for this interactive workshop, during which you will assess your current time management strategies and challenges to identify opportunities for change. This training topic has been consistently requested for the last few years from public library staff. Training consists of two live sessions and homework in between.



Time is running out! Complete your Trustee Certification

Tech Grant awards will be determined by the number of certified trustees on June 30th.

If you have not completed your Trustee Certification, [register now](#).



Tennessee Library Association
Annual Conference:
April 2-4, 2024 in Franklin



STONES RIVER REGIONAL LIBRARY, A DIVISION OF THE OFFICE OF SECRETARY OF STATE TRE HARGETT, PROVIDES TRAINING, GRANTS ADMINISTRATION, AND CONSULTATION TO LIBRARY BOARDS AND STAFF. CONTACT [KATE.HUDDLESTON@TN.GOV](mailto:kate.huddleston@tn.gov) OR [CYNTHIA.MATTHEWS@TN.GOV](mailto:cynthia.matthews@tn.gov) FOR ASSISTANCE. LIBGUIDES PASSWORD: [TNLIBGUIDES](https://tnlibguides.org) (ALL LOWERCASE LETTERS)



FRANKLIN COUNTY LIBRARY

Account Registration

Name _____ Date _____
Last First Middle

Mailing Address _____

Cellphone _____ Alternate _____

Email _____

Prefer Alerts Email Text

Adult (18+) Juvenile (4-17) Birthdate _____

Movies for Juvenile Accounts

I grant my child permission to check out movies on their account. I further understand and agree that I, and not Franklin County Library, am responsible for movie content borrowed and viewed.

Agreement

By signing, I agree to comply with ALL policies of the Franklin County Library and accept financial responsibility for ALL materials checked out on this account. Policies are available for review.

Signature _____ Date _____

Parent/Guardian signature is required for juvenile account holders.

Permitted to use this account:

1. _____
2. _____

Card Number _____

New Replacement Updated

Staff _____ Date _____