



## Agenda

March 8, 2023

4p

Call to Order

Roll Call

Added to the Agenda:

- Two Staff Development days annually-library closure
- Bonus for Assistant Director for time served for Director's medical leaves
- Free one-time library replacement card during April 2023 for National Library Week Celebration

Approval of Minutes

Reports

- Treasurer's Report
- Library Director
- Regional Director

Report of Committees

- Budget Committee-set meeting for Fiscal Year Budget 2024
- Building and Ground Committee-updates
- Building and Expansion Committee- updates and tour
- Nominating Committee-taking nominations for Fiscal Year 2024
- Personnel-set Director's Annual Review meeting

Communications

Unfinished Business

- None

New Business

- Two Staff Development days annually-library closure
- Bonus for Assistant Director for time served for Director's medical leaves
- Free one-time library replacement card during April 2023 for National Library Week Celebration

Public Comment—none scheduled

Adjournment



The Franklin County Library Board of Trustees met on March 8, 2023, at 4:05 PM at the Franklin County Library with the following present: Kelly Doyle, Chairman; Carl Goodman, Co-chair; David Eldridge, Bari Beth Lowndes, Portia Vaughn, Trustees; Tina Stevens, Director; Kate Huddleston, Regional Library Director.

Roll was called and the minutes for the January 11, 2023, Board Meeting minutes were approved as presented.

Reports provided from the following:

In the absence of Treasurer Lynn Claxton, Director Stevens reported that the Financial Report for February reflects 65.31% of the budget is encumbered. The 330 line related to the Konica copier account is still showing over 100%, confirmed as billing error with the company. The 432 line for materials has an unencumbered amount of \$11,115.93 per the time of the report. This is due to gifts and memorials. No other concerns or unknowns reported.

Attached as page 4 is the Director's Report. She also shared some responses from February's Love Your Library survey. One read, "I love the library because Ms. Dana gives me hugs." Dana Brown, Youth Services Director participated in the middle schools' Reality Store where 8<sup>th</sup> graders learn life skills.

Attached as pages 5 and 6 is the Regional Library Director's report.

For Budget Committee Chair Lynn Claxton, Director Stevens shared the Fiscal Year 2024 Budget Packets will arrive soon and a meeting will be set to prepare the 2024 Budget.

Portia Vaughn, Building and Grounds Committee Chair, reported that the county has repaired the depression in the library parking lot. It was due to settling in the basement kitchens of the former Krauth house that was demolished. It has been filled with gravel, and once it settles more will be added then eventually paved. Vaughn reported that the library's elevator is functioning once more.

David Eldridge, Expansion Committee Chair, reported that the purchase of the 101 S. Porter St. property in Winchester closed on February 10, 2023. The one key has been surrendered to Franklin County Maintenance Department for new knobs on all

the doors. Eldridge also shared that the County's Trane program may address some of the lighting issues such as the library porch being dimly lit. The lighting assessment is forthcoming.

For Nominating Chair Lori Greer, Director Stevens alerted that she and Greer had been in contact; a meeting will be set for the Committee to prepare 2024 nominations for the May board meeting that include: all officers and one Trustee seat.

Personnel Committee Chair Portia Vaughn will reach out to the committee members to set a date for a meeting to discuss Director Stevens' performance in Fiscal year 2023.

#### Communications

Chairman Kelly Doyle invited the board to the Friends of the Library regular meeting on Thursday, March 9, 2023, at 5:00 PM.

No Unfinished Business

#### New Business

- A motion to approve a one-time \$1000.00 bonus for Assistance Director Brooke Phillips passed for time served in the absence of the Director in 2022 and 2023.
- A motion to approve a one-time free library card replacement passed for the month of April 2023 for National Library Week.
- A motion to approve two annual Staff Development Days at the Director's discretion passed.

No Public Comment

Adjournment 5:10 PM with a tour of the new property

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Franklin County Library Secretary of the Board of Trustees

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Franklin County Library Chairman of the Board of Trustees

Director's Report  
March 2023

I am delighted to be back from my convalescence and excited about the coming events! The staff did an amazing job keeping the library bouncing along while I recovered. Thousands visited. Nearly 2,000 clicked away on the FCL website. Wi-Fi and PC use are still highly utilized.

February was Love Your Library Month and, boy, did the community prove it! Renae, Library Assistant, created a survey display near the Circulation Desk. Visitors were queried on why they loved FCL (Franklin County Library). Comments ranged from: "I love Ms. Dana because she hugs me; The atmosphere of all the creative people who work here; (in child's hand) it is fun; Love my library, a place of comfort, knowledge, fun." At the close of the survey, it was a morale boost for the team!

Big Brothers and Big Sisters are eager to continue our partnership; another meeting and program is in the works for the Spring. The Lions Club will be here March 22 at 10:30AM after Storytime for free eye exams. The goal is set at twice a year for this program. The Bridge Program for teens at The Campora Family Center are treated to STEM programming curtesy of FCL by Kathy, IT Specialist. On March 11 from 1-3PM, Dana, Youth Services Program, is hosting an introduction to the library for the students and their parents.

Full-time staff requested designated office space in 2022 to work more effectively and efficiently. We used money from donations and the office equipment funds to accommodate the team members. In fact, it has proven that we met those goals. It has improved morale and effectiveness. In that same mindset, I am researching executive desks to improve my effectiveness and efficiency. Currently, I am using a desk that has many lives and this one is nearly over. The intention is to use donations funds.

A Lunch and Learn is in the planning stages to welcome the newly elected officials and share the Long Range Plan with them. In 2009 the library sponsored a similar event for the County Commissioners and City Mayors. It was well-attended. The hope is a great turnout for this event as well. More information will follow.

Thank you for your service.

To learn more about the happenings at FCL, visit [fclbry.com](http://fclbry.com). Like or follow us at Facebook, Snapchat, Instagram, Youtube, Twitter, and TikTok.

Remember to hashtag:

#fclbry

#FCLwedothat

#FCLcandothat

#FCLhereforyou

#FCLkeystosuccess

#FCLshareconnectcreate

Thank you for your service and all my best,

*Tina L. Stevens, Director*

# STONES RIVER

MARCH 2023

REGIONAL LIBRARY



## BREAKING NEWS:

### 2024 TOP GRANT APPLICATION NOW AVAILABLE

GRANT FUNDS ARE AVAILABLE FOR THE FOLLOWING ITEMS\*:

- TRAINING
- HOT SPOTS
- SOLAR CHARGING TABLES
- INTERNET CONNECTIONS

GRANTS UP TO \$20,000 ARE AVAILABLE  
APPLICATIONS DUE APRIL 12.  
A MATCH IS REQUIRED BASED ON SERVICE  
POPULATION (5% - 20%)

\*ANY FUNDED LIBRARY MUST HOST A MINIMUM OF FOUR  
(4) PUBLIC DIGITAL LITERACY TRAININGS IF FUNDS ARE  
REQUESTED FOR NON-TRAINING EQUIPMENT

## LIBRARY LEGISLATIVE DAY: APRIL 4

CONNECT WITH YOUR LOCAL REPRESENTATIVES  
AS LIBRARY STAFF CONVERGE ON THE STATE  
CAPITOL. PRE-SCHEDULED APPOINTMENTS ARE  
APPRECIATED. FIND YOUR REPRESENTATIVES AT  
[THIS LINK](#) FROM THE TN GENERAL ASSEMBLY.



### REMINDERS:

- HAVE YOU SUBMITTED YOUR PROPOSED BUDGET FOR 23-24?
- BOARD MEMBER TERMS - BEGIN RECRUITMENT FOR YOUR UPCOMING VACANIES.

## 2023 TENNESSEE LIBRARY ASSOC. CONFERENCE

- APRIL 11-13, 2023 IN MEMPHIS. EARLY REGISTRATION ENDS MARCH 6TH.
- KEYNOTE SPEAKER: SEAN "OF THE SOUTH" DIETRICH
- VIEW THE EDUCATIONAL PROGRAM [HERE](#)



### GRANT OPPS \$\$\$:

DOLLAR GENERAL YOUTH LITERACY GRANT APPLICATION OPENS MARCH 9; FUNDS PROGRAMS, TECH, SOFTWARE, & MATERIALS

ALA'S "COMMUNITY CONNECT" HIGH-SPEED INTERNET FOR RURAL COMMUNITIES GRANT:  
DUE APRIL 3

TSLA'S 2024 TOP GRANT:  
DUE APRIL 12  
(SEE FRONT PAGE)

## TRAINING RESOURCES 2023

MARCH 14-16: SOUTHEAST COLLABORATIVE ONLINE CONFERENCE

APRIL 20: VIRTUAL PARTNERSHIP FAIR; MORE INFO TO COME

APRIL 21: EMPLOYEE RETENTION & SUCCESSION (BUFFALO RIVER REGIONAL LIBRARY); 4 CEU

MAY 19: LIBRARY COLLECTION DEVELOPMENT & MANAGEMENT (STONES); 4.5 CEU

AUGUST: SOLAR ECLIPSE ACTIVITIES FOR LIBRARIES WORKSHOPS; DETAILS TBA

## Trustee Certification & Recertification?

[CLICK HERE TO GET STARTED](#)



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