

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting September 18, 2024

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), Lekeshia Hicks and Tatyana Hoelcel

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Director, Red River Regional Library) and Jan Hodgson (Vice-President, Friends of the Library)

Absent: David Donahue (Secretary), Commissioner Lisa Prichard, Karyl Kirkland and Vincent Surra

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:01 p.m. While multiple Trustees were absent, a quorum was present.

Motion to approve August 21, 2024 minutes as presented

Motion: Dee Wagstaff-Williams

Seconded: Lekeshia Hicks

Motion carried unanimously

Treasurer's Report (Full report included in packet). Presented by Mike Steele

The total for August is under budget at 15.82% vs. the goal of 16.67%. Revenue was under budget at 1.87% vs. 16.67% as the first quarter distribution from Montgomery County has still not been received. Salaries & Benefits were slightly under budget 16.11% vs. 16.67%. Operating Services were over budget 19.81% vs. 16.67% as many large service contracts are renewed early in the fiscal year. Supplies/ Utilities were under budget 13.06% vs 16.67% as many invoices are received after the service month ends. Equipment costs were under budget 8.75% vs. 16.67% as few large equipment purchases have been made so far this fiscal year.

Acceptance of the July financial statements as reported

Motion: Dee Wagstaff-Williams

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report

Statistics - Circulation is up 6% from August 2023 and 5% so far this fiscal year. Print materials continue to be the highest circulating format at 58%, with downloadable materials coming second at 36% and A/V materials are down to 6%. 3,820 items were checked out from hoopla in August and an additional 270 hoopla Flex titles were also borrowed. 71 outside groups reserved the meeting rooms in August with an attendance of 1,327 people. 925 new library cards were made in last month. The use of our Wi-Fi was 2,971, which again surpassed the 2,249 total users of our computer lab. 26,262 individuals visited the library during August 2024. 16% of our total visits occurred during our Blue Bonanza special event.

Staffing –Interviews have been scheduled for the vacant Youth Services position and will be held over the next two weeks. Lauren Porter started as our new part-time Public Service Associate on Monday, August 26th and is doing well as she learns the multitude of tasks required of our busy public service staff members.

Programming –2,615 children under 5 and their parents attended story times and craft times in August. 724 elementary age children (including Tweens) attended programs last month. 170 Teens grades 7-12 attended activities in August. A total of 4,574 patrons attended All Ages events in August, both inside the library and off-site.

Special Events–The library held a Blue Bonanza event on August 24th from 3-5pm. This event was the highest attended event ever held inside the library with 4,167 visitors in attendance! The library will host its first ever Hispanic Heritage event, ¡Alegría!, on September 21st from 3-5 pm.

Community Outreach & Support –55 children read to the therapy dogs of Tender Paws last month. Christina Riedel, in partnership with Valerie Guzman of United Way and Electrolux provided 398 air conditioning units to community members in need Tuesday, August 27th and Saturday, August 31st. This community service project was made possible by

United Way, Electrolux, Volunteers, Library Staff and County Facilities staff. They were thanked with words of appreciation and donuts. The library was presented with the awarded Tech Grant of \$4,462 on September 3rd by TN Secretary of State Tre Hargett along with other state and local representatives, Library Board Members and the Library Director. The APSU softball team dropped by to donate books, assist with story time, crafts, and play and learn activities on August 26th.

Building Maintenance- Trane continues to work on the HVAC, replacing coils and other parts needed to keep our library spaces comfortable. The current repairs are being done to the non-fiction section on the second floor, the lobby and 1st floor meetings rooms.

North Branch Updates – We have structural beams in place at the build site and it is still projected that the branch library will be completed in the fall of 2025. It is estimated that the library's construction will be done around a month before the Animal Care and Control building is completed. A joint grand opening celebration will occur after both facilities are finished and community members will be invited to enjoy our new expanded services.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library) Cecilie emailed the statewide standards report out to Trustees before the meeting. Cecilie will be contacting the remaining new Trustees to schedule their orientations. The Trustee Workshop will be September 19th in Brentwood. Three trustees are signed up to attend. The annual statistics survey is due by September 30th. A suggestion was made for Trustees to have a separate email address, different from their personal address and to be used for library communication, in the event of requests made under the Freedom of Information Act. The information for the MOE is still needed and will be submitted as soon as possible. The Summer Reading Conference will be October 8th at TSLA and the Level V Summit will be November 19-20 also at TSLA.

Friends of the Library Report- presented by Jan Hodgson (Vice-President, Friends of the Library) The Booktique averages of \$800 per month in income for the Friends. Volunteers are needed to help with the booksale at the end of October. Setup will be Oct. 21, 22 & 23 with shifts available starting at 9:00 am. Volunteers are also needed to work the sale Oct. 24-27. The Friends' financials are doing well, with their combined assets totaling approximately \$93,000.00.

Committee Reports- Recommendation for approval of Policy Updates

The Policy Committee met directly before the Board Meeting on September 19th. 10 policies were up for review at this meeting (1.02- Public Participation at Library Board Meetings; 1.07- Hughes Trust; 2.00-Collection Management; 3.04- Schedule of Fines and Fees; 3.05- Fines and Fees; 3.07- CIPA Internet Safety; 3.08- Internet Access Policy; 3.09- Wireless Internet Access (Public); 3.12- Health and Safety and 4.04 Inclement Weather Closings). Suggested changes to these policies were emailed out to all Trustees for review before the meeting. Most of the changes were grammatical in nature, but some significant modifications to the Fines & Fees schedule were brought before the Policy Committee. The Committee recommends that the suggested changes be implemented.

Motion to approve all recommended changes to the above listed policies as presented by the Policy Committee.

Motion: Tatyana Hoelcel

Seconded: Mike Steele

Motion carried unanimously

Old Business

A. Approval to allow Food for Fines Program to begin November 1, 2024 and end December 31, 2024.

The Food for Fines program is a community outreach initiative that allows patrons with overdue fines to bring in cans or boxes of non-perishable food items and have their fines waived. These apply to overdue fines only, not fees for lost or damaged materials. \$1.00 is waived for each can or package of non-expired food brought in, not to exceed \$30.00. The food pantry who benefits from this initiative changes each year.

Motion to approve Food for Fines to run from November 1, 2024 through December 31, 2024.

Motion: Lekeshia Hicks

Seconded: Tatyana Hoelcel

Motion carried unanimously

New Business

A. Level V Director's Summit: Board Meeting Date Change from November 20th to November 13th.

In order for Christina Riedel to attend the Level V Director's Summit in November, the Board Meeting will need to be moved back a week from November 20th to November 13th.

Motion to approve moving November Board Meeting from November 20 to November 13 to allow Library Director to attend Level V Director's Summit.

Motion: Lekeshia Hicks

Seconded: Mike Steele

Motion carried unanimously

Motion to adjourn

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

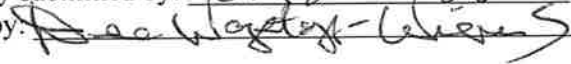
Motion carried unanimously

The meeting was adjourned at 3:54 pm.

Our next meeting is Wednesday, September 18 at 3:00 pm.

Transcribed by Jessica Hartley

Respectfully submitted by:  Secretary

Approved by:  Board Vice-Chair