

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting March 19, 2025

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), David Donahue (Secretary), Lekeshia Hicks and Vincent Surra

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Director, Red River Regional Library)

Absent: Commissioner Lisa Prichard, Tatyana Hoelcel, Karyl Kirkland and Jan Hodgson (Vice-President, Friends of the Library)

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:00 p.m.

Motion to approve February 26, 2025 minutes as presented

Motion: Dee Wagstaff-Williams

Seconded: Mike Steele

Motion carried unanimously

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

Budget percentages this month were changed to reflect actual spending & appropriations, not figures represented in MUNIS, which still need to be updated by the County. The total is under budget at 63.99% vs. the goal of 66.67%. Revenue was over budget at 74.98% vs. 66.67% due to higher library fees and the third quarterly Montgomery County and Gracey distributions having been received. Salaries & Benefits are slightly under budget at 66.56% vs. 66.67%. Operating Services were under budget 58.68% vs. 66.67% as many invoices arrive after the service month ends. Supplies/ Utilities were under budget 56.87% vs 66.67% due to conservative spending in preparation for needs of North Branch. Equipment costs were under budget 23.63% vs. 66.67% as larger purchases are made from this line item, more infrequently.

Acceptance of the February financial statements as reported.

Motion: David Donahue

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

B. Budget Amendments Needed

The Library has been given a van by Montgomery County Facilities for travel between the Main and North Branches. While there was no charge for the van, the library is responsible for operating costs of the vehicle including Insurance, Maintenance and Gasoline. Funds are available, but they need to be shifted from different budget lines.

1. Amend expense code 53550- (Travel) by removing \$300.00 from the current budget of \$5,000.00 to make the total in that expense code \$4,700.00.
2. Amend expense code 53380- (Maintenance & Repair- Vehicles) by adding \$300.00 to the current budget of \$0.00 to make the total in that expense code \$300.00.
3. Amend expense code 54150- (Electricity) by removing \$900.00 from the current budget of \$82,000.00 to make the total in that expense code \$81,100.00.
4. Amend expense code 54250- (Gasoline) by adding \$900.00 to the current budget of \$0.00 to make the total in that expense code \$900.00.
5. Amend expense code 54340- (Natural Gas) by removing \$900.00 from the current budget of \$5,000.00 to make the total in that expense code \$4,100.00.
6. Amend expense code 55060- (Liability Insurance) by adding \$900.00 to the current budget of \$0.00 to make the total in that expense code \$900.00.

Motion to approve budget amendments as presented

Motion: Lekeshia Hicks

Seconded: Vincent Surra

Motion carried unanimously

C. Discuss Audit proposal and next steps

As 2024 was the last year for the previous audit contract, a proposal for 5 years of audit services was received from Stone, Rudolph & Henry. The proposal reflects an increase in cost of approximately 5% each year, or \$750 per year. A discussion occurred about whether the Board should request proposals from additional audit firms, but it was decided that this process will take longer than is currently available before the end of the FY. A decision was made to contact Stone, Rudolph & Henry to see if they would reduce the contract terms from 5 years to 3 years. If approved, the search process for audit firms would occur at the end of the 2nd year (June 2026).

Director's Report

Statistics - Circulation is down 3% from February of last year, but up 5% so far, this fiscal year. Print materials continue to be the highest circulating format at 56%, with downloadable materials coming second at 38% and A/V materials are holding at 6% last month. 2,842 items were checked out from Hoopla plus an additional 220 hoopla flex items were borrowed in February. 1,368 visitors attended 67 group meetings at their library over the last month. Our patron count technology needs replacement but we are still averaging around 20,000 each month. 555 new cards were made last month. We had 22,337 visits to our website in February. 1,816 patrons used our computer lab, and 2,286 Wi-Fi users were tallied last month. We have had 164 uses of our new ABC Mouse computers which give children in our Youth Services area another learning experience.

Staffing – Mary Smith received a proclamation from Mayor Golden and enjoyed a staff tea party celebrating her 28 years of service to the library on February 27th. Savannah Raines has been selected as the Senior Public Services Associate for the Youth Services Department and will start March 17th. We have begun interviews for the open Volunteer Coordinator position; this process will take a few weeks as we have many competitive candidates out of over 100 applications.

Surveys – We have distributed small surveys in paper form during school visits and outreach over the last year. On August 24th, 2024, we distributed a survey with a QR code during our Blue Dog event that had over 4,000 patrons in attendance. A program attendee survey was released and remains ongoing as of September 1st. A general library usage survey was distributed on June 11th and remains open for patron input. Our library pamphlets, calendars and email blasts include the option to give us feedback in our efforts to reach as many people as possible to gain insight into what our community wants and needs. We use the feedback constructively and reallocate resources as needed to support patrons' greatest needs for programs, materials and e-resources.

Programming –1,964 children under 5 and their parents attended story times and craft times in February. The library had 4 separate story times with 100 or more patrons in attendance! 563 elementary age children (including Tweens) attended events last month. 119 Teens grades 7-12 attended 15 programs over the last month. 137 patrons attended adult programs in February.

Special Events—On February 8th, 217 patrons attended the Love Your Library event. Harry Potter night brought in 706 patrons to enjoy a night of family fun surrounding the beloved Harry Potter world at their library. The Jubilee event held in honor of Black History month had 442 attendees. You may want to mark your calendars for the next rounds of signature events at our library; the Heritage Fest will be held May 3rd and a Wicked Oz Fest event will be May 17th.

Community Outreach & Support – VITA was at the library only 8 days in February and they have already prepared 316 tax returns. The Youth Art Month reception was Sunday, March 2nd from 2-4pm. The library was bustling, and the parking lot was full! On March 4th, Christina Riedel delivered a presentation at Tanglewood House to the Montgomery County Republican Women's Club about the current happening at the library, our new branch and ways to support the library in our community minded work.

Partnerships—Artlink, in partnership with the library, has established an Art2Go little library to provide crafting and artistic project options for patrons of all ages. The stand is mobile and can be placed in different locations around the library. Artlink staff and volunteers are responsible for keeping the supplies available in the Art2Go box.

Building Maintenance— HVAC repairs are being completed, and the life of the system will need to be discussed with Nick Powell as replacement of our system may be needed in the next 3-5 years.

North Branch Updates –We continue to work on the bids for technology, security, and sorter needed to operate our new branch in the coming months. The North Branch has most of the drywall complete and at least a few walls have beautiful vibrant paint on them as of last week. The construction is moving quickly and remains on track.

Newly hired Assistant Director, Gracie Armstrong introduced herself to the Board. Gracie is excited to return to CMCPL in this new capacity. She has 15 years experience in various libraries and positions and was most recently the Library Director of Stewart County Public Library, a Level III library.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)
Cecilie emailed the Regional Director's Report to all trustees before the meeting. She discussed additional changes that were included in the 2025 revision of the Public Library Standards. There is another Regional training coming up in April on Library Marketing. The deadline to spend allocated State/Federal funds is April 15th.

Friends of the Library Report

As Jan Hodgson was absent, the Friends of the Library report was given by Christina Riedel. The Spring Used Book Sale is scheduled for April 24-27. Volunteers are still needed for setup and working the sale. The Friends continue to receive \$700-\$1,000 per month from the Booktique. Their finances are doing well.

Committee Reports

A. Budget Committee: watch for upcoming invite

There will be another meeting of the Budget & Finance Committee scheduled once the dates for the County Budget Committee hearings are set.

Old Business

A. Board of Trustees photos and emails discussion for website

In an effort to move to more transparency and ease of information access, Christina Riedel proposed to have the names, photos, and an email address for each Trustee posted on the library's website. The photos would all be taken in the same location for cohesion and the email addresses included would be separate from Trustees' personal addresses. Christina will research options for creating Trustee email addresses and potential times for the photos to be taken will be sent out.

New Business

A. Library Director Evaluation Process

The blank evaluation form will be sent out to all Trustees by Quentin Humberd. This form should be filled out and returned to Quentin by May 1st. Quentin will compile the results and present them to Christina Riedel. A meeting of all trustees will occur prior to the May meeting to submit and discuss the evaluation forms.

B. Capital Projects- Main Library Renovations & HVAC

According to the Trane technician, the HVAC system may have at most 3-5 years before the system needs to be fully replaced. Warranties are running out for portions of the system and maintenance costs will continue to increase. Christina will discuss the situation with Nick Powell, County Engineer to determine the best long-term solution. Funds will also be requested in the coming years to renovate parts of the Main Library. The County has renovated many other offices and meeting spaces recently, and many library spaces are in need of a refresh.

C. Library Image Evaluation Needed

Hard copies and a QR code to access a digital version of the Image Evaluation were distributed to Trustees. These documents will also be sent to some other library stakeholders. The image evaluation asks Trustees to look at the library through fresh eyes and evaluate the appearance, cleanliness and usefulness of the library space and services. Results will be compiled and used to formulate future plans. The deadline to submit the Image Evaluation is April 16th.

Motion to adjourn

Motion: Mike Steele

Seconded: David Donahue

Motion carried unanimously

The meeting was adjourned at 4:06 pm.

Our next meeting is Wednesday, April 16, 2025 at 3:00 pm.

Transcribed by Jessica Hartley.

Respectfully submitted by:  Secretary

Approved by:  Board Chair