

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting September 17, 2025

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

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

Absent: Karyl Kirkland and Commissioner Lisa Prichard

The Board of Trustees meeting was joined by a visitor, but there was no official request for public comment. Dr. Quentin Humberd (Chair) called the meeting to order at 3:00 pm.

Motion to approve August 20, 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.

The grand total was under budget at 13.49% vs the goal of 16.67%. Revenues were significantly under budget at 1.24% vs the goal of 16.67% as the 1st Quarter County Contribution had not been received at the time of the meeting. Salaries & Benefits were under budget at 14.78% vs 16.67% as a revised personnel budget is needed from the County. Operating services were slightly under budget at 15.50% vs 16.67% as many invoices are received after the service month ends. Supplies & Utilities were well under budget at 7.12% vs 16.67% as we are awaiting invoices from recent orders. Equipment was under budget at 9.07% vs 16.67% as larger purchases are made from this line item, less frequently.

Motion to approve August 2025 Financials as reported.

Motion: David Donahue

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report

Statistics – Last month 62,769 items were borrowed by library patrons inside the library and through READS. 3,481 items were checked out from Hoopla plus an additional 257 Hoopla flex items were borrowed in August. 1,304 visitors attended 81 group meetings at their library over the last month. In August, our patron count was 21,309. We have purchased new people count sensors and are testing them to make sure they work properly before removing the old sensors. We had 817 new cards made last month. 32,735 people visited our website in August. 2,447 patrons used our computer lab, and 3,020 Wi-Fi users were tallied last month.

Staffing – Bonnie Lee, the PSA in charge of Teen Services, will be leaving to pursue a job at the Vanderbilt University Library. We wish her well in her future endeavors. We will also be hiring a 24 hour PSA to fill the vacant spot of Lauren Porter. Both of these positions will be posted and we hope to be able to fill these positions soon. There have been multiple applications received from both current employees and volunteers. The Library Courier Drivers started on September 8th and the open shelve position has also been filled.

Programming – The library offered 120 total programs last month with 4,373 total patrons in attendance. 3,006 children under 5 and their parents attended story times, craft times and special programs in August. 678 elementary age children (including Tweens) attended events last month. 81 Teens grades 7-12 attended programs over the last month. 116 patrons attended adult programs last month and 492 patrons joined us at programs for all ages. We are excited to begin offering several new Adaptive and Senior programs beginning in October.

Special Events— 102 people joined us for our Decades Night program on August 7th. Alegria, a Hispanic Heritage Celebration, will occur for the second year on Saturday, September 27th. There will be demonstrations, crafts, guest performances, games and food vendors for all ages at this event to celebrate Hispanic Heritage Month. Plans are underway for our annual Science Fiction & Fantasy Expo which is coming to a galaxy near you on November 1st from 1:00-4:00 pm.

Community Outreach & Support —Laura Hoffman and Christina Riedel participated in the National Night Out Event on August 5th at ASPU connecting with 187 community members that evening. Christina Riedel has been in contract with County offices about the potential for getting a Library Bus, which will be used to bring library services to all parts of the County. Partnerships and Collaboration options for this project are being considered.

Building Maintenance- A leak was discovered in the Makerspace, which has led to water damage and mold in this room on the wall near the window. Currently the Makerspace is not being utilized for programs and Christina Riedel is working with the County Maintenance to determine if this leak is caused by a roof issue or other problem. Steps are being taken to fix this issue. As the library looks towards options for renovation/ refresh of the main library, a meeting of the Building Committee may be needed towards the end of the year or early January.

North Branch Updates — Christina Riedel and Gracie Armstrong have been hard at work with the Leadership Team and other staff members getting books and media sorted, shelved and ready for the Grand Opening. Operational procedures, collections and staffing are all being considered and discussed. A different technology vendor was chosen for the North Branch so there will be some learning curves for both staff and patrons. After the North Branch opens, Christina and Gracie will split the duties of overseeing North Branch operations; Gracie will be at the Branch on Mondays, Wednesdays and Thursdays and Christina will be at the Branch on Tuesdays and Fridays.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)
Cecilie emailed out the Regional Director' Report to all Trustees before the meeting. The official Board Appointment Form was presented to Dr. Quentin Humbert for his signature. The Public Library Survey is due by the end of September. The deadline for the signed MOE is October 31st. Several Trustees attended the Trustee Workshop in Brentwood. Cecilie also presented grant opportunities for libraries through the TN250 initiative.

Friend's Report- Presented by Jan Hodgson (Interim President, Friends of the Library)
The Booktique brought in \$1,342 in August. Two new Board Members have joined the Friends of the Library Board, Michelle Dickerson and Murry Dale Watts. Malinda Mabry-Scott resigned from her role as FOL President and there will be a special election for this position in November. 31 new members joined the Friends of the Library at the North Branch Grand Opening. Thanks to Susan Douglass for manning the Friends of the Library table.

Committee Reports

A. Policy Committee Meeting September 17th at 2:30 pm

The Policy Committee report was given by Tatyana Hoelcel. The Policy Committee met directly before the Board Meeting on September 17th. They discussed Policies 2.00 Collection Management and 3.07 CIPA Internet Policy. These two policies are required to be reviewed and approved annually as part of the TN Public Library Standards. There were few changes to Policy 2.00, mostly grammatical and a few wording updates for consistency. Recommendations to Policy 3.07 included slight verbiage changes and a request to update the library's website with the most recent version of the policy.

Motion to approve changes to Policies 2.00 Collection Management and 3.07 CIPA Internet Security as recommended by the Policy Committee.

Motion: Vincent Surra

Seconded: Lekeshia Hicks

Motion carried unanimously

B. Reminder- Budget Committee meeting will be scheduled in December or January.

The Budget Committee will meet with Christina to discuss requests for additional staffing to support the North Branch before the recommendation is brought back to the Mayor and County Commission in January.

Old Business

A. Grand Opening Recap and Next Steps

The North Branch Grand Opening was a success with the ceremony beginning at 9:00 am and was well attended by speakers and guests. Over 3,100 people attended the North Branch Grand Opening. Story times at the North Branch continue to be successful with over 100 people attending some individual events. All of the special edition North Branch library cards were given out at the Grand Opening and this design will be re-ordered due to their popularity. One item of concern by the community and the Library Board is the walkability of the North Branch library due to the heavy traffic on Purple Heart Hwy and the number of neighborhoods that are close to the Branch. The opening of the North Branch creates opportunities for additional naming rights and sponsorships, some of which have already been discussed with Christina. The Board requested to have some of the monthly Board Meetings at the North Branch. Currently the schedule would be even month meetings at the North Branch (October, December, February, April, June and August) and odd months at Main (November, January, March, May, July and September). The October meeting will be the first one to meet at the North Branch.

Motion to vary the location of monthly Board Meetings, beginning October 2025, with even months held at the North Branch and odd months at the Main Branch.

Motion: Dee Wagstaff-Williams

Seconded: Vincent Surra

Motion carried unanimously.

New Business

A. Special Projects Spending Request-Staff Christmas Party

A request was presented to use up to \$1,200.00 from Special Projects to fund the Library Staff Christmas Party. The requested amount was increased from previous years due to the higher number of staff and the rising costs of goods and services.

Motion to approve using up to \$1,200.00 from Special Projects to fund the Library Staff Christmas Party.

Motion: Tatyana Hoelcel

Secodned: Dee Wagstaff-Williams

Motion carried unanimously.

B. Mobile Library- Pursuing Options for Collaborations

Christina has been put in contact with CMCSS who may be able to provide a decommissioned school bus for the library to use for mobile programming and visits to underserved parts of the County. This is an opportunity for collaborations, sponsorships, grants and other partnerships, possibly with CMCSS students, to make the library bus a reality. The mobile unit would be wrapped to promote the library and would include content and materials for both children and adults.

Motion to adjourn.

Motion: Mike Steele

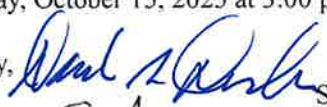
Seconded: David Donahue

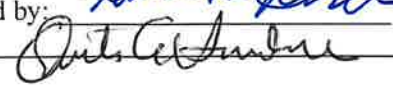
Motion carried unanimously.

The meeting was adjourned at 4:02 pm.

Our next meeting is Wednesday, October 15, 2025 at 3:00 pm at the North Branch.

Transcribed by Jessica Hartley,

Respectfully submitted by:  Secretary

Approved by:  Board Chair