

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting February 26, 2025 (postponed from 2/19 due to inclement weather)

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), David Donahue (Secretary), and Karyl Kirkland

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: Commissioner Lisa Prichard, Tatyana Hoelcel, Lekeshia Hicks and Vincent Surra

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:02 p.m. While several Trustees were absent, a quorum was present.

**Motion to approve January 15, 2025 minutes as presented**

**Motion: David Donahue**

**Seconded: Dee Wagstaff-Williams**

Motion carried unanimously

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

The total is over budget at 65.14% vs. the goal of 58.33% mostly due to personnel. Revenue was over budget at 83.27% vs. 58.33% due to higher library fees and the first three quarterly Montgomery County and Gracey distributions having been received. Salaries & Benefits appeared over budget 70.96% vs. 58.33% as a budget cleanup is still needed. Operating Services were slightly under budget 55.76% vs. 58.33%. Supplies/ Utilities were under budget 49.17% vs 58.33% as many invoices are received after the service month ends. Equipment costs were under budget 14.56% vs. 58.33% as larger purchases are made from this line item, more infrequently.

**Acceptance of the January financial statements as reported.**

**Motion: Karyl Kirkland**

**Seconded: David Donahue**

Motion carried unanimously

**B. Budget Amendments Needed**

Additional funds are needed in Bank Charges as higher library usage means more credit card payments which results in higher fees being charged to the library. Operating lease payments need to be increased as larger programs and more printed announcements mean higher copier use costs. Other Contracted Services needs an additional amendment to allow for summer reading

performers. Funds are available for these purposes, but they need to be shifted from a different budget line.

- I. Amend expense code 54320-L3000 - (Library Books/Media -Ref/Gen) by reducing it by \$3,200.00 from the current budget of \$12,485.00 to make the total in that expense code \$9,285.00.
- II. Amend expense code 53060-(Bank Charges) by adding \$1,500.00 to the current budget of \$7,500.00 to make the total in that expense code \$9,000.00.
- III. Amend expense code 53300 -(Operating Lease Payments) by adding \$1,000.00 to the current budget of \$6,200.00 to make the total in that expense code \$7,200.00
- IV. Amend expense code 53990 -(Other Contracted Services) by adding \$700.00 to the current budget of \$5,850.00 to make the total in that expense code \$6,550.00.

### **Motion to approve budget amendments as presented**

**Motion: Dee Wagstaff-Williams**

**Seconded: Karyl Kirkland**

Motion carried unanimously

### **C. FY 25/26 Proposed Budget**

A copy of the proposed budget for FY 25/26 was distributed. Significant increases were requested in preparation for the needs of the North Branch, including staffing. Some of the increases are also due to high usage of current services, including Hoopla. The total budget requested for FY 25/26 is \$4,824,735.00. This is an increase of \$1,453,698.00 over FY 24/25. This is the preliminary budget which will be presented to the County Commission for approval.

### **Motion to approve the preliminary budget for FY 25/26 as presented.**

**Motion: Mike Steele**

**Seconded: David Donahue**

Motion carried unanimously

### **Director's Report**

**Statistics** - Circulation is up 4% from January of last year and up 6% so far this fiscal year. Print materials continue to be the highest circulating format at 57%, with downloadable materials coming second at 37% and AN materials are holding at 6% last month. 2,851 items were checked out from Hoopla in January. 19,637 individuals visited the library during January and 1,069 visitors attended 67 group meetings at their library. 659 new cards were made last month and 6,971 long expired cards were deleted as part of the annual TLC software purge. 1,869 patrons used our computer lab and 2,471 Wi-Fi users were tallied last month. An increase in usage of

both Universal Class and Ancestry has been noted but the increase was nowhere near the hoopla usage levels.

**Staffing** - Gracie Armstrong has been hired as the Assistant Director for our library; her start date will be March 17th. Gracie is a former CM CPL staff member and current Director of Stewart County Library. Interviews are in progress for the Senior Public Services Associate, and we plan to fill this position within the next few weeks. New Staff requests for the North Branch and our main location needs have been sent to the Accounts & Budgets team for review. Programming -2,587 children under 5 and their parents attended story times and craft times in January. The library had 6 separate story times with 100 or more patrons in attendance! 590 elementary age children (including Tweens) attended 22 events. 111 Teens grades 7-12 attended 20 programs over the last month. 134 patrons attended adult programs in January that included retro gaming, Tai Chi and DIY activities.

**Special Events-** The library's annual Harry Potter Night brought in over 700 patrons to enjoy a night of family fun surrounding the beloved Harry Potter world at their library. This Signature Event featured animal programs, crafts and activities for all ages. Thank you to the Friends of the Library for making this event possible!

**Community Outreach & Support** - United Way representatives and Mayor Pitts attended the kickoff celebration of the Vita Tax prep Program at the library February 7th Mayor Pitts shared kind words about the library work that has been done over the last few years that has created a feeling that the library is a bustling hub for our community. The Vita tax preparation program will run February 7th through April 12th this year. They will assist patrons Thursdays 2-6pm, Fridays & Saturdays 9:30-4pm for free in the Glass Study room on the first floor of the library. The Youth Art Month will return to the library for the month of March with artwork being set up at the end of February. The Youth Art Month reception will be Sunday, March 2nd from 2-4pm. The APSU track Team volunteered to assist with a story time and parachute party January 16th. We continue to build relationships with the APSU teams as they give back to their community by supporting their library. Christina Riedel will be presenting to the 2024 Leadership Clarksville Class for the LC Government Day Thursday, February 13th . On January 16th Christina Riedel delivered a Leadership workshop for Directors in the Obion River Regional Library Center in Martin, Tennessee.

**Building Maintenance-** The HVAC is being worked on as some of the units are not communicating with the software creating various hot and very cold pockets within the library.

**North Branch Updates** -We will continue to work on the bids for technology, security, and server needed to operate our new branch in the coming months. The bid process has been completed and the vendors approved for the Opening Day Collections; we have begun the process of material selection with the vendors awarded the contract.

**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 mentioned that the State Library has updated the Tennessee Standards for Public Libraries, which was last updated in 2018. CMCPL is already in compliance with many of the revised standards. Three items to note are that all revised library policies need to be filed with the Regional Library and Memorandum of Understandings need to exist between the Library and Friends of the Library and the Library and the Library Foundation. A reminder was issued that communication about library business from Board Member's personal email address may be subject to open records requests.

**Friends of the Library Report-** presented by Jan Hodgson (Vice-President, Friends of the Library)

The Friends of the Library financials are doing well as is the Imagination Library. There have been a couple of large anonymous donations to the Imagination Library recently. The Friends are hard at work getting ready the Spring Used Book Sale, which will be April 24-27th Setup will be April 22-23rd. Volunteers will be needed to assist with the sale.

## **Committee Reports**

### **A. Planning Committee: Strategic Plan, Mission, Vision & Values**

There was an initial brainstorming session to discuss the Strategic Plan and Mission, Vision & Values on January 24<sup>th</sup>. Information from that meeting was compiled to create a draft of a new Strategic Plan, which was brought to the Planning Committee on February 26<sup>th</sup>. The Strategic Plan will cover 5 years (2025-2030). The Planning Committee reviewed the document and brought it before the entire Board for approval.

**Motion to adopt the new Strategic Plan as recommended by the Planning Committee.**

**Motion: Dee Wagstaff-Williams**

**Seconded: Karyl Kirkland**

Motion carried unanimously

### **B. Policy Committee- Recommendation for approval of updated policies**

The Policy Committee met before the Board Meeting on February 26<sup>th</sup>. Four Policies (1.00- Mission, Vision & Values, 1.08- Trustee Selection Procedure, 1.09-Gifts & Donations and 3.06- Patron Conduct) were up for review. Suggested changes were presented to the Policy committee and sent out to all Trustees by Christina Riedel before the meeting. As these policies had either been created or reviewed during last FY, there were very few modifications suggested. These are the final policies to review and the Policy Manual has now been updated in its entirety.

**Motion to approve all recommended changes to the above listed policies, as presented by the Policy Committee. Motion: David Donahue**

**Seconded: Mike Steele**

Motion carried unanimously

**C. Budget Committee Meeting Needed- Follow up to discuss proposed FY 25/26 Budget**

A meeting of the Budget & Finance Committee will be scheduled at a later date to discuss any changes to the FY 25/26 budget that might arise following the Budget Hearings.

**Old Business**

**A. Approval of Bylaws**

The Bylaws were reviewed and updated by the Policy Committee in January, but they could not be approved until the following month. No additional changes were suggested at the February meeting.

**Motion to approve changes to Bylaws as recommended by the Policy Committee.**

**Motion: Mike Steele**

Seconded: Karyl Kirkland

Motion carried unanimously

**New Business**

**A. Approval of updated Library Emergency Response Plan and Library Disaster Plan.**

Updated copies of both the Library's Emergency Response Plan and Disaster Plan were distributed to all Trustees before the meeting. As these documents are operational, they do not require an official motion for approval by the Board. These documents were discussed and will be reviewed and updated on a regular basis.

**B. Board Composition (Roll-off process)**

Three Trustees (Quentin Humberd, Mike Steele and Lekeshia Hicks) have terms that expire in 2025. Mike Steele and Quentin Humberd are eligible to begin their second term. Lekeshia Hicks is filling an unexpired term, so she is eligible to begin her first term. All three trustees have expressed their desire to continue to serve on the Library Board, so no Trustee vacancies will be posted this year and the Nominating Committee will not need to meet. Christina Riedel will send a letter to the County Mayor with this information.

Motion to adjourn

**Motion: Mike Steele**

**Seconded: Dee Wagstaff-Williams**

Motion carried unanimously

**The meeting was adjourned at 4:27 pm.**

Our next meeting is Wednesday, March 19, 2025 at 3:00 pm.

Transcribed by Jessica Hartley,

Respectfully submitted by:

Approved by: \_\_\_\_\_

*Dee Wagstaff-Williams*  
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*Dee Wagstaff-Williams*

Secretary

Board Chair