

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting May 21, 2025

Present: Dr. Quentin Humberd (Chair), Mike Steele (Treasurer), David Donahue (Secretary), Lekeshia Hicks, Tatyana Hoelcel, Commissioner Lisa Prichard

Also Present: Christina Riedel (Library Director), Gracie Armstrong (Assistant Director), Jessica Hartley (Senior Administrative Specialist), Caitlyn Haley (Assistant Director, Red River Regional Library), Jan Hodgson (Vice-President, Friends of the Library), Andrew Kester and Colleen Gildee

Absent: Dee Wagstaff-Williams (Vice-Chair), Karyl Kirkland & Vincent Surra

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 April 16, 2025 minutes as presented

Motion: Mike Steele

Seconded: Lisa Prichard

Motion carried unanimously

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

The Budget is on par with the total at 81.83% vs. the goal of 83.33%. Revenue was over budget at 99.06% vs. 83.33% due to higher library fines and fees combined with 4th Quarter payments received from the County & Gracey accounts. Salaries & Benefits are on budget at 83.77% vs 83.33%. Operating Services were under budget 74.79% vs. 83.33% as several projects are in progress and unused funds will be moved to different budget lines. Supplies/ Utilities were under budget 72.74% vs 83.33% due to conservative spending in preparation for needs of North Branch. Equipment costs were under budget 55% vs. 83.33% as larger purchases are made from this line item, more infrequently.

Acceptance of the March financial statements as reported.

Motion: Lisa Prichard

Seconded: Lekeshia Hicks

Motion carried unanimously

The Library Foundation approved an extra payment of 1 % from both the Foundation & Gracey accounts to increase the annual distribution from 4% to 5% according to the Foundation By-Laws.

B. Budget Amendments Needed

Charges for maintenance agreements and data processing services are less than anticipated at the start of the FY. Unused funds from these expense codes are being moved into budget lines that can be used to purchase supplies that will be needed for the North Branch. Additionally, a large HVAC repair needs to be completed by Trane. Funds are available, but they need to be shifted from different budget lines; there will be no net change in the budget.

1. Amend expense code 53170- (Data Processing Services) by removing \$16,600.00 from the current budget of \$100,000.00 to make the total in that expense code \$83,400.00.
2. Amend expense code 53340- (Maintenance Agreements) by removing \$2,000.00 from the current budget of \$44,500.00 to make the total in that expense code \$42,500.00.
3. Amend expense code 57090- (Data Processing Equipment) by removing \$8,000.00 from the current budget of \$22,000.00 to make the total in that expense code \$14,000.00.
4. Amend expense code 53020- (Advertising) by removing \$1,500.00 from the current budget of \$1,500.00 to make the total in that expense code \$0.00.
5. Amend expense code 54150- (Electricity) by removing \$1,000.00 from the current budget of \$81,100.00 to make the total in that expense code \$80,100.00.
6. Amend expense code 54340- (Natural Gas) by removing \$1,500.00 from the current budget of \$4,100.00 to make the total in that expense code \$2,600.00.
7. Amend expense code 54540- (Water & Sewer) by removing \$1,000.00 from the current budget of \$6,500.00 to make the total in that expense code \$5,500.00.
8. Amend expense code 53180- (Debt Collection Services) by removing \$1,400.00 from the current budget of \$13,072.80 to make the total in that expense code \$11,672.80.
9. Amend expense code 54100- (Custodial Supplies) by adding \$5,000.00 to the current budget of \$11,000.00 to make the total in that expense code \$16,000.00.
10. Amend expense code 54990- (Other Supplies & Materials) by adding \$3,000.00 to the current budget of \$18,521.06 to make the total in that expense code \$21,521.06.
11. Amend expense code 54140- (Duplicating Supplies) by adding \$2,000.00 to the current budget of \$2,500.00 to make the total in that expense code \$4,500.00.

12. Amend expense code 57110- (Furniture & Fixtures) by adding \$2,000.00 to the current budget of\$2,000.00 to make the total in that expense code \$4,000.00.

13. Amend expense code 53990- (Other Contracted Services) by adding \$2,000.00 to the current budget of\$5,500.00 to make the total in that expense code \$7,500.00.

14. Amend expense code 53350- (Maintenance & Repairs- Building) by adding \$19,000.00 to the current budget of\$20,750.00 to make the total in that expense code \$39,750.00.

Motion to approve budget amendments totaling \$33,000.00 as presented.

Motion: David Donahue

Seconded: Lisa Prichard

Motion carried unanimously

C. Hughes Check Discussion

Annually, the library receives a check from the Hughes Trust which is typically deposited into the Foundation Account. Pursuant to Board Policy 1.07 Hughes Trust, the Board, with a 2/3 majority, can choose to deposit this check into Special Projects instead. A discussion ensued about the distribution for 2025. All 6 board members present voted in favor of depositing the Hughes distribution into Special Projects.

Motion to approve keeping Hughes distribution check in Special Projects Account to be used for North Branch needs and/or Main Refresh.

Motion: Lisa Prichard

Seconded: Mike Steele

Motion carried unanimously

Director's Report

Statistics - Circulation is up 10% from April of last year, and up 4% so far, this fiscal year. Print materials continue to be the highest circulating format at 56%, with downloadable materials coming second at 38% and AN materials are holding at 6% last month. 2,763 items were checked out from Hoopla plus an additional 235 hoopla flex items were borrowed in April. 1,635 visitors attended 74 group meetings at their library over the last month. In April, our patron count was 21,210, we had 24,065 patrons visit our website, and 587 new cards were made. 2,084 patrons used our computer lab and 2,771 Wi-Fi users were tallied last month.

Staffing-We currently have no vacant positions. A request for multiple new positions to staff the North Branch were submitted to the Budget Committee. We will adapt our scheduling as needed depending on the number of new positions that are approved by the Commission. Gracie Armstrong, Kyle Pearce and Savannah Raines, our newest hires, have hit the ground running and

we are already benefitting from their expertise, positive energy and drive. Our team experienced the loss of a former teammate in Phyllis Council on April 24th Phyllis was a cataloger for over 20 years. We had a tree planted in her honor, will add memorial items in the collection and will be sending a card to her family on behalf of the library team.

Programming -2,481 children under 5 and their parents attended story times, craft times and special programs in April. 1,030 elementary age children (including Tweens) attended events last month. 214 Teens grades 7-12 attended 23 programs over the last month. 81 patrons attended 13 adult programs in April. 532 patrons attended programs for all ages. 114 patrons attended the read to the dogs of Tender Paws on April 12th and 108 visited with bunnies on April 18th courtesy of a partnership with Artlink. 78 patrons attended the Cumberland Winds performance April 26th.

Special Events-34 students and adult volunteers participated in a mentorship afternoon with the children of Nurture House. They enjoyed snacks, went home from the library with three books to own and spent time with mentors being read to and showing off their reading skills. This was a partnership with the Sunrise Rotary Club, the Immaculate Conception School's Beta Club, Nurture House and the Library. Preparations are well on the way for Wicked Oz Fest, the Library's upcoming Signature Event, on May 17th.

Community Outreach & Support -The library hosted 4 field last month, attended by 382 children who learned about the library. Outreach events within our community last month included a visit to Ringgold Elementary School's Literacy Night where library staff interacted with 138 children and their parents.

Partnerships- VITA prepared 252 tax returns in April. We extended our partnership with United Way to offer additional tax preparation by appointment on Friday mornings through June to better serve our community. VTTA prepared 1,021 tax returns so far in 2025! Kyle Pearce (Volunteer Coordinator) and Gracie Armstrong (Assistant Director) attended the APSU Volunteer Fair April 28th They connected with 25 students and have 12 new potential volunteers to build relationships with on behalf of our library team.

Building Maintenance- The main library has fresh exterior paint which signals the revitalization and renovations to come when the branch is open.

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 construction is moving quickly and remains on track. The Library has taken possession the van from Facilities; we are working with Purchasing to obtain the credit card designated for fuel purchases.

Regional Director's Report- presented by Caitlyn Haley (Assistant Director, Red River Regional Library)

Caitlyn emailed the Regional Director's Report to all trustees before the meeting. There will be a grant informational meeting on June 17^u, at 9:30 am. The filing window for the 2026 Technology Grant has opened and the State has moved to a new online portal for grant applications & document submission. The deadline to apply is July 7th. All Trustees should complete their certification by June 30th as that will impact the library's grant award. All staff should complete their continuing education hours by June 30th.

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

The Booktique raised over \$1,000.00 last month. The book sale brought in \$6,786 in profits. The Friends will be working with Montgomery County Imagination Library to distribute books and increase awareness of the program using QR codes for registration and donations. The Friends are working on solutions to get volunteers for the book sale and the Booktique.

Committee Reports

A. Budget Committee meeting will be scheduled in June.

The Budget Committee consists of Mike Steele, Karyl Kirkland, Tatyana Hoelcel and Commissioner Lisa Prichard. The budget committee will not meet again before the vote by the County Commission but will meet again next FY if needed.

Old Business

A. Library Director Evaluation Process

Christina Riedel's Evaluation is scheduled for Friday, May 23rd. All trustees should have submitted their individual evaluations by this date.

B. Library Image Evaluation Progress

The Image Evaluation is ongoing. Results received up to the point of the Board Meeting were distributed to all Trustees.

C. Approve revised FY 24/25 Budget with updated Personnel numbers from County.

The final budget for FY 24/25 was presented for re-approval with the updated personnel numbers.

Motion to approve revised budget as presented.

Motion: Tatyana Hoelcel

Seconded: Mike Steele

Motion carried unanimously

New Business

A. Library Closing Requests

Christina Riedel requested to close the library on the following days:

- Sunday, May 25th (Main Branch) for TLC Migration that will cause library systems to be off-line.
- Saturday, September 13th (Main Branch) for North Branch Grand Opening.
- Sunday, September 14u, (North Branch) in preparation for full opening Monday, September 15th

Motion to approve suggested closing dates for Main and North Branches.

Motion: Tatyana Hoelcel

Seconded: Lisa Prichard

Motion carried unanimously

B. Approve TCRS Hybrid Plan for New Employees

Montgomery County originally moved to the TCRS Hybrid Plan in 2017. Since this date, new employees have been encouraged to select the option for this benefit plan, but it was never officially adopted by the Library Board. Existing employees will be able to remain on the TCRS Legacy Plan. Following approval, all new employees hired after January 1, 2026 will no longer have an option of which TCRS plan they sign up for. Andrew Kester (Montgomery County Director of Continuous Improvement) and Colleen Gildee (Director of Montgomery County Human Resources) were on hand to answer questions about the Hybrid Plan. It was recommended by both Montgomery County and Christina Riedel to approve the Hybrid Plan.

Motion to approve TCRS Hybrid Plan for all new Employees.

Motion: Vincent Surra

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

C. Approve Support & Funding Request Letter to County.

A discussion occurred about the Board sending a letter of support to the County on behalf of the library and this may occur at a later date.

Motion to adjourn

Motion: Mike Steele

Seconded: Lekeshia Hicks

Motion carried unanimously

The meeting was adjourned at 4:10 pm.

Our next meeting is Wednesday, June 18, 2025 at 3:00 pm.

Transcribed by Jessica Hartley,

Respectfully submitted by: *David J. Ball* Secretary

Approved by: *John A. Anderson* Board Chair