

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY  
Board of Trustees Meeting January 15, 2025

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

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Director, Red River Regional Library), Caitlyn Haley (Assistant Director, Red River Regional Library), Caroline Vickrey and David Fitch (Auditors from Stone Rudolph and Henry, PLC).

Absent: 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 3:01 p.m.

In an effort to be respectful of the time of the auditors, the audit presentation was moved to the top of the agenda. Annual audits of government agencies and component departments are required by and the results submitted to the State of TN. The period of this audit is FY 23/24, ending June 30, 2024. All requested documents were submitted to Stone, Rudolph and Henry before the deadline, by both the library and Accounts & Budgets. There were no findings in this audit and findings from previous years were corrected.

**Motion to approve November 13, 2024 minutes as presented**

**Motion: Lisa Prichard**

**Seconded: Tatyana Hoelcel**

Motion carried unanimously

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

As there was no Board meeting in December, the financial statements for November and December were included. As the totals for November are contained in the December report, Mike Steele presented the December figures. The total for December is over budget at 55.71% vs. the goal of 50% mostly due to personnel. Revenue was over budget at 55.98% vs. 50% due to higher library fees and the first two quarterly Montgomery County and Gracey distributions having been received. Salaries & Benefits were over budget 60.61% vs. 50%. Operating Services were under budget 47.79% vs. 50%. Supplies/ Utilities were under budget 42.31% vs 50% as many invoices are received after the service month ends. Equipment costs were under budget 12.58% vs. 50% as larger purchases are made from this line item, more infrequently.

**Acceptance of the November and December financial statements as reported**

**Motion: Dee Wagstaff-Williams**

**Seconded: David Donahue**

Motion carried unanimously

A larger order than usual of library cards was purchased due to the increased number of new cards made and the interest in the designs from the Library Card Design contest. Funds are available for this purchase, but they need to be shifted from a different budget line.

1. Amend expense code 53990 (Other Contracted Services) by reducing it by \$1,050.00 from the current budget of \$5,850.00 to make the total in that expense code \$4,800.00
2. Amend expense code 53490 (Printing, Stationary & Forms) by adding \$1,050.00 to the current budget of \$2,500.00 to make the total in that expense code \$3,550.00.

**Motion to approve budget amendment as presented**

**Motion: Karyl Kirkland**

**Seconded: Lekeshia Hicks**

Motion carried unanimously

## Director's Report

**Statistics** - Circulation is up 11% from November of last year and up 8% from December 2023. Print materials continue to be the highest circulating format at 57%, with downloadable materials coming second at 37% and A/V materials are holding at 6% last month. 2,880 items were checked out from Hoopla in November with a slight increase of 2,892 items in December. 2,906 visitors attended 141 group meetings at their library over the last two months. 36,441 individuals visited the library during November and December; the system was still partially down due to a sensor, but new special-order batteries were installed November 12<sup>th</sup>, 2024.

**Staffing** – The Assistant Director interviews began in December and the second round will be completed in January. Mary Smith is retiring February 28<sup>th</sup> after over 28 years of dedicated service in the Youth Services Department. The Senior Public Services Associate position has been posted and interviews will begin in the next few weeks. Branch staffing needs are being calculated and mock schedules created before the Director will meet with HR about requesting additional staffing for the North Branch.

**Programming** –3,987 children under 5 and their parents attended story times and craft times in November & December. 979 elementary age children (including Tweens) attended programs November-December. 238 Teens grades 7-12 attended activities over the last two months. The Teen Advisory Board planned and delivered a Study with a Buddy Program, with therapy dogs from Tender Paws, and had 70 teens in attendance. This program was a hit due to the empowered teens that developed it and Bonnie Lee, our wonderful Teen Public Services Associate. A total of 2,406 patrons attended All Ages events to end this year, both inside the library and off-site. The Adult programming total attendance for the last two months has been 215, which included our first Adult Lock-In and a Book Nook craft program.

**Special Events**–The Holiday Hullabaloo complete with crafts, music and dance performances was attended by 503 patrons. The Noon Year's Eve celebration had 547 attendees. The library will partner with The Montgomery County Imagination Library for a story time given by their board members in our Children's Theatre on January 19<sup>th</sup>. They will give out free books and celebrate the birthday of Dolly Parton.

**Community Outreach & Support** – The library provided 5 outreach events to various schools and to Amazon during the month of November. Brendalyn Carpenter Player delivered a reading at our library on November 16<sup>th</sup> with 70 attendees; it was a remarkable success. Following the reading, Brendalyn led an adult dance party in the atrium, a first for the library! \$483.50 in patron fines and fees were waived during the Food for Fines program this past holiday season. We have roughly 600 items being donated to the pantry at Catholic Charities. The ongoing after-school meal program fed 525 students over the last two months. Channel 5 featured the library's Noon Year's Eve program on air and online. Main Street Media reporter Stephanie Miller visited to interview Christina Riedel concerning upcoming events and North Branch updates, starting the New Year on a positive note. The Sci-Fi Expo from November was showcased in Clarksville Living Magazine with several images of staff and patrons. Several community surveys about library services and programs have been made available to the public through multiple platforms. The Library Director will report on the results of these surveys during next month's board meeting.

**Building Maintenance**- Christina Riedel met with the County Engineer, Architect, and Director of Facilities to discuss painting the building, securing the balcony, increased lighting, and protective clings for the windows, which were approved at last month's board meeting. The various County leaders in this meeting will get back to Christina about the specifics of the project and any budgetary needs to complete these items. Christina is collaborating with Marc Harris to ensure parking is available for library staff and outside visitors are not leaving vehicles in designated staff spaces. This issue was brought up as a safety concern by several staff members.

**North Branch Updates** –This project is ahead of schedule concerning construction but other organizational needs are still on track for a Fall of 2025 opening. We will continue to work on the bids for technology, security, collection and sorter needed to operate our new branch in the coming months.

**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. Included in the email is a list of all Trustees with their term dates and Trustee Certification status. Trustees are encouraged to complete their certification before June to assist the library with requesting Tech Grant funds for next FY. Christina Riedel attended the Level V Summit in November and then met with Caitlyn and Cecilie following the summit to discuss items of importance to libraries. Beginning next FY, the Regional Library is requesting that the MOE be reviewed by the Board's Budget Committee before it is signed by the Board Chair and the Mayor then submitted to the State. The MOE form is usually sent out in early July. Cecilie also mentioned the amount left to spend in the Tech Grant. The deadline for spending Tech Grant funds is April 1<sup>st</sup>. There are three upcoming Regional trainings- 2 in February and 1 in March. Links to register for these sessions are included in the handout from Cecilie.

### **Friends of the Library Report-** presented by Christina Riedel

As Jan Hodgson was unable to attend the meeting, Christina Ridel presented the Friends of the Library Report. The Friends are working on a new procedure manual for the Booksale to streamline the process. At the January meeting, the Friends agreed to cut a check for \$5,000.00 to be deposited into the library's operational account. This amount had previously been approved. The Friends also agreed to fund \$5,135.00 in library wish list items for programs and events between January and July 2025. The Friends are working on pre-planning for events and appreciate the library doing the same with funding requests.

### **Committee Reports**

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

The Policy Committee met before the Board Meeting on January 15<sup>th</sup>. Eight Policies (1.01- Bylaws, 1.04- Committee Charges, 1.05-Financial Management Policy, 3.11-Social Media Policy, 3.13- E-Commerce, 4.00- Meeting Rooms, 4.05- Photography and Filming and Employee Handbook) were up for review. Suggested changes were presented to the Policy committee and sent out to all Trustees by Christina Riedel before the meeting. Most of these changes were grammatical or changes to position titles listed, not modifications to the content of the policy. In addition to the proposed policy adjustments sent out before the meeting, the Policy Committee submitted a few additional revisions. The policy committee recommended that all suggested modifications be approved, with the exception of the Bylaws, which will be up for approval at the February Board Meeting. Pursuant to Article VIII- Amendments of the Bylaws, written notice of any changes to the Bylaws must be presented to all Board Members at the previous meeting.

**Motion to approve all recommended changes to the above listed policies, with the exception of the Bylaws, as presented by the Policy Committee.**

**Motion: Vincent Surra**

**Seconded: Mike Steele**

Motion carried unanimously

#### **B. Budget Committee Meeting Needed- Discuss proposed FY 25/26 Budget**

A meeting of the Budget & Finance Committee will be scheduled for early February as the County is hoping to get the budget passed earlier in the FY. Potential dates for this meeting will be sent out to the committee members.

### **Old Business**

#### **A. Strategic Planning Meeting**

A Strategic Planning meeting is scheduled for Friday, January 24<sup>th</sup> from 10:00 am to 1:00 pm. This meeting is open to all Trustees as well as representatives from the library staff, Friends and Foundation.

### **New Business**

#### **A. Request Library closure for Wednesday, February 12, 2025 to allow for North Branch Tour by staff and Boards as well as staff training and project work.**

Christina Ridel has requested that the library be closed on Wednesday, February 12<sup>th</sup> to allow library staff an opportunity to visit the North Branch site in the morning and time for staff training and project work in the afternoon. Christina will then accompany Library Trustees, Friends Board Members, Foundation Board Members and Regional Library staff on a tour of the site in the afternoon. Trustees who are able to attend should meet at the site at 3:00 pm. If any Trustee is not able to attend this tour, Christina will schedule another time for those individuals to visit the site.

**Motion to approve closing library all day on February 12, 2025 to allow tours of North Branch by library staff and boards.**

**Motion: Tatyana Hoelcel**

**Seconded: Karyl Kirkland**

Motion carried unanimously

#### **B. Staff Day closing approval: Friday, October 3, 2025.**

Christina Riedel requests that the library be closed on Friday, October 3, 2025 to allow for the annual Staff Development Day. This is a day when all staff can come together for training, support, and team building.

**Motion to approve October 3, 2025 closing for Staff Development Day.**

**Motion: Vincent Surra**

**Seconded: Tatyana Hoelcel**

Motion carried unanimously

**Motion to adjourn**

**Motion: Mike Steele**

**Seconded: Dee Wagstaff-Williams**


Motion carried unanimously

**The meeting was adjourned at 4:22 pm.**

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

Transcribed by Jessica Hartley

Respectfully submitted by:  Secretary

Approved by:  Board Chair