

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting November 19, 2025

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

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

Absent: David Donahue (Secretary) and Karyl Kirkland

Commissioner Lisa Prichard had to step down from the Library Board of Trustees and her unexpired term will be filled by Commissioner Rashidah Leverett. As there were no requests for public comment. Dr. Quentin Humberd (Chair) called the meeting to order at 3:02 pm.

Motion to approve October 22, 2025 Minutes as presented

Motion: Tatyana Hoelcel

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

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

The grand total was slightly over budget at 33.97% vs the goal of 33.33%. Revenues were over budget at 49.22% vs the goal of 33.33% as the first two quarterly distributions have been received from both Gracey and the County. Salaries & Benefits appear to be over budget at 40.13% vs 33.33% as a revised personnel budget is needed from the County. Operating Services were under budget at 21.63% vs 33.33% as many invoices are received after the service month ends. Supplies & Utilities were well under budget at 16.89% vs 33.33% as the library is awaiting invoices from recent orders and some maintenance agreements renew later in the FY. Equipment was under budget at 24.34% vs 33.33% as larger purchases are made from this line item, less frequently.

Motion to approve October 2025 Financials as reported.

Motion: Lekeshia Hicks

Seconded: Vincent Surra

Motion carried unanimously

B. Budget Amendments Needed- Tech Grant and Trane

\$5,000.00 was budgeted for the Tech Grant, but the actual award amount was \$5,336.00. An additional \$336.00 needs to be added to both revenue accounts and expense accounts associated with the Tech Grant. Additionally, a large repair is needed for System 5 of the Main Library's HVAC. To be able to pay the current repair estimate, and not deplete the entire budget, monies must be moved from the library's Undesignated Fund Balance to Maintenance and Repairs (Building). These amendments will result in a net change to the budget.

1. **Amend revenue code 46980-G1320- (Other State Grants) by adding \$336.00 to the current budget of \$5,000.00 to make the total in that revenue code \$5,336.00.**
2. **Amend expense code 57090-G1320 (Data Processing Equipment) by adding \$336.00 to the current budget of \$5,000.00 to make the total in that expense code \$5,336.00.**
3. **Amend fund code 39000 (Undesignated Fund Balance) by removing \$40,000.00 to make the total in that fund \$671,011.00.**
4. **Amend expense code 53350- (Maintenance & Repairs-Building) by adding \$40,000.00 to the current budget of \$23,047.84 to make the total in that expense code \$63,047.84.**

Motion to approve budget amendments as presented.

Motion: Vincent Surra

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics – 71,793 total items were borrowed by library patrons in October (31,292 in person at the Main Library, 15,826 in person at North Branch and 24,675 digital checkouts, including Hoopla). 1,237 visitors attended 76 group meetings at the Main Library over the last month and 170 patrons and 8 groups reserved North Branch Meeting Rooms in October. Last month, our patron count was 16,233 at the Main Library and an additional 9,497 people visited the North Branch. We had 1,365 new cards made last month (582 at Main and 783 at North). 35,049 people visited our website in October. 1,616 patrons used our computer lab and 2,590 accessed the Wi-Fi at the Main Library and an additional 591 used the computer lab and 1,619 Wi-Fi users were tallied at the North Branch.

Staffing – Two part-time PSA positions have been filled and new hires will start work November 17th. Alyssa Franks has been hired for the 24-hour PSA position and Rieley Bruggeman will be filling the 25-hour PSA position. A second round of interviews occurred for the Public Services Supervisor position and we hope to have the new candidate able to start work early December. An additional 24-hour PSA position and full-time Custodial position are currently posted.

Programming –The library offered 175 total programs last month between the two branches with 6,365 total patrons in attendance. 3,507 children under 5 and their parents attended story times, craft times and special programs in October. 793 elementary age children (including Tweens) attended events last month. 153 Teens grades 7-12 attended programs over the last month. 187 patrons attended adult programs in October and 1,578 patrons turned up for all ages events.

Special Events- The library held special programs and events throughout the week of Fall Break. 93 children attended the Dragons and Vikings Adventure event on October 15th and 800 patrons of all ages joined us for Nashville Zoo's ZooVentures program at the Downtown Commons on October 16th. This event was a collaboration between the library and Clarksville Parks & Rec. 22 Teens and 22 Tweens came to the Fall Break Lock-Ins this year. 204 children visited the library for the Halloween Spooktacular story time, costume parade and activities on October 23rd. 481 patrons attended the Sci-Fi Expo Signature Event on Saturday, November 1st.

Community Outreach & Support – On October 20th, players from the APSU Men's Basketball joined us for story time and played basketball with the kids in the back of the library; 40 toddlers and their parents joined us for this special story time. The library hosted local musical group, the Cumberland Winds, on Saturday, October 25th with 135 patrons of all ages stopping in for a musical performance. Also on the 25th, the True Crime with the TBI brought in 45 adults to the North Branch for an evening of learning and discussion with real TBI Agents. The Library hosted Montgomery County's Military Resource Fair in the Atrium on November 7th & 8th to provide access to resources for military families impacted by the Government Shutdown.

Building Maintenance- A quote of \$20,118.00 has been received from Trane to diagnose, search for leaks and repair HVAC System 5, which is currently not running at all. If a leak is not found to be the problem, this repair may cost even more than the quoted amount.

North Branch Updates – The North Branch closed for two days on October 31st and November 1st after multiple reports of a gas smell around the entrance. Christina Riedel discussed the situation with Nick Powell, County Engineer, and Brad Heflin, County Maintenance Supervisor, then decided to close the Branch in an abundance of caution and send all scheduled staff members over to the Main Library. Clarksville Gas and Water sent a technician over to the North Branch both days and a faulty sensor was replaced.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)

Cecilie emailed out the Regional Director's Report to all Trustees before the meeting. Cecilie reminded Trustees that the Collection Review report is due to the State by January 19th. The MOE for FY 25/26 has been received and approved. Cecilie sent out the report from the Annual Standards Survey and she will discuss this report in more depth at the next meeting. There are several trainings at the Regional Library coming up for staff, both virtual and in person, over the next few months. Trustees are also welcome to attend these training sessions. All Trustees, with the exception of Commissioner Prichard, have completed their Trustee Certification.

Friend's Report- presented by Jan Hodgson (Interim President, Friends of the Library)

The book sale brought in \$11,697.00, which includes sales of book bags and Friends of the Library memberships. Thank you to everyone who helped out with the setup and cleanup of the sale as well as those who worked the actual sale. The Friends will be making some changes to the book sale procedures to make the process easier on volunteers and require less staff time and oversight. The Friends will be discussing options for items that they can purchase for the North Branch at their January meeting.

Committee Reports

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

The Budget Committee will meet on Wednesday, January 7th at 2:00 pm in the Board Room. This meeting will be followed by a Called Board Meeting at 3:00 pm where the Board will discuss and vote on Budget recommendations for the remainder of FY 25/26 with staffing requests, the proposed budget for FY 26/27, and the Collection Review Letter and report.

Old Business

A. Requested audit documents submitted to Stone, Rudolph & Henry by 10/29 deadline.

The library submitted all requested documents to the auditor by the October 29th deadline and the County is on point and working to meet the upcoming December deadline.

New Business

A. State Interest in Collection Development at Library

CMCPL (and all other public libraries in Tennessee) received a letter from the State of TN requesting a Juvenile Collection Review be completed by the Board by January 19, 2026. The purpose of this review is to ensure that no items in the Library’s Juvenile collection are in violation of state and federal laws and executive orders. Responses to the letter were sent out by both Christina Riedel and Dr. Quentin Humberd. Since the receipt of the letter, meetings have occurred between the Library Board Chair and Library Director with the County Mayor, County Attorney, Regional Library and ALA’s office of Intellectual Freedom to determine the legal standard, scope and methodology and fiscal responsibility of the Board in regards to this request. The Board discussed the original request, the response of the Library Director and Board Chair, the plan for the collection review and the thoughts and reactions of the Library Board. A decision was made to officially comply with the request and to continue to support the Library, Library Director and Board Chair through this process.

Motion to officially support the Library Director and Library Board Chair in the stated plans and response to the request for a Juvenile Collection Review by the State of Tennessee.

Motion: Tatyana Hoelcel

Seconded: Lekeshia Hicks

Motion carried unanimously.

Motion to adjourn

Motion: Mike Steele

Seconded: Lekeshia Hicks

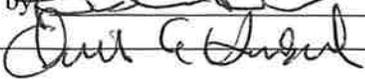
Motion carried unanimously

The meeting was adjourned at 4:21 pm.

Our next meeting is Wednesday, January 21, 2026 at 3:00 pm the Main Library

Transcribed by Jessica Hartley,

Respectfully submitted by  Vice-Chair

Approved by:  Board Chair