

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting February 18, 2026

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

Also Present: Christina Riedel (Library Director), Gracie Armstrong (Assistant Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor, (Director, Red River Regional Library), Jan Hodgson (President, Friends of the Library) and Elizabeth Carmichael (Auditor)

Absent: David Donahue (Secretary), Lekeshia Hicks, Tatyana Hoelcel and Commissioner Rashidah Leverett

As there were no requests for public comment. Dr. Quentin Humberd (Chair) called the meeting to order at 3:01 pm. While there were several Trustees absent, a quorum was present.

Motion to approve January 21, 2026 Minutes as presented

Motion: Dee Wagstaff-Williams

Seconded: Karyl Kirkland

Motion carried unanimously

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

The grand total was slightly over budget at 60.88% vs the goal of 58.33%. Revenues were significantly over budget at 74.13% vs the goal of 58.33% as the first three quarterly distributions have been received from both the County and Gracey. Salaries & Benefits appear to be over budget at 71% vs 58.33% as a revised personnel budget is needed from the County. Operating Services were significantly under budget at 35.36% vs 58.33% as many invoices are received after the service month ends. Supplies & Utilities were well under budget at 35.97% vs 58.33% as the library is awaiting invoices from recent orders and some maintenance agreements renew later in the FY. Equipment was over budget at 64.99% vs 50% as larger purchases are made from this line item, less frequently.

Motion to approve January 2026 Financials as reported.

Motion: Karyl Kirkland

Seconded: Vincent Surra

Motion carried unanimously

B. Audit Presentation by Stone, Rudolph & Henry

Elizabeth Carmichael presented the Library's Independent Audit Report for FY 24/25. The audit results were presented fairly (an unmodified and clean opinion) and there were no findings or disagreements. Elizabeth commended the Library and Accounts & Budgets for getting the required documents submitted on time and making the audit process go more smoothly. Attention was called to GASB No. 101, which beginning this year, requires employee sick leave that accumulates throughout the year to be considered as a liability. Previously, this statute included vacation time, but not sick leave, causing a large difference from the previous year's audit in this line item.

After discussion, the Board determined that there should be an official motion to receive the audit report. The Board will move to officially accept the audit report this year and again each year going forward.

Motion to accept FY 24/25 Audit Report as presented by Elizabeth Carmichael of Stone, Rudolph & Henry.

Motion: Mike Steele

Seconded: Vincent Surra

Motion carried unanimously

C. Budget Amendments

The annual contribution amount for the Gracey Account (Foundation Sub Account) was budgeted for \$123,000.00, but the actual contribution will be \$156,650.00. The budget will be adjusted to reflect the expected total. The added funds will

be used to supplement expense lines with the highest demand (Other Contracted Services, Furniture & Fixtures, Food, Other Supplies & Materials and Maintenance & Repairs-Building). A net change will occur in the budget.

1. Amend revenue code 44570- (Contributions & Gifts) by adding \$33,650 to the current budget of \$123,000.00 to make the total in that revenue code \$156,650.00.
2. Amend expense code 53990 (Other Contracted Services) by adding \$3,000.00 to the current budget of \$10,000.00 to make the total in that expense code \$13,000.00.
3. Amend expense code 57110 (Furniture & Fixtures) by adding \$1,500.00 to the current budget of \$5,000.00 to make the total in that expense code \$6,500.00.
4. Amend expense code 54220 (Food) by adding \$1,500.00 to the current budget of \$1,000.00 to make the total in that expense code \$2,500.00.
5. Amend expense code 54990 (Other Supplies & Materials) by adding \$3,000.00 to the current budget of \$25,000.00 to make the total in that expense code \$28,000.00.
6. Amend expense code 53350 (Maintenance & Repairs-Building) by adding \$24,650.00 to the current budget of \$63,047.84 to make the total in that expense code \$87,697.84.

Motion to approve Budget Amendments as presented.

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics – Both library branches were closed January 24th through January 30th and open reduced hours January 31st through February 2nd due to inclement weather. 63,810 total items were borrowed by library patrons in January (26,127 in person at the Main Library, 11,509 in person at North Branch and 26,174 digital checkouts, including Hoopla). 1,182 visitors attended 71 group meetings at the Main Library over the last month, and 18 additional groups reserved North Branch Meeting Rooms in January with 562 patrons in attendance. 18,317 patrons visited the Main Library in January, and an additional 6,987 people came by the North Branch. We made 897 new cards last month (443 at Main and 454 at North) and 28,463 patrons visited our website in January. 1,221 patrons used our computer lab in January and 1,772 accessed the Wi-Fi at the Main Library; an additional 442 patrons used the computer lab, and 1,357 Wi-Fi users were tallied at the North Branch.

Staffing – Interviews for the vacant part-time shelver position and 29-hour North Branch PSA position should occur this month. A part-time custodial position has been posted following the resignation of Jimmy Williams. Staffing needs are apparent for both locations and Summer Reading support is being requested this FY with our budget. Christina is preparing staffing requests for a Branch Coordinator, additional PSA positions and seasonal workers for FY 26/27.

Programming –The library offered 121 programs in January between the two branches with 3,507 total patrons in attendance. Pre-school program attendance was split almost evenly between the two branches with 1,095 attendees at story times and craft times at the Main Library and 1,091 patrons under 5 attending events at the North Branch in January. January saw 733 elementary age attendees (including Tweens), 87 Teens grades 7-12, and 166 adults attending programs last month. 323 patrons joined us for all ages programs in January. Enhanced adult, senior and adaptive programs continue to occur at both locations. We are looking at the popularity of certain programs series and times and will be modifying the schedule as needed depending on attendance numbers and patron interest.

Special Events- The Harry Potter celebration on Saturday, February 7th was a magical success with 2,040 attendees, the most we have ever had for this program! 2026 was also the first year that the Harry Potter Celebration was on a Saturday instead of a Thursday evening. The program featured a magic show, animal demonstration, games, crafts, activities and a STEM “potions” class. Plans are underway for the library’s Jubilee signature event, a Black History Celebration, which will be held on Saturday, February 21st from 9:30 to 5:00 pm at the North Branch. This program will include a special story time and genealogy class along with crafts, local vendors, trivia and a dance party. Preparations for Summer Reading, with events and programs for all ages, are in the works including plans for an end of Summer Family Fest event at the North Branch.

Community Outreach & Support – The library was visited by the kindergarten teachers and students of Minglewood Elementary on January 15th for a special story time, craft time and library tour. That evening Gracie Armstrong gave a tour of the North Branch to 12 of the CMCSS Elementary School librarians. VITA (Volunteer Income Tax Assistance Program) volunteers returned to begin preparing taxes for qualifying community members on Friday, February 6th. This program, sponsored by the United Way, will be at the Main Library three days a week through Saturday, April 11th. The library’s advancement to Gold Status with the Green Certification has been featured on our social media and the County’s website.

Building Maintenance- Kevin of HBM Architects was in Clarksville on February 5th to complete the punch list at the North Branch. Following this meeting, Christina spoke to him about the process and cost for HBM to design the proposed refresh of the Main Library using previous measurements and plans that they had already completed. There was a roof leak in the Quiet Study Room on the 2nd floor, which was discovered after the snow started to melt. The location of this leak directly around a light fixture was considered unsafe and the room was unavailable for several days. County Maintenance and the roofing contractor have repaired the leak, and the Quiet Study Room is again operational. Large HVAC repairs will occur over the next few months in batches according to the areas of the library with the greatest needs.

North Branch Updates – Following the punch list meeting with HBM, Nick Powell and Michael Beane of Codell Construction, multiple repairs have been identified. Several items have yet to be completed and next steps will be to see over the upcoming months what projects may fall under warranties for repairs. A plan is in place to install the Automated Materials Handling System (sorter) at the North Branch before the end of May. During March and April, Montgomery County Facilities, overseen by Nick Powell, will begin the pre-installation modifications to the building in preparation for the sorter installation.

It was mentioned that over 1,100 items of food were collected during the Food for Fines program in November and December, which were given to Operation Stand Down. The question came up about whether it would be a good idea to have another Food for Fines program in the summer months, possibly July. No formal motion was made to move forward with an additional Food for Fines at this time.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)
The Regional Library has moved to a new format for the Regional Director's Report, with a single report presented to all libraries in the Region and emailed out to Trustees early in each month. Two standards were mentioned that many TN libraries are not meeting (501.c.3 Friends group with a Memorandum of Understanding plus an emergency plan with provisions to open the library during a disaster). CMCPL meets both of these standards already. The Regional Library hosted a Technical Services training on February 10th, which was attended by Jackie Warfield. All Trustees, with the exception of Commissioner Leverett, have completed their Trustee Certification. Cecilie mentioned that the Training Opportunities for the Public (TOP) grant is now open for submissions and that the Library should consider applying for the Construction Grant to help with the Pageant Lane location renovations.

Friend's Report- presented by Jan Hodgson (President, Friends of the Library)
The Book Sale is coming up the last week of April. At the February meeting, the Friends decided to add an extra hour to the Thursday night Member's Sale, making the hours 3:00-7:00 pm instead of the 4:00-7:00 of previous years. There will also be a designated volunteer leader during the book sales, whose only job is to support and coordinate the various volunteers. The Imagination Library is in the early stages of forming their own non-profit, allowing them to hire a part-time employee. The Friends did not want to take on the role of having an employee. The Friends will continue to support the Imagination Library after the change, but the finances will be separate. The Friends of the Library also voted to donate \$50,000.00 to the Library Legacy Fund for Naming Rights to the North Branch Outdoor Space.

Committee Reports

A. Nominating Committee- Potential Trustee Vacancy Discussion

Three of the 4 Trustees whose terms expire in July and are up for re-election have decided to continue to serve on the Board for another term. The Board reviewed and discussed Policy 1.08 and the process for recruiting new Trustees, in the event that there will be a vacancy. A decision will be made before March 1st and the vacancy posted if needed. An interim Board Secretary may need to be appointed for the remainder of the FY.

Old Business

A. Montgomery County Hybrid Retirement Plan

The Montgomery County Hybrid Retirement Plan was originally approved by the Board on May 21, 2025, but the documents were not signed. The County has requested that the Board officially approve the plan again and sign the provided documents to signify their approval.

Motion to approve Montgomery County Hybrid Retirement Plan

Motion: Karyl Kirkland

Seconded: Mike Steele

Motion carried unanimously

B. Health Council Walk Audit for North Branch, February 18, 2026 at 1:30 pm

Several Library Trustees and Library Staff were joined by Karen Reynolds and Vincent Black of the Montgomery County Health Council to conduct a Walk Audit for the North Branch Library. The walk was just over 1 mile long and went from the North Branch Library to Minglewood Elementary School and back. Thoughts, impressions, and pictures from the walkers were submitted to the Health Council representatives who will compile the results and present the findings to the Board at a future date. Trustees briefly discussed their thoughts and concerns about the safety and functionality of the streets, sidewalks and crosswalks on the walking route.

New Business

A. Special Projects Request: Up to \$1,000.00 for National Library Week Staff Appreciation

Christina Riedel requested to use up to \$1,000.00 from Special Projects to pay for supplies and food for National Library Week. Food and surprises are planned for Staff throughout National Library Week on different days and times to attempt to celebrate people from all shifts.

Motion to approve using up to \$1,000.00 from Special Projects for National Library Week Staff Appreciation.

Motion: Karyl Kirkland

Seconded: Vincent Surra

Motion carried unanimously

B. North Branch Naming Rights Donations

The Library has received a request for Naming Rights to the Children's Programming Room in memory of Dr. Harold Vann. The \$50,000.00 donation will become part of the Library Legacy Fund, a subaccount under the control of the Library Foundation. There will be an official naming ceremony in May. The donor has requested to remain anonymous.

Also discussed was the aforementioned Naming Rights to the North Branch Outdoor Programming Space by the Friends of the Library. Their \$50,000.00 donation will also go to the Library Legacy Fund.

Motion to accept two Naming Rights Donations (\$50,000.00 for Dr. Harold Vann for the North Branch Children's Programming Room and \$50,000.00 from the Friends of the Library for the North Branch Outdoor Programming Space) as part of the Library Legacy Fund.

Motion: Vincent Surra

Seconded: Mike Steele

Motion carried unanimously

Motion to adjourn

Motion: Mike Steele

Seconded: Karyl Kirkland

Motion carried unanimously

The meeting was adjourned at 4:16 pm.

Our next meeting is Wednesday, March 18, 2026 at 3:00 pm at the Main Library

Transcribed by Jessica Hartley,

Respectfully submitted by: 

Secretary *Vice-Chair*

Approved by: 

Board Chair