

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting March 18, 2026

Present: Dr. Quentin Humbert (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), Tatyana Hoelcel, Karyl Kirkland and Commissioner Rashidah Leverett

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Caitlyn Haley (Regional Services Coordinator, Red River Regional Library) and Jan Hodgson (President, Friends of the Library)

Absent: Lekeshia Hicks and Vincent Surra

As there were no requests for public comment. Dr. Quentin Humbert (Chair) called the meeting to order at 3:02 pm.

The Library Board of Trustees mourns the loss of David Donahue who passed away on February 21, 2026. As David's term on the Board was set to expire at the end of June, the Library Board will operate with eight Trustees for the remainder of the fiscal year and seek a new Trustee to begin July 1st.

Motion to approve February 18, 2026 Minutes as presented

Motion: Mike Steele

Seconded: Tatyana Hoelcel

Motion carried unanimously

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

The grand total was slightly over budget at 69.70% vs the goal of 66.67%. Revenues were significantly over budget at 74.53% vs the goal of 66.67% as the first three quarterly distributions have been received from both the County and Gracey. Salaries & Benefits appear to be over budget at 81.61% vs 66.67% as a revised personnel budget is needed from the County. Operating Services were significantly under budget at 37.72% vs 66.67% as many invoices are received after the service month ends. Supplies & Utilities were well under budget at 42.71% vs 66.67% as the library is awaiting invoices from recent orders and some maintenance agreements renew later in the FY. Equipment was over budget at 82.31% vs 66.67% as larger purchases are made from this line item, less frequently.

Motion to approve February 2026 Financials as reported.

Motion: Rashidah Leverett

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics – 68,594 total items were borrowed by library patrons in February (29,162 in person at the Main Library, 12,366 in person at North Branch and 27,066 digital checkouts, including Hoopla). 1,765 visitors attended 75 group meetings at the Main Library over the last month, and 22 additional groups reserved North Branch meeting rooms in February with 600 patrons in attendance. 29,011 patrons visited the Main Library in February, and an additional 9,210 people came by the North Branch. We made 931 new cards last month (476 at Main and 455 at North) and 27,877 patrons visited our website in February. 1,586 patrons used our computer lab in February and 2,200 accessed the Wi-Fi at the Main Library; an additional 534 patrons used the computer lab and 1,746 Wi-Fi users were tallied at the North Branch.

Staffing – The vacant part-time custodial position has been filled by Valen Hanke, who started work March 9th. The full-time North Branch PSA position has been filled internally by Dee Thomas. The leadership team is finalizing the interviews for the part-time Shelver and PSA positions, which will hopefully be able to be filled soon. Christina Riedel and Laura Hoffman will be attending the Public Library Association conference in Minneapolis, MN March 31-April 3, 2026. Gracie Armstrong, Tierney McCaster and Joanna Katz will be attending the Tennessee Library Association conference in Knoxville April 21-24, 2026.

Programming – The library offered 136 programs in February between the two branches with 6,632 total patrons in attendance! This is an increase of 3,125 attendees over January. Attendance at preschool events was higher at the North Branch than at Main, with 1,411 children and parents attending story times and craft times at the North Branch and 1,314

vising the Main Library for the same types of programs. February saw 563 elementary age attendees (including Tweens), 114 Teens grades 7-12, and 135 adults attending programs last month. 3,095 patrons joined us for all ages programs in February, including the Harry Potter Celebration and Jubilee. Enhanced adult, senior and adaptive programs continue to occur at both locations. A series of digital literacy and workforce readiness classes are being held at the North Branch over the next several months utilizing furniture and computers purchased by the ongoing Connected Communities Facilities grant in conjunction with Montgomery County.

Special Events- Three signature and pop-up events were held in February and were well attended by the community. The Harry Potter Celebration on February 7th brought in 2,040 attendees to the Main Library. The Main Library's Love Your Library Valentine's Day party on February 14th was attended by 113 children and parents. Jubilee was a huge success with 645 adults and children attending festivities at the North Branch on February 21st. Library admin, PSAs, and supervisors continue to plan new and enhanced Signature and pop-up programs for Summer Reading and beyond. Special Thanks to the Friends for their support for library initiatives and Signature Events such as Harry Potter and the Summer Reading Program!

Community Outreach & Support – VITA returned to the Main Library on Friday, February 6th to prepare taxes for community members. They will continue to be at the Library on Thursday afternoons, Fridays and Saturdays through April 11th. VITA volunteers prepared 463 total tax returns at no charge in February! The therapy dogs of Tender Paws are coming to the North Branch one Saturday a month in addition to their already scheduled visits to the Main Library. The Read with Me program allows children to practice their reading skills by reading aloud to therapy dogs. 38 children showed up for the first tail wagging visit at the North Branch. The CMCSS Youth Art Month display has been set up around the second floor of the Main Library displaying artwork from local students of all grades and will be on display throughout the month of March. On Saturday, March 14th, Christina Riedel will be a speaker at a Collaborations and Civic Engagement Panel, part of the Civitan International Regional Conference. Christina is working on a collaboration between the Library and Clarksville Community Theatre Group.

Building Maintenance- There have been intermittent outages over the last several months for fax services at the Main Library and credit card payments through the online payment portal and in person at both locations. A new server has been purchased to begin the process of upgrading the hardware and fixing the processes involved in accepting credit card payments. Alternative options are being considered, including a self-service fax service like that at the North Branch, to fix the connectivity issues at the Main Library. The fax machine was previously connected via a hard line analog connection, which is being phased out across all County departments.

North Branch Updates – Lindsey Jones of KI was on site at the North Branch on Friday, March 6th to replace the plastic shells of 42 damaged chairs as part of the furniture punchlist. Christina Riedel has worked with Amanda Joslin of the Election Commission to allow one side of the North Branch Meeting Room to be used as an early voting location. Early voting will occur at the North Branch for each of the scheduled 2026 elections. The Library has purchased two Focus Pods through the CCF Grant with the County, which will be housed at the North Branch. The Focus Pods are sound dampening booths that will have many uses including private conversations, telehealth visits, and neurodivergent needs or for patrons experiencing sensory overload. The North Branch punch list is continuing with multiple vendors.

Laura Hoffman, Youth Services Supervisor, was chosen to receive the Extra Mile Award from Montgomery County. County employees are able to nominate a co-worker for this accolade and Laura Hoffman was honored at a small celebration on March 18th.

Regional Director's Report- presented by Caitlyn Haley (Regional Services Coordinator, Red River Regional Library) Caitlyn discussed the two targeted standards of a) Public Comment Guidelines at Board Meetings and b) Library circulates hotspots to the public. While only 69% of TN libraries meet the first standard and only 59% meet the second standard, CMCPL meets both of these. Several trainings will be held in March for library staff. Trustees are always welcome to attend the Regional trainings also. Lekeshia Hicks has completed the Trustee Certification and library staff member, Kyle Pearce, has completed the Core Competencies. The Library Board Appointment Form was distributed and a reminder given to review the Board Bylaws annually.

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

The Booktique is averaging around \$800 per month in income. The Friends accounts are doing well, even after the \$50,000.00 donation to the Library Legacy Fund. The purpose of the Friends of the Library is to support the Library and they are happy to help! The Book Sale is coming up April 23-26 with setup April 20-23. Anne Black, longtime Friends of the Library Board member and current Treasurer, will be leaving the Board in early April. Annual elections for Friends of

the Library Officers will be May 12th. The option to have pop-up book sales was mentioned for special events at the North Branch.

Committee Reports

A. Nominating Committee- Meeting April 7, 2026

The Nominating Committee, comprised of Dee Wagstaff-Williams, Lekeshia Hicks, Mike Steele and Tatyana Hoelcel, will meet to discuss the Trustee vacancy. The Trustee application was posted March 1st and will remain active through March 31st. Many applications have already been received from the community, and the Nominating Committee will review the applications looking for a candidate with a diversity of skills from current Trustees.

B. Nomination for temporary Board Secretary

David Donahue served as Board Secretary and his passing has left a vacant officer position. A temporary Board Secretary will be needed for the remainder of this fiscal year. Dr. Quentin Humberd requested nominations from the floor to fill this office. Karyl Kirkland was nominated and she agreed to accept the nomination for temporary Board Secretary.

Motion to approve nomination of Karyl Kirkland as Board Secretary through June 30, 2026.

Motion: Commissioner Rashidah Leverett

Seconded: Tatyana Hoelcel

Motion carried unanimously

Old Business

A. \$100,000.00 Naming Rights Donations received and deposited into Library Legacy Fund Account

Both checks for \$50,000.00 have been received and deposited into the Library Legacy Fund account. On Saturday, May 16th, there will be a dedication ceremony naming the North Branch Children's Programming Room for Dr. Harold Vann beginning at 9:30 am followed by a story time.

B. Strategic Plan Update

The library is currently in the first of five years listed in the Strategic Plan. The overarching goals of the next five years are to Increase Awareness of the Library, Invest in Operational Growth, Expand to a Library System, Enhance Services & Programs and Foster & Develop Resources. Progress has been made in all categories, with two goals being completed by the opening of the North Branch Library. Movement in many categories has slowed or stalled due to current personnel limitations. Some continuing initiatives include partnerships with Animal Care & Control, enhanced programming for seniors and adaptive patrons and the start of a seed library, which is set to begin this summer.

C. Walk Audit Discussion

Montgomery County Health Council members compiled the observations of the walkers during last month's North Branch walk audit. The findings were distributed to the Board. It was determined that the walkability of the area around the North Branch Library is not a dangerous situation, but there is definite room for improvement.

New Business

A. Library Director Evaluation Process

Christina Riedel will submit her self-evaluation to the Board this Month. Trustees will receive the blank evaluation forms as well as a copy of Christina's self-evaluation from Quentin Humberd in early April. Trustees should return the completed forms to Dr. Humberd, who will compile the responses and discuss them with Christina. The Library Director Evaluation should be completed no later than May 1st.

B. Staff Day Closing Approval: Friday, October 2, 2026. Offsite requested.

Each year the Library closes for one day, allowing all library staff from different shifts and branches to come together for team building and training.

Motion to approve closing both the Main and North Branch Libraries on October 2, 2026 for Staff Development.

Motion: Karyl Kirkland

Seconded: Rashidah Leverett

Motion carried unanimously

C. Library Advocacy Handout- Staffing Needed

Christina Riedel distributed a document to Trustees thanking the County for their previous support in making the North Branch a reality. Also included are statistics, talking points and library needs listed so that all Trustees can be on the same page. Christina has asked Trustees to contact their individual County Commissioner with their support of the additional staffing requests that have been submitted to the County Commission for FY 26/27.

D. Fine Free to celebrate National Library Week (April 20-26)

Christina Riedel requested an Amnesty Week (no overdue fees charged) for patrons to celebrate National Library Week, but the Board decided to expand that concept to include a Food for Fines program to help patrons with pre-existing fines also. For the week of April 19-26, the library will not charge overdue fees on returned items and patrons can bring in cans of food to have existing fees waived (up to \$30.00 per account). Patrons will still have to pay for lost or damaged items, but not overdue fees.

Motion to approve not charging overdue fees, and having Food for Fines, during National Library Week, April 19-26, 2026.

Motion: Karyl Kirkland

Seconded: Commissioner Rashidah Leverett

Motion carried unanimously

E. Board Packet Process

Board documents are currently emailed to all Trustees monthly before the meeting. As the majority of the Board have chosen to receive their monthly Board Packets only in a digital format, the question was brought up whether any future packets should be mailed out. All Trustees present agreed that it was not necessary to mail packets going forward; hard copies of the documents will be available at the Board Meeting for anyone who wants a paper copy.

Motion to adjourn

Motion: Mike Steele

Seconded: Commissioner Rashidah Leverett

Motion carried unanimously

The meeting was adjourned at 4:30 pm.

Our next meeting is Wednesday, April 15, 2026 at 3:00 pm at the North Branch Library

Transcribed by Jessica Hartley

Respectfully submitted by _____

Approved by: _____

Secretary

Board Chair

Vice-Chair