

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting April 15, 2026

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

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)

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

There was one correction needed to the March 18, 2026 Minutes.

Original wording:

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.

Corrected wording:

The Library Board will seek a new Trustee to fill David Donahue's unexpired term ending July 1, 2026. That Trustee will then begin his or her first official term three-year term on July 1, 2026.

Motion to approve March 18, 2026 Minutes with correction.

Motion: Commissioner Rashidah Leverett

Seconded: Lekeshia Hicks

Motion carried unanimously

Nominating Committee Minutes April 7, 2026

The Nominating Committee met to review and discuss the 68 Trustee applications that were received. The Committee narrowed the slate of candidates down to 5 applicants, with the final 5 candidates having backgrounds and skills that the Committee felt would be beneficial to the Board. Requests were sent to the final five candidates asking them to provide additional resumes and background information. The minutes from this Committee meeting were transcribed by Lekeshia Hicks and presented to the entire Board to be entered into the official record.

Motion to approve April 7, 2026 Nominating Committee Minutes as presented.

Motion: Commissioner Rashidah Leverett

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

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

The grand total was over budget at 79.49% vs the goal of 75%, mostly due to the incorrect personnel figures. Revenues were significantly over budget at 98.16% vs the goal of 75% as the final disbursements have been received from both the County and Gracey. Salaries & Benefits appear to be over budget at 92.13% vs 75% as a revised personnel budget is needed from the County. Operating Services were significantly under budget at 47.98% vs 75% as many invoices are received after the service month ends and several large purchases are in progress. Supplies & Utilities were well under budget at 50.02% vs 75% 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 75% as larger purchases are made from this line item, less frequently.

Motion to approve March 2026 Financials as reported.

Motion: Lekeshia Hicks

Seconded: Vincent Surra

Motion carried unanimously

Budget Amendments

The library has several HVAC systems currently not functioning. We are requesting to move funds from the Undesignated Fund Balance (Object Code 39000)* to Maintenance and Repairs- Building (53350) as quotes for repairs of systems 1,2,5 and 6 are higher than originally anticipated. We are also requesting to move additional funds from the Undesignated Fund Balance (Object Code 39000) to Other Capital Outlay (57990)** to allow for the purchase of portable A/C units to be used for major events while repairs are being completed.

1. Amend object code 39000 (Undesignated Fund Balance) by removing \$65,000.00 to make the total in that object code \$751,620.00.
2. Amend expense code 53350 (Maintenance and Repairs- Building) by adding \$50,000.00 to the current budget of \$87,697.84 to make the total in that expense code \$137,697.84.
3. Amend expense code 57990 (Other Capital Outlay) by adding \$15,000.00 to the current budget of \$0.00 to make the total in that expense code \$15,000.00.

*Undesignated Fund Balance (39000) is outside the budgeted contribution from Montgomery County for FY 26/27.

**Other Capital Outlay (57990) is a budget line that is available for use but does not appear on the monthly financials.

Motion to approve budget amendments as presented.

Motion: Vincent Surra

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics – 68,852 total items were borrowed by library patrons in March (30,824 in person at the Main Library, 13,824 in person at North Branch and 24,794 digital checkouts, including Hoopla). 2,062 visitors attended 85 group meetings at the Main Library over the last month, and 21 additional groups reserved North Branch Meeting Rooms in March with 576 patrons in attendance. 29,374 patrons visited the Main Library in March, and an additional 8,134 people came by the North Branch. We made 1,021 new cards last month (561 at Main and 460 at North) and 29,895 patrons visited our website in March. 1,855 patrons used our computer lab in March and 2,380 accessed Wi-Fi at the Main Library; an additional 613 patrons used the computer lab and 1,913 Wi-Fi users were tallied at the North Branch.

Staffing – A new 24-hour North Branch Shelver will be starting on April 20th. The 29-hour part-time custodial position is again vacant and there is also currently a vacant 24-hour PSA position. The Library Leadership team is working on filling vacant positions more quickly while still hiring the best candidates for the position. Christina Riedel and Laura Hoffman attended the Public Library Association conference in Minneapolis, MN March 31-April 3, 2026. Gracie Armstrong, Tierney McCaster and Joanna Katz will be attending the TNLA conference in Knoxville April 21-24, 2026.

Programming –The library offered 152 programs in March between the two branches with 5,131 total patrons in attendance! Attendance at preschool events was higher again at the North Branch than at Main, with 1,490 children and parents attending story times and craft times at the North Branch and 1,008 visiting the Main Library for the same types of programs. March saw 626 elementary age attendees (including Tweens), 128 Teens grades 7-12, and 176 adults attending programs last month. 1,470 patrons joined us for all ages programs in March. Enhanced adult, senior and adaptive programs continue to occur at both locations.

Special Events- The Library held several special programs during Spring Break that were all well attended! 357 patrons turned up for the Hooked on Science event at the Downtown Commons on March 18th. An unexpected 673 children and parents came to the Main Library for the K-Pop Party on March 20th. The library held a Meet and Greet event with author Stan "The Man" Tucker, attended by 237 community members. In celebration of Easter, the library was visited by bunnies, chicks and a lamb on April 1st.

Community Outreach & Support – VITA volunteers prepared 469 tax returns in March and will finish up their 2026 tax preparation on April 11th. 111 total children read to the dogs of Tender Paws in March (65 at Main and an additional 46 at the North Branch). The CMCSS Youth Art Month display was taken down in early April and the space filled by another art display for the Month of the Military Child. The library had three outreach events and field trips in March. Library staff attended the Byrns Darden Elementary Fine Arts Night on March 26th where they interacted with 129 students and

parents. The library hosted the Disability Resource Fair in the Atrium on March 17th with 104 attendees participating. A special story time and tour was held for the Hope Pregnancy Center on March 12th with 22 attendees.

Building Maintenance- There are currently purchase orders outstanding for repairs on 4 separate HVAC units at the Main Library. Christina Riedel will be setting up a meeting with Brad Heflin, Director of County Maintenance, and Nick Powell, County Engineer, to work with Trane to expedite these repairs.

North Branch Updates – Work will be beginning soon at the North Branch on the book return slot on the exterior of the building in preparation for the installation of the Automated Materials Handling Unit, also known as the AMH or Sorter. The exterior book drop will be unavailable to patrons for an extended period of time while the modifications are completed. Michael Beane and Codell Construction have repaired some of the items discussed at the recent Punch List walkthrough. The County Clerk's kiosk at the North Branch was recently featured on the County's website and social media highlighting the collaboration between the Library and the County Clerk's office.

Regional Director's Report- presented by Caitlyn Haley (Regional Services Coordinator, Red River Regional Library) Caitlyn discussed the two targeted standards of a) annual performance evaluation of Library Director and b) specialized computer workstations for children. While only 73% of TN libraries meet the first standard and only 56% meet the second standard, CMCPL meets both of these. Caitlyn discussed the Red River Region All Staff Day that was held at both branches of CMCPL on April 14th. 84 attendees from across the Region attended this training. Caitlyn commented that Bylaws should be updated every three years instead of every year as was mentioned in the previous report. The Library Service Agreement is due June 30th.

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

The Booktique brought in approximately \$1,300.00 in March. The Imagination Library Adult Spelling Bee will be August 18th. Additional details will be provided closer to the event. With the resignation of long-time FOL board member, Anne Black, there are two vacancies on the Friends of the Library Board. New officers will be elected at the May 12th FOL Meeting. The Friends are hard at work planning for the upcoming Friends of the Library Book Sale. They are excited that there will be a Friends table at the Touch A Truck event on June 6th.

Committee Reports

A. Nominating Committee- Present Slate of New Applicants

The Nominating Committee, comprised of Dee Wagstaff-Williams, Lekeshia Hicks, Mike Steele and Tatyana Hoelcel, met to discuss the 68 candidates who applied to fill the vacant Library Trustee position. The candidates were evaluated based on their applications and the top 5 candidates were asked to provide further resumes. The slate of candidates selected was presented to the Board for approval. An opportunity was raised for Trustees to nominate candidates from the floor, but no additional names were suggested.

Motion to approve the slate of 5 applicants as recommended by the Nominating Committee.

Motion: Lekeshia Hicks

Seconded: Commissioner Rashidah Leverett

Motion carried unanimously

The resumes of the 5 finalists were distributed to all Trustees and the qualifications, strengths and experience of each discussed. Decisions were made based on diversity of skills from current Trustees, library standards and recommendations from the Regional Library on what skills are helpful to Library Trustees. The slate of candidates was narrowed down to 2 after this discussion.

Motion to approve narrowing the slate of candidates to two.

Motion: Mike Steele

Seconded: Lekeshia Hicks

Motion carried unanimously

A verbal vote was taken for each finalist and the result was 6 to 2 in favor of Deborah Moore being asked to join the Library Board of Trustees. The name of Deborah Moore will be submitted to the County Mayor as soon as possible in hopes that the confirmation will occur in time for Ms. Moore to begin serving on the Board by the May 20th meeting.

Old Business

A. Library Director Evaluation in progress

Christina Riedel has submitted her self-evaluation and copies will be distributed to Trustees along with a blank evaluation form by Quentin Humberd. Completed evaluation forms should be returned to Quentin who will compile the results and present them to Christina.

B. County Budget Committee Hearing April 16th

The Library's FY 26/27 Budget Hearing will be April 16, 2026 at 9:30 am at the Court House. Trustees are welcome to attend this hearing to show support for the proposed budget.

New Business

A. PLA Conference Overview

Christina Riedel and Laura Hoffman attended the Public Library Association conference in Minneapolis, MN April 1-3. Christina was pleased to see that the Clarksville-Montgomery County Public Library is on par with or going beyond many of the initiatives and standards that were presented at the conference. Our library is also on point with the training programs and recommended policies discussed. Attending the PLA conference was a good experience and demonstrated that libraries are continuing to support each other and that we are on the right path.

B. Special Projects Request: Up to \$25,000.00 for design and initial phases of Main Library Refresh by HBM Architects.

The Main refresh will begin with a design created by HBM followed by an in-person meeting at CMCPL where representatives of HBM will meet with Christina and the Leadership team. Christina will also make a trip to HBM in Ohio to finalize colors, patterns, furniture and furnishings. HBM will handle the bids for furniture and other items in conjunction with Montgomery County Purchasing.

Motion to approve the Special Projects request for up to \$25,000.00 for design and initial phases of Main Library Refresh by HBM Architects.

Motion: Karyl Kirkland

Seconded: Mike Steele

Motion carried unanimously

Motion to adjourn

Motion: Mike Steele

Seconded: Vincent Surra

Motion carried unanimously

The meeting was adjourned at 4:26 pm.

Our next meeting is Wednesday, May 20, 2026 at 3:00 pm at Main Library

Transcribed by Jessica Hanley

Respectfully submitted by:

Approved by:



Secretary

Board Chair