CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting May 20, 2026

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

Absent: Commissioner Rashidah Leverett

As there were no requests for public comment. Dr. Quentin Humberd (Chair) called the meeting to order at 3:01 pm.

Motion to approve April 15, 2026 minutes as presented.
Motion: Vincent Surra
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 91.36% vs the goal of 83.33%, mostly due to the incorrect personnel figures. Revenues were significantly over budget at 99.71% vs the goal of 83.33% as the final disbursements have been received from both the County and Gracey. Salaries & Benefits appear to be significantly over budget at 108.09% vs 83.33% as a revised personnel budget is needed from the County. Operating Services were significantly under budget at 49.34% vs 83.33% as many invoices are received after the service month ends and several large purchases are in progress. Supplies & Utilities were well under budget at 58.97% vs 83.33% as the library is awaiting invoices from recent orders and some maintenance agreements renew later in the FY. Equipment was under budget at 62.69% vs 83.33% as larger purchases are made from this line item, less frequently and budget amendments have already occurred in this category.

Motion to approve April 2026 Financials as reported.
Motion: Dee Wagstaff-Williams
Seconded: Lekeshia Hicks
Motion carried unanimously

Budget Amendments

We are requesting to move funds into line items that will better allow the library to prioritize spending to purchase supplies and equipment with a higher need. Some end of year purchases include computers and equipment from the 3-Year Tech Plan, additional book carts, shelving for the North Branch storage areas and cleaning and paper supplies. There will be no net change in the budget.

1. Amend expense code 53170- (Data Processing Services) by removing $28,000.00 from the current budget of $140,000.00 to make the total in that expense code $112,000.00.
2. Amend expense code 53180- (Debt Collection Services) by removing $3,000.00 from the current budget of $20,000.00 to make the total in that expense code $17,000.00.
3. Amend expense code 54320-L3000- (Library Books/Media- Ref/Gen) by removing $2,500.00 from the current budget of $12,485.00 to make the total in that expense code $9,985.00.
4. Amend expense code 54540- (Water & Sewer) by removing $2,500.00 from the current budget of $9,500.00 to make the total in that expense code $7,000.00.
5. Amend expense code 55090- (Refunds) by removing $1,000.00 from the current budget of $2,000.00 to make the total in that expense code $1,000.00.
6. Amend expense code 53490- (Printing, Stationary & Forms) by adding $1,000.00 to the current budget of $8,000.00 to make the total in that expense code $9,000.00.

7. Amend expense code 54100- (Custodial Supplies) by adding $1,000.00 to the current budget of $16,000.00 to make the total in that expense code $17,000.00.
8. Amend expense code 54990- (Other Supplies & Materials) by adding $2,000.00 to the current budget of $28,000.00 to make the total in that expense code $30,000.00.
9. Amend expense code 57090- (Data Processing Equipment) by adding $28,000.00 to the current budget of $32,000.00 to make the total in that expense code $60,000.00.
10. Amend expense code 57110- (Furniture & Fixtures) by adding $5,000.00 to the current budget of $6,500.00 to make the total in that expense code $11,500.00.

Motion to approve budget amendments as presented.
Motion: Tatyana Hoelcel
Seconded: Vincent Surra
Motion carried unanimously

C. Hughes Check Discussion: Policy 1.07- Keep in Special Projects or deposit in Foundation account or Library Legacy Fund

The library receives an annual distribution from the Hughes Trust, usually in June. Pursuant to Policy 1.07, the Library Board can choose to keep the Hughes distribution and deposit it into the Special Projects Account or forward it to the Foundation to be added to the main Foundation account. Christina Riedel recommends that the Library Board keep the Hughes check in Special Projects this year, to be used for the Main Refresh or other needs, and plan to forward next year's distribution to the Foundation.

There was some discussion about the wording of policy 1.07 and the Board decided to convene a meeting of the Policy Committee to discuss/revise policy 1.07 before making a decision on where to deposit the 2026 Hughes distribution. The Policy committee will meet on June 17, 2026 at 2:00 pm. The vote whether or not to keep the Hughes check will be tabled until the June meeting.

Director's Report (presented by Christina Riedel)

Statistics – 64,599 total items were borrowed by library patrons in April (27,715 in person at the Main Library, 12,289 in person at North Branch and 24,595 digital checkouts, including Hoopla). 1,441 visitors attended 83 group meetings at the Main Library over the last month, and 21 additional groups reserved North Branch Meeting Rooms in April with 1,063 patrons in attendance. 25,688 patrons visited the Main Library in April, and an additional 8,871 people came by the North Branch. We made 861 new cards last month (448 at Main and 373 at North) and 25,946 patrons visited our website in April. 1,605 patrons used our computer lab in April and 2,491 accessed Wi-Fi at the Main Library; an additional 707 patrons used the computer lab and 1,883 Wi-Fi users were tallied at the North Branch.
Staffing – Three part-time PSA positions have been filled (one 24-hr at Main, one 24-hr at North, and one 20-hr at Main) and all three new employees are expected to begin work on Tuesday, May 26th. Interviews occurred for the 29-hr Custodial position, but the position remains vacant as a qualified candidate was not found. A 24-hr shelver position is open following the resignation of Tina Bossard on May 11th.
Programming –The library offered 164 programs in April between the two branches with 4,628 total patrons in attendance! In a change from recent months, attendance at preschool events was higher at the Main Library than at the North Branch, with 1,753 children and parents attending story times and craft times at the Main Library and 1,510 vising the North Branch for the same types of programs. April saw 609 elementary age attendees (including Tweens), 186 Teens grades 7-12, and 196 adults attending programs last month. 264 patrons joined us for all ages programs in April.
Special Events- The end of April and first week of May were extremely busy with programs at both Library branches! There was a special water safety story time at the North Branch on Friday, April 24th, which was attended by 34 children and parents. On Saturday, April 25th, local musical group, the Cumberland Winds returned to the Main Library for a free concert in the Atrium and were joined by 105 patrons of all ages. Heritage Fest was held at the Main Library on Saturday, May 2nd and included discussions, presentations, crafts, vendors and information from multiple local agencies, cultural and historic groups. This event was visited by 298 adults and children. Also on May 2nd was the TAB led Spring Spirit Event where 85 Teens joined us for activities and snacks! May 9th saw that return of the Moms & Muffins event which brought 70 children and moms together to celebrate Mother's Day!

Community Outreach & Support – VITA finished up their 2026 tax preparation at the Library on April 11th, and the volunteers prepared 1,260 total tax returns since February 7th. VITA was at the Main Library for 29 days (166 total hours) preparing taxes at no charge. On April 14th, 82 library workers from across the state visited both the Main and North Branches for training at the first ever Red River Regional All-Staff Day. The Early Voting at the North Branch in April saw 285 voters utilize that option during the six days when the Election Commission was at the North Branch. The library collaborated with Maria Jimenez of the Academia Hispanos Emprendedores to provide a space for Hispanic Entrepreneurship classes held on Tuesday and Thursday evenings from April 21 through May 21 at the North Branch. 143 students and teachers from three schools visited the library for a field trip and story time in April. Staff members attended several outreach events in the community throughout April and early May. Derek Schaaf and Benjamin Gibson attended an event at the Oak Grove Community Center on April 21st, Laura Hoffman and Deana Robinson promoted the Library at the Ivy Academy on April 23rd and Rieley Bruggerman and Savannah Bullock represented the Library at the Cumberland Heights Elementary Arts Night on April 28th. Three separate Outreach events occurred on May 7th; Christina Riedel interacted with 847 school age children at the Barkers Mill Elementary Career Day, Laura Hoffman advocated for the Library at the Liberty Elementary Health and Wellness Community Resource Night, interacting with 223 students and parents and Christina Riedel & Gracie Armstrong developed new relationships at the County Connections Event at the Downtown Commons where they spoke to 138 community members.
Building Maintenance & North Branch Updates- We are still waiting on technicians to come out to complete the repairs on the HVAC. Trane has been sent several POs, and the money has been moved into the appropriate line items to allow for the repairs. The North Branch AMH is fully installed and the book drop opening modified, but the machine is not yet operational. Extensive testing and training will occur before the sorter is ready to be used by staff and patrons.

Regional Director's Report- presented by Caitlyn Haley (Regional Services Coordinator, Red River Regional Library) Caitlyn discussed the two targeted standards of a) a written long-range plan and b) 5% of collection is weeded annually. While only 84% of TN libraries meet the first standard and only 57% meet the second standard, CMCPL meets both of these. Caitlyn reminded everyone that Title VI training must be completed by all staff and the Title VI report must be submitted to the State by August 1st. 6 staff members completed the State of TN Core Competencies in May and Heath Edwards attended the Red River Regional IT & Technology Staff Roundtable discussion on May 19th.

Friend's Report- presented by Jan Hodgson (President, Friends of the Library)
The Booktique continues to bring in approximately $1,000.00 per month. The April Book Sale made over $11,000.00. Thank you to all of the volunteers who helped out before and during the sale! 470 total hours were logged by volunteers during the week of the Book Sale! The Friends are excited to have a presence at Touch A Truck on June 6th. The Friends of the Library Board will not meet in June or July, so there will not be a Friend's Report presented those months.

Committee Reports

A. **Nominating Committee- Present Slate of Officers for FY 26/27 to be voted on at June meeting.**
   a. Chair: Dr. Quentin Humberd
   b. Vice-Chair: Dee-Wagstaff Williams
   c. Secretary: Karyl Kirkland
   d. Treasurer: Mike Steele

An opportunity was presented to add additional nominations from the floor. None were received.

Motion to accept slate of officers as presented for FY 26/27.
Motion: Vincent Surra
Seconded: Lekeshia Hicks
Motion carried unanimously

Old Business

A. Naming Rights Ceremony of North Branch Children's Programming Room in Memory of Dr. Harold F. Vann
45 people attended the storytime to commemorate the naming of the Children's Programming Room in memory of Dr. Harold F. Vann. The ceremony was attended by several former colleagues, patients and family members of Dr. Vann.

B. Library Director Evaluation Process
The Library Director's evaluation is almost complete. Dr. Humberd is missing a few individual evaluations from Trustees, and all evaluations should be submitted no later than May 27th. The compiled results will be presented to Christina Riedel on May 28th.

C. FY 26/27 Budget Discussion
At the May County Commission meeting, the Budget Committee approved four additional 24-hour part time PSA positions and 2 seasonal hires. Christina will continue to look at options for getting the needed North Branch Supervisor position funded and she once again encouraged Trustees to contact their Commissioner and request that he or she approve the Branch Supervisor request also.

New Business
A. Renovation Next Steps
In April, the Special Projects request for up to $25,000.00 was approved for the design and initial phases of the Main Library renovation. The formal contract for this work has been received, signed, and returned to HBM Architects. Plans are underway for initial conversations with library leadership, supervisors and staff by HBM.

B. Operational Improvements
Christina Riedel and the Leadership Team are continuing to provide training opportunities for staff, with some occurring as part of monthly department meetings. A peer-training team has been formed to further develop some of this training and supporting documents will be posted on Bookly, the library's intranet. The Library's organizational chart will be reviewed soon.

C. Staffing- County Advocacy
As mentioned during the previous budget discussion, the Library was approved for additional part time and seasonal employees, but not the Branch Supervisor.

A conversation about employee job descriptions and reclassifications occurred. Additional information will be presented and discussed at a future Board meeting.

Motion to adjourn
Motion: Mike Steele
Seconded: Lekeshia Hicks
Motion carried unanimously

The meeting was adjourned at 4:17 pm.
Our next meeting is Wednesday, June 17, 2026 at 3:00 pm at North Branch Library

Transcribed by Jessica Hartley
Respectfully submitted by: ________ ~~Secretary~~ Vice chair
Approved by: ________ Board Chair