

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting June 17, 2026

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), Commissioner Rashidah Leverett, Deborah Moore and Vincent Surra

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Regional Director, Red River Regional Library)

Absent: Karyl Kirkland (Secretary) Lekeshia Hicks and Tatyana Hoelcel

As there were no requests for public comment. Dr. Quentin Humberd (Chair) called the meeting to order at 3:03 pm.

Motion to approve May 20, 2026 minutes with presented correction.

Motion: Dee Wagstaff-Williams

Seconded: Vincent Surra

Motion carried unanimously

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

The correct personnel figures were updated in MUNIS. The grand total was under budget at 87.19% vs the goal of 91.67%. Revenues were over budget at 100.03% vs the goal of 91.67% as the final disbursements have been received from both the County and Gracey. Salaries & Benefits were over budget at 95.81% vs 91.67%. Operating Services were significantly under budget at 56.78% vs 91.67% as many invoices are received after the service month ends and several large purchases are in progress. Supplies & Utilities were well under budget at 71.16% vs 91.67% as the library is awaiting invoices from year-end purchases. Equipment was under budget at 42.34% vs 91.67% as larger purchases are made from this line item, less frequently and budget amendments have already occurred in this category.

Motion to approve May 2026 Financials as reported.

Motion: Commissioner Rashidah Leverett

Seconded: Deborah Moore

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics – 69,238 total items were borrowed by library patrons in May (29,131 in person at the Main Library, 14,500 in person at North Branch and 25,607 digital checkouts, including Hoopla). 1,350 visitors attended 77 group meetings at the Main Library over the last month, and 16 additional groups reserved North Branch Meeting Rooms in May with 558 patrons in attendance. 24,881 patrons visited the Main Library in May, and an additional 9,735 people came by the North Branch. We made 1,040 new cards last month (531 at Main and 509 at North) and 28,106 patrons visited our website in May. 1,564 patrons used our computer lab in May and 2,372 accessed Wi-Fi at the Main Library; an additional 742 patrons used the computer lab and 1,007 Wi-Fi users were tallied at the North Branch. The library's annual removal of long-overdue patron accounts occurred in May, which resulted in 7,472 accounts being deleted from the circulation system.

Staffing – Four new part-time staff members, Hannah Commodore, Shelver; Jenaye Villasenor, PSA; Jada Newell, North Branch PSA and Noah Stafford, PSA all started work on May 26th. Two full-time PSA positions, one at the North Branch, and one in the Youth Services Department, are vacant following the resignations of Paige Price and Deana Robinson. Both positions have been posted internally and interviews are occurring for these vacancies this week. At the June meeting, the County Commission approved the requested Branch Supervisor position, four additional 24-hour PSAs and 4 new seasonal workers by amendment and movement of County funds.

Programming –The library offered 148 programs in May between the two branches and outreach events with 5,945 total patrons in attendance! Preschool attendance at the North Branch again surpassed the Main Library, with 1,661 children and parents attending story times and craft times at the North Branch and 1,463 visiting the Main Library for the same types of programs. May saw 614 elementary age attendees (including Tweens), 185 Teens grades 7-12, and 478 adults attending programs last month. 336 patrons joined us for all ages programs in May.

Special Events- The 2026 Summer Reading Program kicked off with a bang at the Touch A Truck event on June 6th! 6,020 children, parents, and community members braved the heat and came by the Main Library for this lively event. This is the highest number of attendees for any library program, and the event went smoothly due to the detailed planning and preparations of Laura Hoffman, Tierney McCaster and Gracie Armstrong as well as the large volunteer presence led by Kyle Pearce. 214 children and parents turned out for the first performer of the season, Dino Academy by Bright Star Theatre, which had to be moved into the library's atrium due to rain. Currently 1,524 people have registered for the Summer Reading Program through ReadSquared, where they can log their reading time and program attendance to earn prizes throughout the summer.

Community Outreach & Support – The Library will again host the Lunch Bunch program sponsored by Established Hands Ministries. The Lunch Bunch is held weekdays at noon in the Small Meeting Room of the Main Library and free lunches are provided to any child under the age of 18 who shows up. When the program first started on June 1st, 40 lunches were given out, but we have increased the number to 60 per day to feed the number of children who showed up. The KultureCity Sensory Inclusion award on May 29th was celebrated with a presentation, ribbon cutting and sensory craft by 44 patrons and community leaders in the atrium of the Main Library. Both branches have been certified as inclusive spaces by KultureCity and we are the first libraries in Tennessee to receive this certification!

Building Maintenance & North Branch Updates- Trane technicians have been on-site at the Main Library, finishing up the work from the open POs. At this time, all four units that had been down seem to be working. A professional photographer, hired by HBM Architects, will be at the North Branch on June 16th to take pictures of the interior and exterior of the building. These photos will be used by HBM for future promotion, campaigns, projects and possibly a grant. Contractors will be onsite at the North Branch at the end of June to replace the existing end panels with solid wood end panels. The freight elevator at the Main Library had to be shut down due to smoke coming from the motor. This elevator was built in the 1960s and the library will research whether the motor can be replaced on an elevator as old as this one. If not, additional options, including possibly replacing the elevator, may need to be discussed next FY.

Regional Director's Report- presented by Cecilie Maynor (Regional Director, Red River Regional Library) Cecilie discussed the two targeted standards of a) library has a social media policy and b) all library board members should complete the Trustee certification by the end of their first year on the board. While only 61% of TN libraries meet the first standard, CMCPPL does have social media policy. 60% of TN libraries meet the 2nd standard; CMCPPL has two Trustees who have not completed their Trustee certification, but both are still in their first term on the Board. Cecilie mentioned that there will be a grant meeting on July 2nd to discuss the upcoming Technology Grant (due July 10th), TOP Grant and Construction Grant since IMLS funding has been restored. Cecilie congratulated CMCPPL for the KultureCity Sensory Inclusive Certification and hopes that this will encourage other libraries in the Region to follow suit. The Library Service Agreement and Official Service Area Population documents will be sent soon by the Regional Library, but no specific dates were mentioned. The Standards Survey is due July 15th and the Title VI report must be submitted by August 1st.

Friend's Report- No Friends of the Library Report was presented this month as the FOL Board chose not to meet in June or July.

Committee Reports

A. Nominating Committee- Vote on Slate of Officers for FY 26/27 presented at May meeting.

- a. Chair: Dr. Quentin Humberd
- b. Vice-Chair: Dee-Wagstaff Williams
- c. Secretary: Karyl Kirkland
- d. Treasurer: Mike Steele

As the slate of officers had already been presented and approved at the May meeting, and there were no objections, a vote was taken on the slate of officers. The vote was unanimous in favor of accepting the slate of officers as presented.

B. Policy Committee

a. Hughes Trust Policy Review Meeting June 17 at 2:00 pm

The Policy Committee met directly before the Board Meeting on June 17th to discuss Policy 1.07 Hughes Trust. The Committee looked at the intent spelled out in the original will of Maurice Huges. The beneficiary of this Trust is listed as the Library, not the Foundation. The policy was updated, removing contradicting language, and reversing the primary recipient of the Hughes Trust distribution from the Library Foundation to Special Projects. Moving forward, the annual Hughes distribution will remain in the Library's Special Projects account unless the Board votes, with a 2/3 majority, to

forward it to the Foundation or use it for another purpose benefiting the Library. Copies of the revised policy were distributed to all Trustees at the Meeting.

The Library Board decided to remove one clause from the committee's presented policy that restricted the Hughes Trust funds from being used for regular library operating purposes, in case they were needed for that function in the future.

Motion to approve revised Policy 1.07 Hughes Trust as corrected.

Motion: Vincent Surra

Seconded: Commissioner Rashidah Leverett

Motion carried unanimously

b. Set Policy Committee Meeting- Employee Handbook Review

The Policy Committee decided to meet directly before the July Board Meeting (July 15th) to review the Employee Handbook. Copies of the current handbook and suggested revisions will be sent to the Policy Committee before the meeting.

Old Business

A. Follow Up Hughes Check Discussion

As Policy 1.07 had already been approved, making the default account for the Hughes distribution the Special Projects Account, no additional discussion or motions occurred on this topic.

B. Operational Staffing Update

Following the discussion about staff pay grade adjustments that occurred at the May meeting, the roles of the Board and Personnel Committee were reviewed according to the Board's current policies. The only staff member who reports to the Library Board is the Library Director. All other library staff report to the Director, not the Personnel Committee. A clear path for staff communication and grievances will be determined during the updates to the Employee Handbook. It was mentioned that other County departments may have similar changes to positions or pay grades as the County recommends that departments review their organizational structure and job descriptions every two to three years. Ultimately the decision for positions and pay grades lies with the County's HR department.

New Business

A. Begin process to request Audit proposals for services starting July 1, 2027.

The Library Board will undertake requests for proposals from audit firms for the library's annual audit. It was stated that a common practice for agencies is to review audit proposals every 5 years. This does not mean that the library's audit firm will change, but that additional options will be considered. An annual independent audit for libraries is one of the TN State Standards, not required by the County.

Motion to adjourn

Motion: Mike Steele

Seconded: Vincent Surra

Motion carried unanimously

The meeting was adjourned at 3:55 pm.

Our next meeting is Wednesday, July 15, 2026 at 3:00 pm at Main Library

Transcribed by Jessica Hartley

Respectfully submitted by:  Secretary

Approved by:  Board Chair