

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting August 19, 2026

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), Karyl Kirkland (Secretary), Commissioner Carmelle Chandler, Lekeshia Hicks, Deborah Moore and Vincent Surra

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

Absent: Tatyana Hoelcel

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

Motion to approve July 15, 2026 minutes as presented.

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

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

The grand total was under budget at 6.27% vs the goal of 8.33%. Revenues were significantly over budget at 24.87% vs the goal of 8.33% as the 1st quarter distributions from both the County and Gracey have been received. Salaries & Benefits were slightly under budget at 7.05% vs 8.33% due to open positions. Operating Services were under budget at 5.15% vs 8.33% as charges are based on usage and vary throughout the year. Supplies & Utilities were well under budget at 2.39% vs 8.33% as invoices from start of year purchases have not yet been received. Equipment was slightly under budget at 6.78% vs 8.33%.

Motion to approve July 2026 Financials as reported.

Motion: Lekeshia Hicks

Seconded: Deborah Moore

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics –

- July 2026 Total Circulation: **76,905** (33,507 checkouts at Main, **16,724** at the North Branch, and **26,674** digital checkouts, including Hoopla.)
- Library visitors: **32,117** at Main and **12,106** at the North Branch. **31,686** people visited our website in July.
- Meeting rooms: **68 groups** with **1,156 attendees** at Main and **15 groups** with **282 attendees** at the North Branch.
- The library issued **1,211** new library cards in June, including **701** at the Main Library and **510** at the North Branch.
- Technology use: At Main, **1,736** patrons used public computers and **2,706** accessed the library's Wi-Fi. At the North Branch, **802** patrons used public computers and **749** connected to Wi-Fi.

Staffing – Library Leadership has been hard at work interviewing for vacant positions. Currently there are 5 PSA positions and two shelvers open. One PSA position is in Youth Services created by Amanda Taylor moving to full-time and four new PSA positions were approved by the County Commission for this fiscal year. The two shelve vacancies were caused by Jacoby Gagliano moving into a PSA role and the resignation of Jenna Kester, whose last day is August 15th. The new employees should start work on August 17th. The Branch Supervisor position has been posted on the County website and will soon be added to the American Library Association's JobList.

Programming – The library presented **379 programs** between both branches and outreach events during June and July, with a staggering **22,577 total attendees**. This is an increase of 4,066 or 22% over the summer of 2025! Programming included:

- **Adults:** 25 programs with **221 attendees**; **Teens:** 21 programs with **166 attendees**
- **Ages 6-11 (including Tweens and Lunch Bunch):** 23 programs with **1,040 attendees**
- **Preschool (Ages 0-5):** 76 programs with **4,461 attendees**; **All Ages:** 18 programs with **1,502 attendees**
- **Passive Programs:** 13 activities with **428 participants**

Special Events-

270 children came to Barry Mitchell's Fossil Funhouse event on July 10th in the atrium of the Main Library. 124 children and parents turned out for a Dance Party at the Main Library on July 17th with a special guest from the Nashville Ballet. 23 adults came to the Feel the Beat Adult Adaptive program on July 22nd that included music and movement activities. The Summer Reading Program wrapped up with Summer Fest on July 18th; 665 patrons of all ages turned out for this event with outdoor games, face painting, crafts and a musical instrument petting zoo put on by the Country Music Hall of Fame & Museum. We would like to thank the Friends of the Library for their generous support of this Summer Reading Program through the purchase of supplies, food, and presenters!

Community Outreach & Support – The **Lunch Bunch** program, sponsored by Established Hands Ministries, continues to provide free weekday lunches for children under 18 at the Main Library. Over the summer, **2,329 children** received lunches through the program. Christina Riedel met with two students and a teacher from the Jobwise program on July 22nd. Laura Hoffman and Tierney McCaster represented the Library at the National Night Out event at Austin Peay on August 4th, interacting with 291 patrons. Also on August 4th, Christina met with members of BizVets to kick off a new partnership between this non-profit and the Library. Collaborations are in process with the library and BizVets, the Small Business Administration, Workforce Essentials and American Job Centers. On August 7th, Christina presented to the Mayor's Emerging Leaders class and encouraged them to not forget to include joy in their leadership roles.

Building Maintenance & North Branch Updates- Architects from HBM came to Clarksville on July 28th and met with Christina Riedel and Gracie Armstrong about the Main Refresh. They walked through the library and discussed needs and preferences for certain areas. Workers from Atlas Construction were at the North Branch the week of July 29th to complete the Punch List items and replace the endcaps. The contract and PO have been sent to Kone to move forward with the repair of the freight elevator motor.

The approved Seasonal employees will not be hired until the spring, allowing them to assist with Summer Reading preparation during the incredibly busy months of March-June.

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)

Cecilie discussed the two targeted standards of a) Library Board reviews line-item budget and spending at each board meeting and b) all library staff are evaluated annually using the current job description and board approved evaluation form. While 92% of TN libraries meet the first standard and 87% of TN libraries meet the 2nd standard, CMCPL meets both of these standards. There was a library director check-in on August 11th attended by Christina Riedel and the Board Chair Roundtable on August 18th was attended by Dr. Quentin Humberd. The State of TN is hosting a three-part webinar series on Disaster preparedness for libraries beginning August 25th. A reminder was issued that all Treasurer's Reports should be listed as a standing item on the Board Meeting agendas, with the Treasurer's Report made available to Trustees before the meeting. The Trustee Workshop will be September 9th at TSLA.

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

The Friends resumed meeting in August following a two-month break during June and July. The Booktique continues to be successful. \$2,340.00 was raised for the Friends of the Library by the Scholastic Book Fair. The Friends accounts are doing well and they are looking to open another CD. There was no progress to report on the Imagination Library's discussion of forming their own 501.c.3 organization. Linda Nichols, long-time Friends of the Library Board Member decided to leave the Board, creating a vacancy on the FOL Board. The Friends are asking for donations of hardback Fiction books before the upcoming October Book Sale as this format is in high demand.

Committee Reports

A. Policy Committee

a. Employee Handbook review

The Policy Committee met directly before the Board Meeting on July 15th, but the vote to accept the changes was tabled for another month to allow Trustees ample time to review the proposed modifications. A few additional changes were presented at the August Board meeting. Following a discussion from July, pronouns were changed from he/she to the employee or they/their. Sections were added clarifying tardiness and break times to make the Employee Handbook more closely aligned to the Montgomery County Employee Handbook. No additional discussion or changes were suggested from the floor.

Motion to approve revisions to Employee Handbook as presented.

Motion: Lekeshia Hicks

Seconded: Mike Steele

Motion carried unanimously

b. Policy Committee Meeting- August 19 at 2:00 pm to discuss Bylaws, Collection Management Policy and CIPA Internet Safety Policy.

The Bylaws were revised to remove the section about Unexpired terms in compliance with the 2019 County Commission Ruling. The Collection Management Policy was edited to remove language that was no longer relevant. No changes were proposed to the CIPA Internet Safety Policy.

Motion to approve revisions to Bylaws as presented.

Motion: Lekeshia Hicks

Seconded: Deborah Moore

Motion carried unanimously

Motion to approve revisions to Collection Management Policy as presented.

Motion: Vincent Surra

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

Motion to approve revisions to CIPA Internet Safety Policy as presented.

Motion: Lekeshia Hicks

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

B. Personnel Committee

A meeting date will be set for the Personnel Committee to review the employment contract for Christina Riedel, which expires in April of 2027. Due to the nature of this meeting, this will be a closed session.

C. Nominating Committee

A new Trustee will be needed to replace Karyl Kirkland, who began filling an unexpired term, and due to the 2019 County Commission Resolution, will be considered as having served her full term. Karyl served on the Library Board for 5 years and will be missed. The decision was made to offer the vacant seat to the runner up from the applications received in March. Eleazar Craig has agreed to serve on the Library Board, pending approval by the County Commission in September.

Motion to approve Nominating Committee's recommendation of Eleazar Craig to fill the vacant Trustee position.

Motion: Karyl Kirkland

Seconded: Vincent Surra

Motion carried unanimously

Old Business

A. Both Library branches will be closed for Staff Development Day on October 2, 2026.

This closing was previously approved on March 18, 2026.

New Business

Trustees were given the option to present New Business, but no motions were made from the floor.

Motion to adjourn

Motion: Karyl Kirkland

Seconded: Mike Steele

Motion carried unanimously

The meeting was adjourned at 4:00 pm.

Our next meeting is Wednesday, September 16, 2026 at 3:00 pm at the Main Library

Transcribed by Jessica Hartley,

Respectfully submitted by: 

Approved by: 

 Secretary

 Vice-Chair

Board Chair