

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting January 21, 2026

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), Mike Steele (Treasurer), Lekeshia Hicks, Tatyana Hoelcel and Vincent Surra

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

Absent: David Donahue (Secretary), Karyl Kirkland and Commissioner Rashidah Leverett

As there were no requests for public comment. Dr. Quentin Humberd (Chair) called the meeting to order at 3:07 pm.

Motion to approve November 19, 2025 Minutes as presented

Motion: Mike Steele

Seconded: Lekeshia Hicks

Motion carried unanimously

Motion to approve January 7, 2026 Called Meeting Minutes as corrected with spelling changes.

Motion: Vincent Surra

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

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

Financials for November & December were presented. As of December 31st, the grand total was slightly over budget at 51.71 % vs the goal of 50%. Revenues were slightly under budget at 49.89% vs the goal of 50%. Salaries & Benefits appear to be over budget at 60.49% vs 50% as a revised personnel budget is needed from the County. Operating Services were significantly under budget at 30.05% vs 50% as many invoices are received after the service month ends. Supplies & Utilities were well under budget at 29.23% vs 50% as the library is awaiting invoices from recent orders and some maintenance agreements renew later in the FY. Equipment was over budget at 64.99% vs 50% as larger purchases are made from this line item, less frequently.

Motion to approve November & December 2025 Financials as reported.

Motion: Lekeshia Hicks

Seconded: Tatyana Hoelcel

Motion carried unanimously

Director's Report (presented by Christina Riedel)

Statistics - 62,740 total items were borrowed by library patrons in November (27,447 in person at the Main Library, 12,507 in person at North Branch and 22,786 digital checkouts, including Hoopla) and 59,550 were checked out in December (24,674 in person at the Main Library, 11,269 in person at North Branch and 23,607 digital checkouts, including Hoopla). 2,517 visitors attended 142 group meetings at the Main Library over the last two months, and 874 patrons and 27 groups reserved North Branch Meeting Rooms in November & December. Our patron count was 20,619 at the Main Library for November and 19,809 for December. An additional 8,074 people visited the North Branch in November and 7,185 stopped by in December. We made 1,557 new cards in November and December (699 at Main and 858 at North). 26,498 people visited our website in November and an additional 23,667 joined us virtually in December. 1,201 patrons used our computer lab in November and 1,857 accessed the Wi-Fi at the Main Library; December brought in 1,300 computer users and an extra 1,882 Wi-Fi users. An additional 440 patrons used the computer lab in November, and 1,579 Wi-Fi users were tallied at the North Branch; December saw 421 computer users and 1,537 Wi-Fi users.

Staffing - Tierney Mccaster started work as the Public Services Supervisor on December 1st. The full-time custodial position was filled by internal candidate Jeremiah Curry on January 5th Cecyl Kleismit was hired to fill the open 24-hour Youth Services PSA position and Leland Taylor filled the part-time North Branch Custodial position; both new hires started work on January 12th. We have one part-time 29-hour North Branch PSA position and one 24-hour part-time Shelver position currently open. Amir McCain, Teen Services PSA welcomed a new baby, Otto, into the world on December 31st. Three staff members received recognition for their many years of service on January 13th . Joanna Katz celebrated 10 years, Derek Schaaf was recognized for 30 years and Jackie Warfield was honored for 40 years of service.

Programming -The library offered 285 programs in November and December between the two branches with 9,894 total patrons in attendance. 2,378 children under 5 and their parents attended story times, craft times and special programs in November and 2,382 pre-school patrons joined us for programs in December. 435 elementary age children (including Tweens) attended events in November and 363 attended programs in December. 120 Teens grades 7-12 attended programs at both branches in November and an incredible 330 Teens turned out for December events. 99 patrons attended adult programs in November, 145 attended adult events in December and 3,642 patrons turned up for all ages events over the two months.

Special Events- The library held successful Holiday events at both locations. 358 children and parents enjoyed the first ever Holiday Fair at the North Branch on December 6th. 453 patrons of all ages turned out for music, crafts and cookie decorating at the Holiday Hullabaloo at the Main Library on December 13th and 196 Teens attended the TAB 's Holiday Frost and Phantoms event

on the same day. The Annual Noon Year's Eve celebration was a roaring success with 1,827 patrons of all ages crowding into the library's atrium for a dance party, crafts and balloon drop!

Community Outreach & Support - Christina Riedel did a radio interview with Q 1 08 on December 19th to promote the library's Food for Fines event and the upcoming Harry Potter Celebration on February 7th. On January 8th , Christina presented to the 2026 Leadership Clarksville class as part of their Government Day. Mayor Golden and the Chief of Staff were in attendance. The library is planning a special story time on Saturday, January 17th at 2:00 pm in the atrium in memory of former Youth Services Supervisor, Jean Nichols who passed away on November 24th. The story time is open to the whole community and will feature stories, songs, and treats that were favorites of Miss Jean's. CMCSS donated a decommissioned school bus to the Library be used as a Mobile Library. The transfer of ownership should be completed in February.

Building Maintenance- Two Trane employees were at the library on December 29th & 30th to perform a system diagnostic and leak search on system 5. Following this visit, several previously opened work orders were able to be closed and a quote for a full system repair was issued. The library is in the process of purchasing special replacement bulbs for the lobby and atrium to brighten up these areas. The Library received Green Certification Gold Status, updated from the Silver Status of previous years. Mayor Golden and the Chief-of-Staff came by on January 13th to celebrate the Library's achievement.

North Branch Updates - Representatives from KI will be at the North Branch on January 30th for needed furniture repairs. The final construction punch list for items at the North Branch should be completed by the end of January.

Regional Director's Report- presented by Caitlyn Haley (Regional Services Coordinator, Red River Regional Library) The Regional Director's report was emailed to all Trustees before the Meeting. Caitlyn discussed the Standards Report and reminded Trustees that the Standards are supposed to be guidelines for libraries, not punitive if they are not met. Caitlyn also discussed the training accomplishments of CMCPL Staff for last FY. Staff members completed a total of 779 hours of continuing education for FY 24/25, which is over 200 more hours than the previous year. The 1st ever Regional Staff Day will be on April 14th at CMCPL. The morning sessions will be at the Main Library and the afternoon sessions at the North Branch. Some libraries across the state will be shutting down to send their entire staff to the training.

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

There was no financial report for January as the Treasurer was not in attendance, but the Friends approved spending \$6,235.00 for items on the library wish list (supplies, performers, food, etc.) for January-July 2026. The Friends are also considering contributing \$50,000.00 to the Library Legacy Fund for naming rights to the Outdoor Programming Space at the North Branch. The FOL Board is looking at options for streamlining the donations/booktique/book sale processes.

Friends volunteers will also be signing in and wearing lanyards to identify them as volunteers and to allow the library to track the number of hours worked. There will soon be a vacancy on the FOL Board.

Committee Reports

A. Nominating Committee- 4 Trustees expiring July 1, 2026 and eligible for a second term.

Four trustees, Rahidah Leverett, David Donahue, Karyl Kirkland and Vincent Surra have terms set to expire July 1, 2026. Rashidah Leverett and Vincent Surra are currently filling unexpired terms, so they will be eligible to begin their first official terms. David Donahue and Karyl Kirkland are eligible to begin their 2nd term. Mike Steele, head of the Nominating Committee, will contact each Trustee to confirm their willingness to remain on the Library Board of Trustees.

Old Business

A. Juvenile Collection Review Report sent to TN State Librarian Jamie Ritter and TN Secretary of State Tre Hargett on January 8, 2026.

Following the submission of the Juvenile Collection Review Report, the Library received a reply from the State. A copy of the response letter will be sent out to each Trustee. The letter commended CM CPL on the submitted review, calling the report "appropriate and complying with statutes".

B. Health Council Walk Audit for North Branch, February 18, 2026 at 2:00 pm

The North Branch Walk Audit will occur Wednesday, February 18th at the North Branch. Anyone wanting to participate in the walk should gather at 1:30 pm, with the walk beginning no later than 2:00. This walk will be directly before the next Board meeting. The Montgomery County Health Council, led by Vincent Black, is working to develop a route for the walk. The starting location will be the North Branch library and the end location Minglewood Elementary School.

New Business

A. Patterns of Progress Artwork discussion

The Patterns of Progress Art installation was originally placed in the lobby of the Main Library. Following renovations to the lobby to accommodate the Automated Materials Handling System, the artwork was moved to the Makerspace of the library. Christina has been contacted by family members and friends of the artist with a request that the art be more prominently featured. Following a meeting with the County Mayor and Customs House Museum about this art piece, it was decided to look into a plaque with information about the artwork and artist and possible additional lighting to better highlight this work. At this time, the art installation will remain in the Makerspace.

Motion to adjourn

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

The meeting was adjourned at 4:08 pm.

Our next meeting is Wednesday, February 18, 2026 at 3:00 pm at the North Branch

Transcribed by Jessica Hanley

Respectfully submitted by:

Approved by:



~~Secretary~~

Vice-Chair

Board Chair

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting (Special Called) January 7, 2026

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

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

Absent: David Donahue (Secretary), and Lekeshia Hicks

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

New Business

A. Discuss Proposed FY 25/26 Budget Revisions as recommended by Budget Committee

The Budget Committee met at 2:00 pm on January 7th directly before the Called Board Meeting, to discuss the proposed budget for FY 26/27 and potential changes to the personnel portion of the FY 25/26 budget. If the personnel increases requested for FY 26/27 are approved, Christina will ask the Commission if some or all of the new positions will be able to start the end of FY 25/26, which would necessitate changes to the FY 25/26 budget.

B. Approve Recommended FY 26/27 Budget

Christina Riedel presented a total increase request of \$510,573.36 which would predominately be used for personnel, programming food and supplies and building maintenance (specifically Trane). 12 new staffing positions are being requested to allow for increased customer service, library programs and outreach at both locations. These positions include Library North Branch Coordinator, 2 Full-Time Public Service Associates, 4 Part-Time Public Service Associates (24-hour), and 5 seasonal employees. The requested increase comes to 12% of the library's total budget, with the majority of the increases being personnel. A discussion of the proposed budget occurred and there were no objections or changes raised from the floor. The proposed budget will be submitted to the County Commission for approval during the budget hearings over the next few months.

Motion to accept FY 26/27 Budget as recommended by Budget Committee.

Motion: Commissioner Rashidah Leverett

Seconded: Tatyana Hoelcel

Motion carried unanimously.

C. State Letter Sent Concerning Collections

The Board of Trustees discussed the response by the Library to the letter received on October 31st from the TN State Librarian, Jamie Ritter, and TN Secretary of State, Tre Harget, requesting a review of Juvenile collections be completed by January 19th to ensure compliance with state and federal laws. The CM CPL Board of Trustees determined that the review would occur to ensure compliance with age appropriateness statutes, obscenity laws, executive orders and library policy. A cover letter and copy of the report was distributed to Trustees for review and discussion before being sent to the TN State Librarian and TN Secretary of State.

The report outlines the steps taken by the Library, the staff time used to complete this review, the number of titles reviewed and the criteria used to select the titles for review. The library used a targeted subject search of juvenile catalog records purchased with regional funds, which returned 27 titles (one was lost and one was a duplicate). 25 books were physically reviewed and discussed by Library Administration and Leadership, who made no recommendations for removal or reclassification of these titles. All Trustees present had a chance to look at the books which had been reviewed as well as the additional title "Fred gets Dressed". Each Trustee took the time to visually review "Fred gets Dressed" and were individually asked to verbally address any concerns about this title. No Trustee discussed concerns or requested reconsideration or removal of this title. Trustees were given the opportunity to present any questions, comments, or concerns about the titles reviewed and a verbal roll call vote was taken on whether additional steps should be taken with these titles. All Trustees voted nay. It was decided that the titles reviewed were informational, not promotional of a particular ideology and that they were representative of the community and that none should be recommended for removal or reclassification. Additionally, no community requests for removal or reconsideration of these titles have been received at this time.

E. Approve Juvenile Collections Review Report

Motion to approve Juvenile Collections Review Report

Motion: Vince Surra

Seconded: Karyl Kirkland

Motion carried unanimously.

Motion to adjourn.

Motion: Mike Steele

Seconded: Tatyana Hoelcel

Motion carried unanimously.

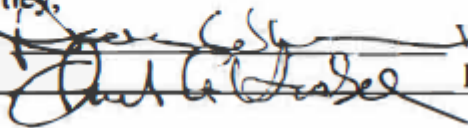
The meeting was adjourned at 3:45 p.m.

Our next meeting is Wednesday, January 21, 2026

Transcribed by Jessica Hartley,

Respectfully submitted by:

Approved by: _____

Handwritten signatures in black ink. The top signature is for the Vice-Chaire and the bottom signature is for the Board Chair.

Vice-Chaire

Board Chair