

as amended
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CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting----July 17, 2019

Present: Gerald Beavers (Chair), Jim Marshall (Vice-Chair), Jacqueline Crouch (Secretary), Ron Smithfield (Treasurer), Dottie Mann, Joyce Norris, Joel Wallace

Also Present: Martha Hendricks (Library Director), Cecilie Maynor (Director, Red River Regional Library), Christina Riedel (Assistant Library Director)

Absent: Mathew Ellis, Commissioner Jason Knight, Anne Black (President, Friends of the Library)

Gerald Beavers (Chair) called the meeting to order at 3:00 p.m.

An opportunity for public comment was announced—no public comment.

Approval of June 19, 2019 Minutes

Motion: Ron Smithfield

Seconded: Dottie Mann

Motion carried unanimously.

Approval of April Treasurer's Report

Motion: Jacqueline Crouch

Seconded: Joyce Norris

Motion carried unanimously.

Treasurer's Report (Full report included in packet). Presented by Ron Smithfield.

Grand total expenses are below 94.80 % vs. 100.00 %. Revenues are slightly above budget projection. Personnel codes are below projection. Operating Services are below budget projection. Supplies/ Materials codes are below budget projection. Refunds & Other Charges are slightly above budget projection. Building improvements code is slightly below budget. Equipment codes are well below budget projection.

Approval of June Treasurer's Report

Motion: Jacqueline Crouch

Seconded: Jim Marshall

Motion carried unanimously.

Budget amendments for Refunds

The budget for refunds was exceeded due to the many lost books found with glitches in the new automated materials handling system (AMHS). Some of the refunds at the very end of the fiscal year were paid in FY 2020. In order to have enough funding to pay for continuing AMHS issues and because of the extra paid out of this FY:

1. Amend expense code 54150- (Electricity) by reducing it by \$400.00 from the current budget of \$81,000.00 to make the total in that revenue code \$80,600.00.
2. Amend expense code 55090- (Refunds) by adding \$400.00 to the current budget of \$600.00 to make the total in that expense code \$1,000.00.

Budget amendment for Special Projects spending FY 2018-2019

Martha explained that this was a catch up so it can be entered into Munis. The funding has been spent and will be credited to last fiscal year's budget in Munis.

Motion to approve budget amendments for Refunds and Special Projects

Motion: Ron Smithfield

Seconded: Jacqueline Crouch

Motion carried unanimously

Martha also mentioned the library received a check for \$31,170.00 from the Gracey Trust for operating services and that we will receive \$150,000.00 over the FY.

Director's Report July 17, 2019

- **Statistics** – Year over year – year-end statistics: total circulation including READS was down over last year, but up over the previous two years. Hoopla, which has no wait times, has reduced READS circulation numbers as its popularity has grown. New patrons were up 3% for the year. People count was affected by the outage of the counter device for several months, so that figure is not certain.
- **Staffing** – Jean Nichols, who has been the driving force in the Youth Services Dept. and has worked at CMCPL for 32 years will retire effective July 21st. Jean took Youth Services from nearly nothing to being one of the best in the state of Tennessee during the course of her work. She will be missed terribly. The open 25-hour PSA position will be filled by Cidnie Sydney-Brewington. The person filling the 24-hour PSA position Cidnie will vacate will be announced soon. Interviews for the open shelver position will take place the week of the 15th of July.
- **Literacy Fair** – this event will be held Sunday, August 4th 2-4 pm on the first floor of the library. Featured will be agencies that support early childhood literacy, such as Tenn. Early Childhood Training Alliance (TECTA), Austin Peay Childcare and Tenn. Childhood Resources and Referral Network (CCRR&R).
- **Outreach and Collaboration:**
 - ASL Class – a long-awaited American Sign Language class taught by a community instructor will be coming to the library – stay tuned for details.
 - Final class – Mr. Koyama, who has taught 44 total Japanese culture classes will teach his final class this week. Subjects included Japanese language, tea service and origami.
 - Hispanic-American Family Foundation – this will be a collaboration that will offer story times during the Hispanic Heritage month – September 15th through October 15th. Programs will highlight a different Hispanic country each time.
- **American Library Assoc. Conference** – Christina Riedel and Martha Hendricks attended the ALA conference in Washington, DC July 22nd and 23rd. They attended sessions that covered many non-traditional topics, such as library feeding programs, cooking programs and library gardens. The best of library furniture was another session that will help inform both future renovations and generate ideas for furnishing the proposed North Branch Library.
- **125th Anniversary celebration** – this once-in-a-lifetime event will happen Saturday September 14th 10am to 4pm and will feature unique guests and lots of activities to mark the library's 125th year of service.
- **State Standards survey** - has been completed with the library for FY 2019. This year the library was able to mark yes to some standards that were not completed last year or were new, including creation of a preliminary disaster plan for the library and its collection, completion over 700 total hours of training in fulfilling that requirement for every staff member and the creation of a long-needed social media policy.

Martha discussed the newly created Disaster Plan and mentioned they had referred to the Regional Library's template for guidance. She also mentioned that she and Gerald had attended the County Commission Rules Committee meeting where the Mayor and commissioners agreed that the Library board needed to serve 2 three-year terms, and that the appointed County Commissioners need only to serve a one three-year term thus allowing more commissioners a chance to work with the library.

Martha reviewed the yearly statistical report. She stated that the new title for Jean Nichol's former position will be Youth Services & Outreach Supervisor. She also reported on the American Library Association Conference she and Christina attended. The Board viewed a video of The Free Library of Philadelphia's cooking classes and kitchen.

Gracie Armstrong (Public Services Supervisor) and David Brockman (Communication and Events Coordinator) shared information about the 125th Anniversary of our library. Gracie passed around three stacks of newspaper articles dating back to Sept. 12, 1894 and David showed a PowerPoint about the plans for the celebration on Sept. 14, 2019

Christina presented a PowerPoint of the three steps associated with the Google Grant, from getting the grant; to determining its best use and operations. She explained the different uses for the Value, Classic and Premium levels.

Regional Director's Report – presented by Cecilie Maynor (Director, Red River Regional Library) Cecilie gave each board member a copy of the Red River Regional Training Series for 2019-2020 and noted those she felt would be of interest to the board. She also handed out copies of the Librarians Guide to Homelessness for us to review along with a copy of a letter from Secretary of State, Tre Hargett concerning the current official population of Montgomery County.

Friends of the Library Report – Gerald Beavers
Gerald informed the board that the Friends board did not meet in July.

Committee Reports-

Gerald handed out the Committee assignments for FY 2019-2020 and mentioned each member would serve on four committees. He also noted that as the Gracey trust matures in 2022. Martha, Gerald, Dave Farris (Foundation chair) have starting working ideas on how to best implement the funds.

Old Business

Branch Library update-

Martha discussed the passing of the budget, which included funding for North Branch design and the General Contractor RFP. She said after reviewing the eight who applied they had weeded out applications through a ratings process selecting Codell, a company from Winchester, KY. This company had previously worked on the Courts Center and with Nick Powell, County Engineer.

Strategic Planning Team Update

Martha presented a PowerPoint of the final draft of the Strategic Implementation Plan for the Board to review. Gerald noted that she was to be complemented on fulfilling all the goals from the previous three- year plan. He named all who had worked on the committee and gave a special thanks to Christina.

New Business

Quarterly attendance at funding body meetings-

Gerald handed out copies of the Standard for Community Relations and after some discussion it was determined that Jason Knight, our county commissioner on the board already fills that position.

Ron Smithfield asked that we include in the minutes our deep respect and appreciation for our retiring Children's Department head librarian, Jean Nichols, who has done so much to build this department and contributed to the success this library has achieved.

As there was no new business, the meeting was adjourned at 4:27 p.m.

Our next meeting is Wednesday, August 21, 2019

Transcribed by Christina Riedel, Assistant Director

Respectfully submitted by: Jacqueline Crouch Secretary

Approved by: Gerald Beavers Board Chair

