

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting October 16, 2024

Present: Dee Wagstaff-Williams (Vice-Chair), David Donahue (Secretary), Lekeshia Hicks, Commissioner Lisa Prichard, Karyl Kirkland and Vincent Surra

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

Absent: Dr. Quentin Humberd (Chair), Mike Steele (Treasurer), and Tatyana Hoelcel

As there were no requests for public comment, Dee Wagstaff-Williams (Vice-Chair) called the meeting to order at 3:02 p.m.

Motion to approve September 18, 2024 minutes as presented

Motion: David Donahue

Seconded: Karyl Kirkland

Motion carried unanimously

Treasurer's Report (Full report included in packet). Presented by Christina Riedel on behalf of Mike Steele.

The total for September is under budget at 24.66% vs. the goal of 25%. Revenue was over budget at 31.51% vs. 25% due to higher library fees and the first quarter Montgomery County and Gracey distributions having been received. Salaries & Benefits were slightly over budget 26.06% vs. 25%. Operating Services were slightly under budget 24.38% vs. 25%. Supplies/ Utilities were under budget 20.14% vs 25% as many invoices are received after the service month ends. Equipment costs were under budget 8.75% vs. 25% as larger purchases are made from this line item, more infrequently.

Acceptance of the September financial statements as reported

Motion: Karyl Kirkland

Seconded: Lisa Prichard

Motion carried unanimously

Christina Riedel reported that the library is still waiting on the final MOE number and personnel budget cleanup from A&B. The library's portion of the audit has been completed and additional documents are being submitted from A&B. Christina has been in contact with A&B to try and get all of these items completed.

Director's Report

Statistics - Circulation is down .3% from September 2023 and up 3% so far this fiscal year. Print materials continue to be the highest circulating format at 59%, with downloadable materials coming second at 35% and A/V materials are holding at 6%. 3,458 items were checked out from Hoopla in September and an additional 205 Hoopla Flex titles were also borrowed. 87 outside groups reserved the meeting rooms in September with an attendance of 1,491 people. 689 new library cards were made in last month. The use of our Wi-Fi was 2,951, which surpassed the 1,972 total users of our computer lab last month. Over 17,900 individuals visited the library during September 2024. This count is approximate as one of the sensors is not transmitting.

Staffing –On September 30th, Kari Larkins filled the vacant Youth Service part-time Public Service Associate position. The Assistant Director position will be posted within the next month and a half nationwide. This year's Staff Development Day, a mini conference to give staff a variety of options, was a success due to our Friends support. The team reviewed emergency drills, brainstormed new programming ideas, spent time learning more about TEL (Tennessee Electronic Library), participated in team-building activities, engaged in an open forum session with the Director, gained a greater understanding about Readers' Advisory and had a chance to be trained on Narcan and how to handle a drug overdose.

Programming –2,213 children under 5 and their parents attended story times and craft times in September. 568 elementary age children (including Tweens) attended programs last month. 139 Teens grades 7-12 attended activities in September. A total of 540 patrons attended All Ages events in September, both inside the library and off-site.

Special Events–The library held our first Hispanic Heritage event, ¡Alegría! on September 21st from 3-5pm with 169 patrons in attendance. The library has many interesting programs for all ages scheduled during Fall Break. The Nashville Zoo's Zoventures program will return to the Downtown Commons on Wednesday, October 16th at 10:00 am. This is a collaboration between the library and Clarksville Parks & Rec. The week will continue with a Banana Mayhem school age program, featuring

everyone's favorite yellow sidekicks, on October 17th at 2:00 pm. Fall Break will conclude with Lock-Ins for Tweens (October 18th) and Teens (October 19th). The popular Halloween Spooktacular event will return to the library on Saturday, October 27th and will include Halloween themed activities for children of all ages. Our Science Fiction & Fantasy Expo will be held November 2nd from 1-5 pm and will include a special guest from NASA, made possible through the NASA Engages community outreach program.

Community Outreach & Support – Players of the APSU Men's Basketball team visited the library for a special story time and basketball play time on October 10th. The library has partnered with the Montgomery County Sheriff's Office School Resource Officer Community Relations Team to provide a Deputy on Duty evening story time monthly on the 2nd Wednesday at 5:00 pm. We will have Brendalyn Carpenter Player deliver a reading at our library November 16th. She recently gave a TEDx talk at the Customs House. We are pleased to have Brendalyn perform a reading, provide a book signing and deliver an author event here at her local library! Youth Services and Public Services team members attended outreach events last month to Montgomery Central High School, the YMCA and Byrns Darden reaching a total of 329 youth in our community. The ongoing Food for Thought after school meal program fed 475 students in September.

Building Maintenance- The back doors (including the loading dock and freight elevator doors) have been painted using the same paint as the other buildings in Veterans Plaza. The board may revisit various painting options for the front facade of the library before the option and funding is no longer available. The lighting, signage, and potential refresh of the exterior of the building is something we will want to engage in conversations about in the coming months. Trane continues to work on the HVAC, replacing coils and other parts needed to keep our library spaces comfortable.

North Branch Updates – We not only have structural beams in place at the build site but the roof is in the process of being completed. The project is still on track to be finished in the fall of 2025 and it is still estimated that the library's construction will be done around a month before the Animal Care and Control building is completed. Christina Riedel will be driving to Cleveland, Ohio on October 24th and 25th to work with the HBM Architects on the furniture & fixtures selection process in order to get bids out quickly for this project.

Acceptance of the September Director's Report as submitted

Motion: Lisa Prichard

Seconded: Lekeshia Hicks

Motion carried unanimously

Regional Director's Report- presented by Cecilie Maynor (Director, Red River Regional Library)
Cecilie will hold the final trustee orientation with Tatyana Hoelcel in November. Three trustees attended the Trustee Workshop in September and David Donahue completed his Trustee Certification. Christina will join other Library Directors in the Region for a Director's Check-in on October 22nd and will attend the Level V Summit in November. The Region is hosting two upcoming trainings (Working with Friends on 10/29 and Youth Services Roundtable on 11/12). The November 5th training with Jamie LaRue has been postponed and will probably occur in February. We are still waiting on the MOE, but the annual Public Library Survey has been submitted.

Acceptance of the September Regional Director's Report as presented

Motion: Lekeshia Hicks

Seconded: Karyl Kirkland

Motion carried unanimously

Friends of the Library Report- presented by Jan Hodgson (Vice-President, Friends of the Library)

The Booktique raised approximately \$1,000.00 in September. Volunteers are still needed to help with the booksale at the end of October. Setup will be Oct. 21, 22 & 23 and the sale is Oct. 24-27. The workhouse is confirmed to assist with the initial setup on the 21st, but volunteers are needed every day of that week. Not counting the funds held in CDs, there is currently ~\$18,000 available in the FOL account.

Acceptance of the September Friends of the Library Report

Motion: Lisa Prichard

Seconded: Karyl Kirkland

Motion carried unanimously

Committee Reports

A. Policy Committee- Schedule Meeting

Additional policies are up for revision this year. Committee members will be contacted with possible meeting dates.

B. Building Committee- Schedule Meeting

The Building & Equipment Committee will be contacted to schedule a meeting to discuss painting the front of the library as well as creating a plan for refreshing the interior of the main library.

Old Business

A. Building Refresh- Revisit Options to paint exterior of building.

The County has approached Christina Riedel about painting the exterior of the library to be more in line with the rest of Veterans Plaza. The question of painting the façade came up previously, but no firm decision was made. Following the meeting of the Building Committee, this discussion will be revisited. Christina will set up a time for available Trustees to visit the North Branch site sometime in November.

New Business

A. Security Systems- Alarms & Camera Upgrade

Christina is working with Montgomery County IT to create a plan for purchasing new equipment and software which can be used to upgrade the library's current alarm and security camera systems. The current systems would be retrofitted instead of starting from scratch, which will save money. Usage of the security cameras and releasing of the footage is in accordance with the Board approved Security Camera Policy.

Motion to adjourn

Motion: Lisa Prichard

Seconded: Lekeshia Hicks

Motion carried unanimously

The meeting was adjourned at 3:35 pm.

Our next meeting is Wednesday, November 13 at 3:00 pm.

Transcribed by Jessica Hartley,

Respectfully submitted by: *David A. Donahoe* Secretary

Approved by: *Chuck Colquhoun* Board Chair