

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY  
Board of Trustees Meeting April 17, 2024

Present: Dr. Quentin Humberd (Chair), Tracy Provo Knight (Vice-Chair), Daisy Crowley (Secretary), Mike Steele (Treasurer), Dee Wagstaff-Williams, Commissioner Lisa Prichard, and David Donahue

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Director, Red River Regional Library), Caitlyn Haley (Assistant Director, Red River Regional Library) and Christina Chester-Fangman (Secretary, Friends of the Library)

Absent: Karyl Kirkland, Susan Lawrence and Jennifer Ford (President, Friends of the Library)

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:01 p.m.

**Motion to approve March 20, 2024 minutes as corrected**

**Motion: Tracy Provo-Knight**

**Seconded: Dee Wagstaff-Williams**

Motion carried unanimously

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

The total for February was slightly over budget at 78.45% vs. the goal of 75%. Revenue was over budget at 89.03% vs. 75% as library fees continue to increase and the first three distributions from Montgomery County have been received. Salaries & Benefits were over budget 83.82% vs. 75% due to a budget cleanup needed from HR. Operating Services were under budget 59.78% vs. 75% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 63.92% vs 75% due to conservative spending. Equipment costs were under budget 69.41% vs. 75% but will increase as several large purchases are in progress.

**Acceptance of the February financial statements as reported**

**Motion: Lisa Prichard**

**Seconded: David Donahue**

Motion carried unanimously

**Director's Report**

**Statistics** - Circulation is up 8% from last February. Print materials continue to be the highest circulating format at 60%, with downloadable materials coming second at 33%. 4,606 items in February were checked out from hoopla and an additional 196 hoopla Flex titles were also borrowed. 71 outside groups reserved the meeting rooms in February with an attendance of 1,177 people. 809 new patrons signed up for library cards last month. The use of our Wi-Fi was 2,968 which surpassed the 2,488 total users of our computer lab last month. The use of our local databases, including hoopla, was 3,677 in February. Over 26,715 individuals visited the library during February 2024. This is an increase of 4,837 from February 2023.

**Staffing**—Caleb Bledsoe and Isaac D'Autrechy were hired to fill the two open part-time Shelver positions; their 1<sup>st</sup> day was March 11<sup>th</sup>. We currently have only one part-time PSA position open and hope to have it filled in late March or early April. Christina Riedel was able to attend the Strategic Planning training session held February 13<sup>th</sup> at the Red River Regional Library. She will set a meeting to revise our strategic plan through board committee work. Sarah McKenny, Marketing & Communications Associate, decided to move on to new opportunities outside of our library. Her last day was March 13<sup>th</sup>.

**Programming**—Teen attendance is increasing! 143 teens attended 19 programs in February. 2,319 people attended storytimes and other programs for young patrons under the age of five. 100 Children read to dogs on February 10<sup>th</sup> as part of the Read with Me program in partnership with Tender Paws. The total attendance of library programs for all ages in February was 6,438 which was a wonderful leap from the 2,625 attending programs in January. The library held 18 programs for adults consisting of craft/DIY events, computer and genealogy classes, and a book club.

**Special Events**—The Burt Elementary Step team performed for 325 people on February 24<sup>th</sup>. Our Pokémon pop-up event entertained 466 library visitors on February 27<sup>th</sup>. The March 9<sup>th</sup> Barbie themed program was a hit with 277 glamorous patrons attending. To kick off Spring Break, we had 17 tweens and 18 teens attend their lock-ins on March 1<sup>st</sup> & 2<sup>nd</sup>. 147 library patrons enjoyed a special March 8<sup>th</sup> program in the library's atrium featuring performers from the Country Music Hall of Fame and Museum. The children in attendance had an opportunity to enthusiastically interact with and try out several different types of instruments. For the second year, the library will present its Heritage Fest, which will take place April 20<sup>th</sup> for those interested in our local community history.

**Community Outreach & Support**—The Something's Brewing program series continued in February at Pizza Artista and Sanctuary on Main. Christina Riedel and Laura Hoffman threw out the first pitches for the ASPU Softball games March 2<sup>nd</sup> and

March 3<sup>rd</sup>. The program was a collaboration initiated by APSU Deputy Director of Athletics, Niesha Campbell. The collaboration will continue with donated books collected over that weekend being given to the library and softball players will deliver a special Storytime this Spring. Taylor Main (CMCPL Volunteer Coordinator) and Kimberly Fleming (PSA) presented volunteer options and library information at the APSU Volunteer Fair on February 14<sup>th</sup>. Christina Riedel presented to the Delta Kappa Gamma honor society for teachers on March 11<sup>th</sup>. Christina will be presenting to Leadership Clarksville on March 21<sup>st</sup> as part of their Government and Media Day about the library and being a part of the County Government system. Christina is also scheduled to meet with the Downtown Kiwanis Club on March 26<sup>th</sup> about potential areas of support for the library.

**Partnerships** – FEMA served 1,149 community members from December 18<sup>th</sup>- February 26<sup>th</sup> that encountered hardships due to the Tornado. VITA prepared 342 tax returns over 12 days of service. The Hola Amigos program series, in collaboration with Northwest High School, has started off incredibly strong with 50 people attending the first event on February 20<sup>th</sup> and another 48 attending the second event on March 5<sup>th</sup>. Senora Smith and the students of Northwest High School have done a wonderful job with this program series.

**Building Maintenance**- Due to the age of the library building, there has been an uptick in the amount of building and equipment maintenance needed. While repairs and maintenance on the HVAC system are factored into the annual budget, Christina will be looking towards the future of the building and requesting an increase in the Building Maintenance line item for future fiscal years. County Maintenance has been incredibly helpful with building repairs, but there are some things that they cannot fix. One of these items is the water heater, which began leaking early in March. County Maintenance assessed the leak and determined that the water heater will have to be replaced. As the project will be well over the \$1,500.00 threshold, at least three quotes on this purchase are being solicited. The new water heater should cost over \$8,000.00 and will have to be paid for by the library. We will not have to pay any additional amounts for labor as County Maintenance will be able to install the unit. An electrician outside of County Maintenance may need to be brought in to diagnose some electrical issues in the Collection Development Area.

**North Branch Updates** – The North Branch broke ground on March 22<sup>nd</sup> at an event attended by key members of Montgomery County as well as staff and board members from the Library and Animal Control. The grand opening event will be open to the public.

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

TSLA will sponsor a Virtual Partnership Fair on April 18<sup>th</sup> from 9:00-1:00 to connect libraries with various agencies across the state. Tennessee libraries are now partnering with the New Jersey State Library to form Mentor TN, an initiative to connect library workers across the state. There will be a virtual in-service on May 28<sup>th</sup> about professionalism in the workplace. There is a meeting on May 6<sup>th</sup> about the Construction Grant and Tech Grant.

**Friends of the Library Report**- presented by Christina Chester-Fangman (Secretary, Friends of the Library)

Christina Chester-Fangman presented the Friends of the Library Report on behalf of Jennifer Ford. For the second month in a row, the Booktique income for March was slightly over \$1,000.00. At the April FOL meeting, the Friends agreed to fund \$3,550.00 to the library to be used for youth programs, adult programs and signature events. They also agreed to increase the annual contribution (included in MUNIS) from \$3,500.00 to \$5,000.00 to be split between office supplies and food. This increase will hopefully mean fewer additional requests will be submitted throughout the year. The FOL Book Sale will occur the last week of April. The Friends annual meeting will occur in May as part of their May Board Meeting and a new slate of Friends officers will be voted on at this time.

## **Committee Reports**

### **A. Nominating Committee- New Board Member Slate Presented**

The Nominating Committee met April 3<sup>rd</sup> at 3:00 pm to discuss the applicants for the two upcoming vacant Board positions (Tracy Provo Knight and Daisy Crowley). The trustee replacing Tracy Provo Knight will serve a 1-year term, to complete Tracy's unexpired term. The trustee replacing Daisy Crowley will serve the full 3-year term. Both new trustees will take office July 1, 2024. Of the dozens of trustee applications that were received, the Nominating Committee narrowed the slate down to 4 candidates. The four finalists represent a very diverse sample of the overall applicants. Of these four applicants, one was unanimously voted on by the Nominating Committee as the front-runner and the committee's recommendation to fill the 3-year term. The full Board will review the applications of the remaining three finalists and vote via email which one will fill the 1-year unexpired term. The Board feels that it is important for this decision to be made in an unbiased and transparent fashion.

**Motion to adopt the Nominating Committee's recommendation and offer the 3-year vacant term to Tatyana Hoelcel.**

**Motion: Tracy Provo Knight**

**Seconded: Lisa Prichard**

Motion carried unanimously

**Motion to accept the Nominating Committee's recommendation of the additional three candidates and to authorize the full Board to receive these applications via email and vote electronically which candidate will be offered the 1-year unexpired term.**

**Motion: Tracy Provo Knight**

**Seconded: Dee Wagstaff-Williams**

Motion carried unanimously

A Slate of officers for the next fiscal year was presented as follows and will be confirmed at the May meeting:

- Chair: Dr. Quentin Humberd
- Vice-Chair: Dee Wagstaff-Williams
- Secretary: Susan Lawrence
- Treasurer: Mike Steele

**Motion to accept the proposed slate of officers.**

**Motion: David Donahue**

**Seconded: Tracy Provo Knight**

Motion carried unanimously

### **Old Business**

#### **A. North Branch Update**

There were some issues with the soil of the North Branch Site, but those are being dealt with. The architects have been in contact with Christina about details with the design, including possible options for a mural in the children's area. As additional decisions about details and fundraising are needed, the Board may be solicited to assist with the planning.

### **New Business**

#### **A. Remainder of Hughes Distribution sent to Montgomery County**

A request was made to send the remainder of the Hughes distribution (\$11,089.33) to Montgomery County to provide additional security on the North Branch and to enhance the contingency fund. If these monies are not needed, they will be returned to the Library Foundation.

**Motion to approve paying remainder of 2024 Hughes Distribution, already received, in the amount of \$11,089.33 to Montgomery County for North Branch Project.**

**Motion: Mike Steele**

**Seconded: Lisa Prichard**

Motion carried unanimously

#### **B. June Board Meeting Date**

Due to the Juneteenth holiday, which coincides with the scheduled Board Meeting date for June, that month's meeting will need to be moved back a week to June 12<sup>th</sup>.

**Motion to approve changing the June Board Meeting date from June 19<sup>th</sup> to June 12<sup>th</sup> due to Juneteenth holiday.**

**Motion: Dee Wagstaff-Williams**

**Seconded: Mike Steele**

Motion carried unanimously

### **Motion to adjourn**

**Motion: Mike Steele**

**Seconded: Lisa Prichard**

Motion carried unanimously.

**The meeting was adjourned at 4:22 pm.**

Our next meeting is Wednesday, May 15, 2024 at 3:00 pm.

Transcribed by Jessica Hartley

Respectfully submitted by: Daisy Crowley Secretary

Approved by: Quentin Humberd Board Chair