

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

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

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Jennifer Ford (President, Friends of the Library), Cecilie Maynor (Director, Red River Regional Library) and Caitlyn Haley (Assistant Director, Red River Regional Library)

Absent: Karyl Kirkland, Susan Lawrence and Commissioner Lisa Prichard

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

Approval of the Minutes as presented.

Motion to approve November 8, 2023 Minutes

Motion: Dee Wagstaff-Williams

Seconded: Mike Steele

Motion carried unanimously

Motion to approve December 20, 2023 (Called Meeting) Minutes

Motion: Tracy Provo Knight

Seconded: Mike Steele

Motion carried unanimously

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

Financial statements for November and December were presented. The grand total for November was under budget at 39.76% vs. the goal of 41.67%. The Treasurer's report focused mostly on the December statistics as the November totals were included in the December report.

The total for December was slightly over budget at 51.42% vs. the goal of 50%. Revenue was well over budget at 59.32% vs. 50% as library fees continue to increase and the first two distributions from Montgomery County have been received. Salaries & Benefits were over budget 55.91% vs. 50% due to a budget cleanup needed from HR as well as 3 pay checks being received in December. Operating Services were well under budget 33.40% vs. 50% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 40.08% vs 50% due to conservative spending. Equipment costs were significantly under budget 10.37% vs. 50% but will increase as equipment purchases are in progress.

With the \$350,000.00 having already been transferred from Special Projects to the County, only \$18,000.00 remains in the Special Projects account. A question arose about how that account is replenished and at what rate. This money comes from the quarterly distributions of the Library Foundation (4-5% annually or ~\$30,000 quarterly). The Library Board is mindful of the decreased funds remaining in Special Projects and will be conservative in approval of spending for the foreseeable future.

Acceptance of the November & December financial statements

Motion: David Donahue

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

Christina Riedel presented an update on the progress of the FY 22/23 Audit by Stone, Rudolph & Henry. Uploading the documents directly to the auditor using their software was an improvement in the process. Again the delay in the audit completion was due to issues getting requested information from A&B, not the library. Christina has spoken with Jeff Taylor and will continue to work with A&B to streamline the process and get the documents to the auditor in a more timely fashion. The auditors came to the library to review pertinent documents and ask questions. The audit is not completed, but progress is being made. Quentin Humberd received a phone call from the auditor, Elizabeth Carmichael, referencing two items that the auditors are required to look for. These are not findings, but reflect national standards and risk factors. The issues are improper revenue recognition and opportunities for management override. One item that was mentioned is the distribution of the Hughes check from 2021 which was not turned over to the Library Foundation. This may require a retroactive Board action to approve keeping these funds. The auditor also requests that the library and the County complete their part of the audit by September to allow them time to finalize the audit by January. The issue of going out for new bids on auditing firms will be discussed at the next Board meeting.

Director's Report

Statistics - Circulation is up 5% from last November and up slightly by 2% from last December. Print materials continue to be the highest circulating format at 60%, with downloadable materials coming second at 32%. The increase in circulation for the year is currently up 8%. 3,214 items in November and 3,317 items in December were checked out from hoopla and an additional 169 hoopla Flex titles were also borrowed. 55 outside groups reserved the meeting rooms in December with an attendance of 1,203 people. 498 new patrons signed up for library cards last month raising our total to 94,225 library users in our community. The use of our Wi-Fi was 1,973 which was very comparable to the 2,048 who used our computer lab last month; additionally, 22,356 patrons accessed our website in December. The use of our local databases, including hoopla, was 3,592 in December. Over 18,000 individuals visited the library during December 2023.

Staffing –Nita Haynes Merriwether resigned November 30th. We are currently interviewing candidates for the Public Services Associate position that coordinates services for teens at our library. We have a competitive pool of applicants that should allow us to fill the position shortly. Shaun Tarrant was awarded the Full-time PSA position as of October 16th, 2023. We currently have one part-time PSA position and two Shelves positions vacant. The vacancies are due to promoting two internal candidates and a staff member affected by the tornado moving to Florida.

Programming –In November, the library offered Lego programs with 198 homeschoolers in attendance. The community outreach for adults/families delivered programs at the Thirsty Goat, Pizza Artista and at the Sanctuary on Main during November and December. The Adult Murder Mystery Lock-In had 23 enthusiastic amateur sleuths participate. Our early childhood development programs brought in 1,624 participants last month. The total attendance of library programs for all ages was 3,042 in December.

Holiday & Special Events–91 patrons attended our Holiday Hullabaloo at Your Library event December 15th at 5:30pm featuring Mike Shoulders. 83 community members stopped into their library for a cookie decorating program on December 20th. The Noon Year's Eve signature library program was enjoyed by 526 patrons Saturday, December 30th at 10:30am.

Community Outreach & Support –. The collaboration with the Customs House Museum is going well and we currently have over 50 people on hold for the passes. Christina Riedel negotiated a contract with FEMA to use the large meeting room to provide resources to our community members recovering from the effects of the tornado. The contract is for the use of our space and internet and is set to end February 14th. We received 1,517 non-perishable food items for Loaves and Fishes during the Food for Fines program held November 1st through December 31st and \$1,577.37 was waived for patrons for their food donations.

Library Closings – Our library was closed not only for our scheduled holidays but two additional days due to the tornado events. The Library Board passed closing Saturday, December 23rd for the library staff to be in alignment with the rest of the county offices. The staff greatly appreciated the extra time with family and friends.

Partnerships – On November 21st, Christina Riedel met with the Executive Director of Loaves & Fishes, toured the facility and discussed providing programming for those at the shelter this year. A meeting was held on December 29th to discuss ways for BizVets, The Small Business Development Center and the Library to support those developing their small businesses in our community. We have agreed to promote one another and combine our resources. In January, further discussions will take place about outreach and programming collaborative opportunities. On December 5th, the Imagination Library received a combined donation of \$10,000.00 from three Rotary branches and on December 6th, Dee Boaz made a donation of \$15,000.00 to the Friends of the Library.

North Branch Updates –The third construction bid process was completed and the library budget was over by approximately \$3 Million. Nick Powell (County Engineer) and Jeff Taylor (Director of Accounts and Budgets) worked to cannibalize funds from what projects they could from many other county departments to find over 2 million dollars, but the library budget was still short \$705,000. On December 19th, Lee Harrell and Nick Powell contacted Christina Riedel to discuss what could be done by the library to find the remainder of the funds to ensure that they could, in good faith, sign a construction contract to move forward with the North Branch Project. The Library Board called an emergency meeting December 20th and approved \$350,000 to be contributed from the Special Projects fund and the next Hughes Trust disbursement to be used for the project as well. The library Foundation held an emergency meeting January 5th in which they approved providing the remaining \$205,000 needed to move forward with the construction contract for the North Branch building.

In Depth with Jason Camp, Public Services Supervisor. Jason is a Clarksville native and has been employed at the library for 8 years. He started as a volunteer then moved to a part time PSA, working both the Circulation and Information desks, then was hired as PSA supervisor in 2020. He supervises 15 staff members, works to troubleshoot the self-check stations and AMH, covers desks as needed and participates in outreach events. His passion is adult programming and he has been integral in growing the selection of adult programs that the library offers to the community as well as encouraging his staff to submit ideas and become involved in the planning of new adult program series.

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

Cecilie Maynor discussed an upcoming in-service at the Regional Library on January 23rd about Customer Service. There will be an IT roundtable on January 31st. Both trainings will be in person at the Red River Regional Library. Cecilie mentioned the standards report which was distributed at last month's meeting. CMCPL meets most of the standards and has a higher percentage of met standards than many other libraries in the area. One item to look at is more frequent public surveys, which is already a goal for 2024. State funds should be about half spent at this point in the year and the deadline to spend these monies is in April. The filing window is open for E-Rate Form 470. Janet Shannon, long time staff member of the RRRL will be retiring at the end of January and the process is underway to hire her replacement. Most of the Trustees have completed the Trustee certification program, but two Trustees still need to finish the training.

Friends of the Library Report- presented by Jennifer Ford

The income from the Booktique for November and December was \$1,139.55. At the January FOL meeting, the Friends approved spending \$2,638.99 for library requests to provide food, supplies, performers and decorations for various library events and programs. The Friends also provided \$295 in gift cards to library staff at the Staff Christmas Party in December and agreed to allow some of the discarded books to be taken to Loaves and Fishes. The Friends received two significant donations in early December. \$10,000 was donated by various Rotary clubs in Clarksville to the Imagination Library and an additional large donation was made by Dee Boaz to the Friends of the Library. The Friends would like to welcome Kim Santiago as the newest member of the Friends Board.

Committee Reports

A. Policy Committee: Fundraising & Naming Rights

The Policy committee met directly before the Board Meeting to discuss the Fundraising & Naming Rights policy. A few changes were made by the Policy Committee to the draft created by the Advocacy Committee. The document was submitted to the full Board for approval and will now be policy 1.09 Gifts and Donations Policy and will take the place of previous board policy 4.03 Honoring Donors and Benefactors. Once approved, this policy will go before the Library Foundation and Friends of the Library for approval also. Christina Riedel will continue to work with the Library Foundation on fundraising options. A decision was made to approve this policy contingent upon a review by the Montgomery County Attorney.

Motion to approve 1.09 Gifts and Donations Policy contingent upon approval by the Library Foundation, Friends of the Library, and review by the Montgomery County Attorney.

Motion: Daisy Crowley

Seconded: Mike Steele

Motion carried unanimously

Old Business

A. North Branch Update

Christina Riedel presented an update on the North Branch and a refresher on the items discussed at the called meeting on December 20th. The Board approved transferring \$350,000.00 from Special Projects, allocating the next Hughes check to be used for the Branch project and requesting up to \$205,000.00 from the Library Foundation. The Foundation met on January 5th and, after significant discussion, agreed to fund up to the requested \$205,000.00. If the Hughes distribution is higher than anticipated, the remaining funds will be returned to the Foundation. The County can now move forward with signing the construction contract. Additional meetings will occur over the next several months with Christina, the design team and various County offices to discuss capital outlay requests and funding of contingencies, opening day collection, sorter and other items.

New Business

A. Board calendar review

A draft of the annual Board calendar was distributed for review. This document will be updated as needed and should help Trustees and Committee members plan for items that recur each year.

Motion to adjourn

Motion: Mike Steele

Seconded: Tracy Provo Knight

Motion carried unanimously.

The meeting was adjourned at 4:31 pm.

Our next meeting is Wednesday, February 21, 2024 at 3:00 pm.

Transcribed by Jessica Hartley

Respectfully submitted by: Daisy Crowley Secretary

Approved by: Christina Riedel Board Chair