

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting July 17, 2024

Present: Dr. Quentin Humberd (Chair), Dee Wagstaff-Williams (Vice-Chair), David Donahue (Secretary), Mike Steele (Treasurer), Commissioner Lisa Prichard, Vincent Surra and Tatyana Hoelcel

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist) and Caitlyn Haley (Assistant Director, Red River Regional Library)

Absent: Karyl Kirkland, Lekeshia Hicks, Jan Hodgson and Cecilie Maynor

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:04 p.m.

Welcome to new trustees, Lekeshia Hicks, Tatyana Hoelcel and Vincent Surra!

Motion to approve June 12, 2024 minutes as presented

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

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

The total for May appears to be over budget at 109.36% vs. the goal of 100% due to the personnel figures never having been updated in MUNIS. Revenue was well over budget at 119.02% vs. 100% as library fees continue to increase and the entire contribution from Montgomery County (including payroll increases) has been received. Salaries & Benefits were over budget 115.65% vs. 100% due to a budget cleanup needed from HR. Operating Services were under budget 84.65% vs. 100% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 93.86% vs 100% due to invoices not yet received for some year-end orders. Equipment costs were under budget 93.20% vs. 100% as some projects were postponed for next FY.

Acceptance of the June financial statements as reported

Motion: David Donahue

Seconded: Lisa Prichard

Motion carried unanimously

A summary of the final year end budget was presented by Christina Riedel. The MOE agreement for FY 24/25 has been received from the Regional Library. Christina Riedel will meet with A&B to get the budget figures. The MOE should be available for signatures and submission to the State well before the October 1st deadline.

Director's Report

Statistics - Circulation is down 2% from last June but is up 7% from FY 22/23. Print materials continue to be the highest circulating format at 60%, with downloadable materials coming second at 33%. 3,863 items were checked out from hoopla in June (highest ever usage!) and an additional 190 hoopla Flex titles were also borrowed. 68 outside groups reserved the meeting rooms in June with an attendance of 1,179 people. 1,148 new patrons signed up for library cards last month. The use of our Wi-Fi was 2,626 which surpassed the 2,121 total users of our computer lab last month. Over 23,150 individuals visited the library during June 2024. 671,906 items were checked this fiscal year, over all formats. This is an increase of 36,495 items from FY 22/23.

Staffing –We will be filling one part-time Shelver position and one part-time PSA position within the next month or two depending on our pool of applicants. The PSAs have been supporting our shelving team by helping them keep up with the summer rush of items being returned during our busiest season. Our new staff members are learning quickly, and our volunteers are giving us wonderful support as our attendance continues to grow.

Programming –9,475 total attendees gathered for programs and activities provided by the library for all ages this June! 66 teens attended 19 programs in June, which is 84% of the total teen attendance for the entire summer of 2023. 2,715 people attended story times and other programs for young patrons under the age of five; 418 attended story times at the Downtown Commons and 1,000 joined us for story times inside the library. 63 children and caregivers attended the special Dads & Donuts

event on June 15th to celebrate Father's Day. 128 Adults enjoyed 23 programs on topics including DIYs, Amazing Race Clarksville, Live Radio Theatre and a Murder Mystery Lock-In. 281 Tweens joined us for Adventures at their Library in June.

Summer Reading & Special Events— Our June 1st Touch-A-Truck Summer Reading kick-off event brought in 2,300 attendees even though it was met with rainstorms for most of the day. Summer Reading kicked off on June 3rd and is going strong. As of July 9th, 2,209 individuals have registered for the Summer Reading Program through READsquared. This is an increase of 1,460 from the total of 749 who registered in 2023. Our Tween lock-in will be held July 19th followed by the Teen lock-in on July 20th. We will be having a special Bluey Party at the library August 24th complete with a Bluey costume for character interactions and fun activities for the kiddos.

Community Outreach & Support—800 children were fed through our Lunch Bunch program in June. 1,899 children and parents turned out for the presenters at the Downtown Commons and special Summer Reading events at the library. Library staff will have a booth at the Lincoln Homes Back to School Bash event being held the evening of July 16th. Library representatives will be at the County Connections event to be held at the Downtown Commons on July 25th to connect our citizens with the County departmental services and County leadership. The F.U.E.L. (Fuel Kids Nutrition for Learning) led by Patricia Donahue is donating 40 bags of food for each lock-in to help with food insecurities that often occur when school is not in session. On June 12th, Christina met with Mayor Golden about assisting with the Convoy of Hope program being held July 13th at Veterans Plaza parking areas. The library will provide a backup space if the weather turns and they need a location to give out school supplies, food, groceries and a variety of community support items and services.

Building Maintenance- Steps are being taken to deal with a glitch involving the outdated analog phone lines currently linked to the library's security and burglar alarm systems. Christina Riedel is working with Vector Security to get a quote for upgrading the system to a cellular communication component, which should provide more consistent service.

North Branch Updates – Christina Riedel visited the North Branch building site with Nick Powell and David Kaske Thursday, July 11th to review progress on the project. A meeting was held about placement of security gates and future meetings will be scheduled once the capital outlay dollars are approved by the County. Bids for capital outlay projects will be sent out in conjunction with Montgomery Purchasing as construction moves forward. Christina will be meeting with Kevin Kennedy, Architect from HBM, the end of July as he will be in town for a site visit. Topics discussed will include next steps and timeline projections.

Regional Director's Report- presented by Caitlyn Haley (Assistant Director, Red River Regional Library) The MOE for FY 24/25 has been given to Christina Riedel and needs to be signed by the Board Chair and County Mayor. This document is due by October 1st. According to the document provided by the State of TN, Montgomery County's official Service Area Population is 239, 872. The support ranking table for Tennessee Libraries was distributed. Montgomery County is 26 as far as income ranking and 39 for per capita spending on libraries. There will be a Teen Library Summit on August 7th at TSLA and the Board Chair roundtable will be on August 12th.

Friends of the Library Report

As the Friends of the Library Board did not meet in July, there was no Friends of the Library report at this meeting.

Committee Reports- New Trustee Committee Assignments

Dr. Quentin Humberd submitted the list of Trustee Committee assignments for the upcoming FY. Trustees can speak to him if they have suggestions or questions about the specific committee responsibilities or requests to change committees.

Old Business

A. Capital Outlay: Bidding Process and Timeline

Christina Riedel met with Elizabeth Black of Purchasing to discuss the process for requesting bids for Capital Projects. Requests for bids will be submitted early in the FY to allow plenty of time for items to arrive before the North Branch opens.

New Business

A. Trustee Ethics Agreement: Signatures Needed

Copies of policy 1.03 Trustee Ethics Statement were distributed to new Trustees. Vincent Surra disclosed a possible conflict of interest as he is the owner of Pizza Artista, the location for one of the library's monthly off-site events. Since this partnership was in place before Mr. Surra joined the Library Board, the consensus was that this does not constitute a conflict of interest. Christina Riedel will, however, will confer with the County Attorney about this situation.

Motion to adjourn

Motion: David Donahue

Seconded: Mike Steele

Motion carried unanimously

The meeting was adjourned at 4:22 pm.

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

Transcribed by Jessica Hartley.

Respectfully submitted by: David Steele Secretary

Approved by: David G. Anderson Board Chair