

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY

Board of Trustees Meeting June 12, 2024

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

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

Absent: Karyl Kirkland

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:00 p.m.

Motion to approve May 15, 2024 minutes as presented

Motion: Dee Wagstaff-Williams

Seconded: Lisa Prichard

Motion carried unanimously

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

The total for May was over budget at 99.73% vs. the goal of 91.67% as the majority of spending must wrap up by the end of May. Revenue was well over budget at 116.79% vs. 91.67% as library fees continue to increase and the entire contribution from Montgomery County (including payroll increases) has been received. Salaries & Benefits were over budget 106.28% vs. 91.67% due to a budget cleanup needed from HR. Operating Services were under budget 78.87% vs. 91.67% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 81.17% vs 91.67% due to invoices not yet received for some year-end orders. Equipment costs were under budget 86.90% vs. 91.67% as some large projects are still in progress.

The final quarterly payment from the Gracey Fund has been received, taking the total Gracey contribution for the fiscal year to \$123,094.00.

Acceptance of the May financial statements as reported

Motion: Tracy Provo Knight

Seconded: Lisa Prichard

Motion carried unanimously

Final payroll numbers have been received from Accounts and Budgets, reflecting a redistribution of funds due to personnel movement as well as a previously approved COLA increase. The final figures for FY 2023/2024, listed below, were provided to the Board.

- 51010- County Official/ Admin Officer- \$103,724.00
- 51030- Assistant(s)- \$51,776.00
- 51050- Supervisor/ Director- \$303,660.00
- 51190- Accountant/ Bookkeepers- \$46,810.00
- 51210- Data Processing Personnel- \$84,048.00
- 51620- Clerical Personnel- \$541,810.00
- 51660- Custodial Personnel- \$73,430.00
- 51690- Part-Time Personnel- \$520,900.00
- 52010- Social Security- \$102,820.00
- 52040- State Retirement- \$162,750.00
- 52060- Life Insurance- \$1,220.00
- 52070- Medical Insurance- \$247,400.00
- 52100- Unemployment Compensation- \$2,500.00
- 52120- Employer Medicare- \$24,000.00
- **FY '24 Total- \$2,266,848.00**

Motion to approve the revised personnel budget, with FY 24 final figures, as presented.

Motion: Mike Steele

Seconded: Lisa Prichard

Motion carried unanimously

Director's Report

Statistics - Circulation is up 2% from last May. Print materials continue to be the highest circulating format at 60%, with downloadable materials coming second at 33%. 3,166 items in May were checked out from hoopla and an additional 215 hoopla Flex titles were also borrowed. 68 outside groups reserved the meeting rooms in May with an attendance of 1,276 people. 893 new patrons signed up for library cards last month. The use of our Wi-Fi was 2,367 which surpassed the 2,175 total users of our computer lab last month. Over 13,389 individuals visited the library during May 2024. This number is much lower than our average as the people counter was malfunctioning for a portion of last month.

Staffing –April Papenfuss joined our team on May 28th as our Library Graphic Designer. On June 3rd Benjamin Gibson and our very own Marcia DiStefano filled the vacant Full-time Public Services Associate positions. Marcia was promoted from her original part-time position. Matt Shrum, who has volunteered in many library departments, also started as a Part-time PSA on June 3rd. Harley Witcher will be filling the last vacant part-time position on June 10th.

Programming –Teen program attendance continues to increase; 189 teens attended 21 programs in May. 2,476 people attended story times and other programs for young patrons under the age of five. 46 children and caregivers attended the special Moms & Muffins event on May 11th.

Summer Reading & Signature Event– 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. This program was nominated for favorite Community or Non-Profit event in Main Street Clarksville's Main Street Awards! 101 new cards were made by staff during the program. Laura Hoffman, David Brockman, Jason Camp, Taylor Main and all our team involved did an amazing job in preparing for this event as well as creating a plan to pivot due to weather conditions. I'm very proud of what our team accomplished to get our Summer Reading program started off successfully! Summer Reading kicked off on June 3rd and is going strong. The number of Summer Reading registrants during the first week has already surpassed the totals of the end of the program last year. The first performer at the Downtown Commons will be Bright Star Theatre touring group on June 7th.

Community Outreach & Support –56 attended the revealing of the 2nd edition of the African American Legacy Trail on May 29th. David Brockman and Raymond Rosado assisted with the completion of this project as a part of a collaboration with other community groups. 13 families checked out the Customs House Museum passes last month. 67 people participated in the Lego outreach program at Pizza Artista. We had four Elementary schools visit in May and 435 children received a special story time and library tour. Library staff members attended outreach events at Rossvie Elementary, Montgomery Central Elementary, Barksdale Elementary and Rossvie Middle schools in May. They interacted with and promoted the library to 518 students and parents.

Building Maintenance- We are currently working on making sure our intercom speakers are working throughout the building for security and communication purposes. We will be purchasing a few replacement speakers next fiscal year.

North Branch Updates – The ground work has been noted in the media however not a great deal of progress can be seen from this point.

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

Title VI training, Tech Grant submission and the Standards Survey are due in June and July. Cecilie distributed copies of the compiled statewide Salary Survey from 2023, which allows Trustees to compare the salaries of various categories of library employees across the state. Cecilie reminded Trustees that the Trustee Certification should be completed within their first year on the Board. The Regional Library will distribute the training schedule for 2025 soon. The next Board Chair Roundtable meeting will be August 12th and the Trustee workshop will be September 19th.

As there were no questions or concerns from Trustees about the Library Service Agreement for FY 2025, a decision was made to go ahead and sign the document.

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

The Booktique continues to be a success and the income for May was \$784.52. The finances of the Friends are doing well and they have two CDs that will mature in November. The Scholastic Book Fair will be June 24-29 and volunteers are needed. The Friends are considering ways that they can financially help the North Branch. There will be no Friends meeting in July and no Friends representative at the July Library Board meeting.

Committee Reports- Nominating Committee

A. Vote needed for two vacant Trustee positions: unexpired terms of Tracy Provo Knight (1 year) and Susan Lawrence (2 years).

The profiles for the final three candidates in consideration for new Trustee positions were distributed at the meeting with the individual's names removed. A vote was taken by secret ballot with clear majorities for two candidates. The candidate with the most votes will be offered the 2-year term and the candidate with the next highest votes will be offered the 1-year term.

Motion to approve vote and offer the 1-year unexpired term to Lekeshia Hicks and the 2-year unexpired term to Vincent Surra effective July 1, 2024.

Motion: David Donahue

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

B. Vote needed to approve proposed Officer Slate for FY 2024/2025 effective July 1, 2024.

Chair: Dr. Quentin Humberd

Vice-Chair: Dee Wagstaff-Williams

Treasurer: Mike Steele

Secretary: David Donahue

As there were no additional nominations from the floor, a motion was made to accept the slate of officers.

Motion to approve slate of officers.

Motion: Lisa Prichard

Seconded: Daisy Crowley

Motion carried unanimously

Old Business

A. Library Director Evaluation

The Library Director evaluation was completed in May and the results were presented to Christina Riedel by Quentin Humberd on June 5th.

Motion to adjourn

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

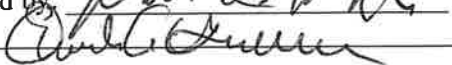
Motion carried unanimously

The meeting was adjourned at 4:04 pm.

Our next meeting is Wednesday, July 17, 2024 at 3:00 pm.

Transcribed by Jessica Hartley

Respectfully submitted by:  Secretary

Approved by:  Board Chair