

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting March 20, 2024

Present: Dr. Quentin Humberd (Chair), Daisy Crowley (Secretary), Mike Steele (Treasurer), Dee Wagstaff-Williams, Karyl Kirkland, Commissioner Lisa Prichard, Susan Lawrence 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 Steve Springer, David Fitch & Caroline Hadley (Stone, Rudolph & Henry, PLC)

Absent: Tracy Provo Knight (Vice-Chair) 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 3:00 p.m.

Motion to approve February 21, 2024 minutes as presented

Motion: David Donahue

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

Audit Report- Stone, Rudolph & Henry

The audit report for the fiscal year ending June 30, 2023 was presented by Steve Springer. There were no findings cited related to Internal Controls, but there were two findings noted related to Compliance. Both findings are recurring findings from previous audits. These include:

- **Audit Filing Deadline:** The Library's annual audit was not completed by December 31, 2023, as required by the State of Tennessee, due to the fact that the Library's accounting records were not made available by Montgomery County Accounts and Budgets for audit until December 27, 2023.
- **Closing of Accounting Records:** The Library's accounting records were not closed and available for audit by August 31, 2023 as required by the State of Tennessee.

Christina Riedel has been in contact with Jeff Taylor of Accounts and Budgets and will continue to work with his department to find ways to ensure that the library is in compliance with future audit deadlines.

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

The total for February was slightly over budget at 68.67% vs. the goal of 66.67%. Revenue was well over budget at 87.35% vs. 66.67% as library fees continue to increase and the first three distributions from Montgomery County have been received. Salaries & Benefits were over budget 74.41% vs. 66.67% due to a budget cleanup needed from HR. Operating Services were well under budget 42.86% vs. 66.67% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 57.52% vs 66.67% due to conservative spending. Equipment costs were significantly under budget 10.37% vs. 66.67% but will increase as several large purchases are in progress.

Acceptance of the February financial statements

Motion: Lisa Prichard

Seconded: Susan Lawrence

Motion carried unanimously

As the usage of the library increases, so do charges with a direct correlation to patronage. Additional funds are needed in Debt Collection due to a higher number of notices being sent out, in hoopla due to the popularity and high usage of this resource, and in Operating Lease Agreements due to higher than anticipated usage of the library copiers. Due to the age of the library building, additional funds are needed in Maintenance & Repairs- Building for the purchase of a new water heater, Maintenance & Repairs- Equipment to fix some problems with the A/V access ports in the meeting rooms, and in Maintenance Agreements to cover an increase to the service agreement with Trane. There will be no net change to the overall budget, simply a shifting of funds between specific line items.

1. **Amend expense code 54320-L3000 – (Library Books Media: Genealogy/Reference) by reducing it by \$2,300.00 from the current budget of \$12,485.00 to make the total in that expense code \$10,185.00.**
 2. **Amend expense code 53180 – (Debt Collection) by increasing it by \$1,500.00 to the current budget of \$11,500.00 to make the total in that expense code \$13,000.00.**
 3. **Amend expense code 53300 – (Operating Lease Payments) by increasing it by \$200.00 to the current budget of \$5,700.00 to make the total in that expense code \$5,900.00.**
 4. **Amend expense code 53340 (Maintenance Agreements) by increasing it by \$600.00 to the current budget of \$24,500.00 to make the total in that expense code \$25,100.00.**
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5. Amend expense code 54320-L1000- (Library Books Media: A/V) by reducing it by \$3,500.00 from the current budget of \$53,352.66 to make the total in that expense code \$49,852.66.
 6. Amend expense code 54320-L8000- (hoopla) by increasing it by \$3,500.00 from the current budget of \$66,000.00 to make the total in that expense code \$69,500.00.
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7. Amend expense code 57090- (Data Processing Equipment) by reducing it by \$10,000.00 from the current budget of \$22,000.00 to make the total in that expense code \$12,000.00.
 8. Amend expense code 53350- (Maintenance and Repairs- Building) by increasing it by \$10,000.00 to the current budget of \$20,750.00 to make the total in that expense code \$30,750.00.
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9. Amend expense code 57190- (Office Equipment) by reducing it by \$200.00 from the current budget of \$2,300.00 to make the total in that expense code \$2,100.00.
 10. Amend expense code 53360- (Maintenance and Repairs- Equipment) by increasing it by \$200.00 to the current budget of \$1,000.00 to make that expense code \$1,200.00.

Motion to approve the ten budget amendments as presented

Motion: Lisa Prichard

Seconded: Karyl Kirkland

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 Shelves positions; their 1st day was March 11th. 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 13th 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 13th.

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 10th 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 24th. Our Pokémon pop-up event entertained 466 library visitors on February 27th. The March 9th 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 1st & 2nd. 147 library patrons enjoyed a special March 8th 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 20th 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 2nd and March 3rd. 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 14th. Christina Riedel presented to the Delta Kappa Gamma honor society for teachers on March 11th. Christina will be presenting to Leadership Clarksville on March 21st 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 26th about potential areas of support for the library.

Partnerships – FEMA served 1,149 community members from December 18th- February 26th 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 20th and another 48 attending the second event on March 5th. 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 is set to break ground at the end of March. A ground breaking ceremony will be held to celebrate this joyous event which will be private. The grand opening event will be open to the public.

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

Cecilie mentioned that the TNLA Conference would occur April 2-4 in Franklin. There will be a training at the Regional Library for Collection Development staff on April 16th. The annual Virtual Partnership Fair will be held April 18th. There will be an Early Math Literacy workshop at TSLA on April 24th. Quentin Humberd participated in the Board Chair Check-In on March 19th. There will be a virtual meeting with Library Directors and Board Members on May 6th to discuss the Construction Grant and Tech Grant. The Level V Library Summit has been scheduled for November 19th and 20th. All Trustees should complete the Trustee Certification by May 4th. The Southeast Library Support Staff Conference at Vanderbilt will be May 29-31. The Trustee Workshop is scheduled for September 19th in Brentwood. The deadline to spend State and Federal funds is April 15th and the Tech Grant period ends April 30th.

Friends of the Library Report

As Jennifer Ford was unable to attend the meeting, she sent out her report via email before the meeting. The Booktique income for March was slightly over \$1,000.00. Preparations for the April Book Sale are well underway. Longtime Friends of the Library Board Member, Shirley Hood has resigned. She served the Friends for over 20 years.

Committee Reports

A. Nominating Committee- Applicant update

The Nominating Committee will meet April 3rd at 3:00 pm to discuss the applicants for the two upcoming vacant Board positions (Tracy Provo Knight and Daisy Crowley). Approximately 35 applications were received and the candidates will be narrowed down to a small slate, which will be brought to the Board for a vote at the April meeting.

Old Business

A. North Branch Update

The groundbreaking ceremony will be held March 22nd. Following the groundbreaking, the project will continue to move forward. Christina Ridel will be requesting capital funds to be used for the opening day collection, sorter, furniture and possibly a van. These funds are separate from both the money already approved for the Branch as well as the operational budget. Christina will have multiple meetings coming up with both the Budget Committee as well as County Admin. A presence from the Board and a show of support at the Budget Hearing is important.

New Business

A. Closing for Staff Development Day 2024- Friday, October 4th

A request was made to close the library all day on Friday, October 4th to allow for the staff to all come together for a day of continuing education, team building and staff development.

Motion to approve closing the library on Friday, October 4th

Motion: Mike Steele

Seconded: Susan Lawrence

Motion carried unanimously

B. Library Director Evaluation

The Board Chair will send out the Library Director evaluation form to all Trustees. Christina Riedel will also complete a self-evaluation and submit it to the Board Chair.

Motion to adjourn

Motion: Dee Wagstaff-Williams

Seconded: Susan Lawrence

Motion carried unanimously.

The meeting was adjourned at 4:40 pm.

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

Transcribed by Jessica Hartley

Respectfully submitted by: Daisy Crowley Secretary

Approved by: Ann Riedel Board Chair