

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting May 15, 2024

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

Also Present: Christina Riedel (Library Director), Jessica Hartley (Senior Administrative Specialist), Cecilie Maynor (Director, Red River Regional Library) and Jan Hodgson (Vice-President, Friends of the Library)

Absent: Tracy Provo Knight (Vice-Chair), Karyl Kirkland, David Donahue and Susan Lawrence

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 April 17, 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 April was slightly over budget at 87.68% vs. the goal of 83.34%. Revenue was well over budget at 116.33% vs. 83.34% as library fees continue to increase and the entire contribution from Montgomery County (including payroll increases) has been received. Salaries & Benefits were over budget 93.23% vs. 83.34% due to a budget cleanup needed from HR. Operating Services were under budget 75.25% vs. 83.34% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 68.99% vs 83.34% due to conservative spending. Equipment costs were over budget 99.26% vs. 83.34% as many large projects have been completed.

Acceptance of the February financial statements as reported

Motion: Lisa Prichard

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

Budget amendments are needed to increase money available in four line items, all of which are either due to an aging building and equipment or because of higher usage of library services. There will be no net change to the overall budget, simply a shifting of funds between specific line items.

1. Amend expense code **53200- Dues and Memberships** by **reducing it by \$500.00** from the current budget of \$1,650.00 to make the total in that expense code \$1,150.00.
2. Amend expense code **53360- Maintenance and Repair- Equipment** by **adding \$500.00** to the current budget of \$1,200.00 to make the total in that expense code \$1,700.00.
3. Amend expense code **54150- Electricity** by **reducing it by \$3,000.00** from the current budget of \$82,000.00 to make the total in that expense code \$79,000.00.
4. Amend expense code **54320-L3000- Library Books/Media- Ref/Gen** by **reducing it by \$1,500.00** from the current budget of \$10,185.00 to make the total in that expense code \$8,685.00.
5. Amend expense code **53550- Travel** by **reducing it by \$1,000.00** from the current budget of \$4,000.00 to make the total in that expense code \$3,000.00.
6. Amend expense code **53350- Maintenance and Repairs- Building** by **adding \$5,500.00** to the current budget of \$30,750.00 to make the total in that expense code \$36,250.00.
7. Amend expense code **54320-L1000- Library Books/Media- A/V** by **reducing it by \$3,000.00** from the current budget of \$49,852.66 to make the total in that expense code \$46,852.66.
8. Amend expense code **54320-L8000- Library Books/Media- hoopla** by **adding \$3,000.00** to the current budget of \$69,500.00 to make the total in that expense code \$72,500.00.
9. Amend expense code **55090- Refunds** by **reducing it by \$500.00** from the current budget of \$1,400.00 to make the total in that expense code \$900.00.
10. Amend expense code **53300- Operating Lease Payments** by **adding \$500.00** to the current budget of \$5,900.00 to make the total in that expense code \$6,400.00.

Motion to approve the ten budget amendments as presented

Motion: Daisy Crowley

Seconded: Lisa Prichard

Motion carried unanimously

Director's Report

Statistics –The overall circulation is up 6% over last April. 2,308 patrons used our computers last month and 2,838 patrons utilized our wireless service. Our library visits are holding strong with 18,582 visitors during the last month. The Youth Services team had 2,952 children attend programs in April. The meeting rooms were used by 82 groups not sponsored by the library with a total attendance for the month of 1,688 people which has over doubled the usage that occurred in March.

Staffing – After completing interviews this week, the Library Graphic Designer will be filled in May. We have scheduled interviews for the next few weeks to fill the 24-hour PSA position and two recently vacated full-time positions. We have competitive full-time and part-time applicants, and we hope to have them filled by early June at the latest. When the budget requests have been approved by the budget committee and full Commission, we will then research options for using the dollars allocated for an Assistant Director to begin in January of next year. At the Service Awards banquet on May 9th, Mary Parham and Vania Hite received their 25-year awards, Laura Hoffman & Shaun Tarrant celebrated 5 years and several other staff members were recognized for their 1 year of service.

Programming –The Heritage Fest held April 20th from 1-5pm brought in 474 Participants to enjoy our second ever event of this kind. This attendance was 200 participants last year. The Summer reading Touch-A-Truck event is set for June 1st 10-2pm. This event will include registration for summer reading programs for all ages, food trucks, games, prizes, crafts, vehicles and so much more. The tween and teen lock-ins will be held this summer as well.

Community Outreach & Support –Our Summer Lunch Bunch Program with Established Hands Ministries will be serving lunch and snacks Monday-Friday during our summer season for patrons up to the age of 18 years old. 42 patrons made their way to Lego Night at Pizza Artista for one of our family outreach programs. Three elementary schools, Kenwood, St. Bethlehem and East Montgomery, visited the library in April. Between these three schools, 360 children received a special storytime, craft time and a tour of the library.

Public Speaking – Christina Riedel has presented to multiple community groups over the last month. During these presentations, she promoted the current offerings of the library as well as future goals and possibilities. She also discussed the options and the process for these organizations (or private individuals) to make donations, gifts and bequests to the library. Christina spoke to the Hilldale Kiwanis Club on April 25th, the Noon Rotary Club on May 8th and at the Sunrise Rotary meeting on May 25th. Christina was also asked to speak to the Leadership Clarksville class at the government and media day last month. Christina is grateful for the Board's support and generosity in allowing her to be a part of the Leadership Clarksville experience. This year's Leadership Clarksville class will wrap up with group presentations and a graduation ceremony on May 28th at 6:00 pm at the Wilma Rudolph Events Center.

Building Maintenance—There have been problems with a section of lights in the Collection Development section not coming on with the rest of the space. At the suggestion from County Maintenance, an electrician was hired to diagnose and fix this issue. Technicians came out the first week of May and were able to get the lights back on. They did, however, mention that due to the age and type of the system, we can probably expect more lighting problems to occur. They suggested looking at options and creating a plan to upgrade the lighting connected to the one that went out.

Library Security Update – After several instances recently with unruly or misbehaving patrons, Christina had several conversations with Jennifer Hood, head of Montgomery County Risk Management and representatives from the Mayor's Office. After running the numbers, the County found the money to extend the security presence in Veterans' Plaza to include evenings and weekends. The contract was signed at least through the end of this fiscal year, and options will be discussed again at that time. Christina and the Leadership team have met with staff to discuss their thoughts on safety and security and are looking at ways to reassure the staff and deal with their concerns.

North Branch Update—The building process continues to be slow and steady at this point as they are still working on concerns about the soil.

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

The Library Service Agreement is up for renewal. Cecilie emailed out the document to all trustees before the Board Meeting. The document will be signed next month after Trustees have time to review it. The next Regional Library training, Professionalism in the Workplace, will be May 28th at 2:00 pm. This will be an online only training. The Standards Survey is due July 15th. The next Director Check In session is May 28th at 10:00 am. The program MentorTN is now available to all Tennessee library staff. The Southern Library Support Staff conference will be May 29-31 at Vanderbilt. News from the Region includes the resignation of South Cheatham Library Director and the introduction of a Digitization Center at the Red River Regional Office, which can be used for digitizing genealogy and other collections.

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

The Booktique income for April was \$1,162.00 and profits from the Book Sale came to \$8,212.00. The FOL Board made their annual donation of \$2,000.00 to the Imagination Library. New officers were elected at the May FOL meeting and include Malinda Mabry-Scott (President), Jan Hodgson (Vice-President), Christina Chester-Fangman (Secretary) and Anne Black (Treasurer). The Friends would like to thank Christina Riedel and the library staff members who helped with the set up and tear down of the book sale.

Committee Reports

A. Nominating Committee- New Board Member Slate Presented

At the April Trustees meeting, it was decided to offer the vacant three-year term to Tatyana Hoelcel and hold a vote between the remaining three candidates to fill the 1-year unexpired term by email. Christina Riedel received and tabulated the email votes, but there was some ambiguity about the result. Also during this time, Susan Lawrence provided notice to the Board of her decision to resign her position as Trustee, and that the May meeting would be her last. This decision opens up an additional unexpired term (2 years) that will need to be filled as well as the need for an additional candidate to be presented for the office of Secretary. Due to these circumstances and questions that came up about the validity of an email vote, it was decided to table the votes on the two new Trustees and the Slate of Officers until the June meeting when additional Trustees would be present, and the vote could occur in person.

Old Business

A. Library Director Evaluation completed in May

The Library Director Evaluation is ongoing and the results will be shared with Christina Riedel by Quentin Humberd once all of the evaluations are submitted and totaled.

Motion to adjourn

Motion: Mike Steele

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

The meeting was adjourned at 4:14 pm.

Our next meeting is Wednesday, June 12, 2024 at 3:00 pm.

Transcribed by Jessica Hartley

Respectfully submitted by: Daisy Crowley Secretary

Approved by: Quentin G. Humberd Board Chair