

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting November 13, 2024

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

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

Absent: Dee Wagstaff-Williams (Vice-Chair), Lekeshia Hicks and Karyl Kirkland

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

Motion to approve October 16, 2024 minutes as presented

Motion: Vincent Surra

Seconded: Lisa Prichard

Motion carried unanimously

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

The total for September is over budget at 34.28% vs. the goal of 33.33% mostly due to personnel. Revenue was over budget at 55.50% vs. 33.33% due to higher library fees and the first two quarterly Montgomery County and Gracey distributions having been received. Salaries & Benefits were over budget 36.04% vs. 33.33%. Operating Services were under budget 29.44% vs. 33.33%. Supplies/ Utilities were under budget 31.33% vs 33.33% as many invoices are received after the service month ends. Equipment costs were under budget 12.45% vs. 33.33% as larger purchases are made from this line item, more infrequently.

Acceptance of the October financial statements as reported

Motion: Lisa Prichard

Seconded: David Donahue

Motion carried unanimously

Christina Riedel reported that all documents needed for the Audit were submitted by A&B by the November 1st deadline. The audit should be completed by the end of December with the results being presented early in the new year. Christina is working with A&B to get the final numbers for the MOE.

Director's Report

Statistics - Circulation is up 11% from October 2023 and up 5% so far, this fiscal year. Print materials continue to be the highest circulating format at 58%, with downloadable materials coming second at 36% and A/V materials are holding at 6%. 2,961 items were checked out from Hoopla in October and an additional 234 Hoopla Flex titles were also borrowed. 74 outside groups reserved the meeting rooms in October with an attendance of 1,346 people. 802 new library cards were made last month. The use of our Wi-Fi was 2,858, which surpassed the 2,103 total users of our computer lab last month. 18,097 individuals visited the library during October 2024. The system was still partially down due to a sensor, but new special-order batteries have been installed. 26,162 patrons visited the library's website in October.

Staffing – The Assistant Director position will be posted in November and interviews will begin in December. Our Collection Development team is attending an online conference in November to learn about innovations in the field and to prepare for managing the challenges of having an additional collection at our North Branch. Public Service Associate Anna Romero Garcia became a US Citizen October 23rd. Christina Riedel and several staff members attended her Citizenship ceremony to support Anna and demonstrate our pride in her accomplishments! Public Service Associate, NeKayBaw Stanford, welcomed twin girls in August. Taylor Main, our Volunteer Coordinator, welcomed a new baby girl into the world the end of October. A baby shower and basket of gifts were given to both ladies from their library family.

Programming – 2,507 children under 5 and their parents attended story times and craft times in October. 647 elementary age children (including Tweens) attended programs last month. 169 Teens grades 7-12 attended activities in October. A total of 2,707 patrons attended All Ages events in October, both inside the library and off-site. The Adult programs had a record number of 55 participants for Mocktails & Paint with 63 adults attending the True Crime Program in partnership with the Tennessee Bureau of Investigations. We have been averaging over 50 at each story time/craft time event with multiple story time sessions having almost 100 participants.

Special Events—The library, in collaboration with Parks & Rec, had 1,500 attendees at the Downtown Commons for the ZooVenture program during Fall Break. The library held our Sci-Fi Expo on November 2nd from 1-5pm with 668 patrons in attendance. Our Sci-Fi Expo this year included a special guest from NASA visiting us virtually, which was the first for our library. 25 Tweens and 30 Teens attended our Fall break Lock-in nights in October. A total of 675 patrons spent time with us at our Banana Mayhem, Lego, Cumberland Winds Performance and Halloween Spooktacular events this last month. The library will host a Holiday Hullabaloo event on Saturday, December 14th at 3:00 pm featuring Shabaz Ujima of the Nashville Ballet.

Community Outreach & Support – Dee Boaz was the first to contribute to our Library Legacy Fund (managed by the Library Foundation) and the first to request naming rights at our North Branch. Her gift of \$20,000 will start us in the direction of many years of ongoing support through a special endowment fund. We are so thankful for her support, advocacy and kindness! We will have Brendalyn Carpenter Player deliver a reading on November 16th. She will be signing and selling her new book and providing a surprise after the event. The ongoing Food for Thought after school meal program fed 425 students in October. Library staff participated in the ArtLink's Artsville festival on October 5th, reaching 99 kids, teens and community members.

Building Maintenance- The front of the building was power washed Tuesday, November 5th to give it a fresh new look. The lighting, signage, and potential refresh of the exterior of the building is something the Board will still need to consider in the coming months.

North Branch Updates –This project is progressing well and the bidding process will begin soon now that decisions have been made about furniture and fixtures. We will pursue the technology, security, collection and sorter needed to operate our new branch in the coming months. The wiring for the security system is being done and construction is moving forward quickly.

Regional Director's Report- presented by Caitlyn Haley (Assistant Director, Red River Regional Library)

The Standards Report was distributed and the Library met most of the Standards. There were a few areas where the library could improve, but overall it was positive feedback. The information in this report is pulled from the Standards Survey filled out by each library annually. The Youth Services Roundtable Discussion was on 11/12 and was attended by Bonnie Lee. There will be an upcoming training session at the Regional Library on December 10th on Finding your Voice and Confidence as a Leader. Dr. Quentin Humberd attended the Board Chair Roundtable discussion where several upcoming initiatives by the State and Regional libraries were mentioned, including a Digitization project. The Regional office will be closed Nov. 28 & 29 for Thanksgiving and Dec. 16 & 17 for Staff Development.

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

Jan Hodgson presented unofficial numbers for the financial report as the Friends Treasurer had just returned from vacation at the time of the FOL meeting. The Booktique raised around \$1,100.00 in October and the proceeds from the October book sale were around \$8,500.00. The Friends agreed to fund \$119.40 for the library's annual Canva subscription. Several fundraisers are in progress for the Imagination Library as assistance is needed to fund the December mailing. There were 364 volunteer hours logged during the Fall Book Sale. The Friends would like to thank Christina for organizing the Workhouse volunteers again this year.

Committee Reports

A. Policy Committee- Recommendation for approval of updated policies

The Policy Committee met before the Board Meeting on November 13th. Eight Policies (1.03- Trustee Ethics Statement, 1.06- Special Projects Checking Account, 3.00-Circulation Policy: Library Cards, 3.01-Community Organization Library Cards, 3.03- Unattended Children, 3.10- Confidentiality of Library Records, 4.01- Art Exhibit Policy and 4.02- Security Cameras) were up for review. Suggested changes were presented to the Policy committee and sent out to all Trustees by Christina Riedel before the meeting. Most of these changes were grammatical, not modifications to the content of the policy. The name of Policy 3.00- Circulation Policy: Library Cards was changed to 3.00 Library Card Eligibility Policy. All suggested revisions were approved by the Policy Committee.

Motion to approve all recommended changes to the above listed policies as presented by the Policy Committee.

Motion: David Donahue

Seconded: Vincent Surra

Motion carried unanimously

B. Building Committee- Painting Options for front façade of CMCP

The Building & Equipment Committee met directly before the Board Meeting on November 13th. Christina presented several options for painting the red brick of the library to be more cohesive with the rest of Veterans Plaza. The committee chose an option using the same colors, but different configuration as the rest of the Plaza. The committee also agreed that the library should pursue options for and funding sources of larger signage of the library's name, additional lighting illuminating the sign, and clings for UV protection and to enhance the aesthetic of the front façade.

Motion to accept Building Committee's recommendation for painting the front façade of CMCPL and to look at purchasing the additional signage, lighting and window clings.

Motion: David Donahue

Seconded: Tatyana Hoelcel

Motion carried unanimously

Old Business

A. December Board Meeting

The December Board meeting would be Wednesday, December 18th; however, as there were no pressing issues requiring a meeting mentioned by either Christina Riedel or any Trustee, it was decided to cancel the December meeting.

Motion to approve cancellation of December Board Meeting.

Motion: Mike Steele

Seconded: Tatyana Hoelcel

Motion carried unanimously

New Business

A. Special Projects: Funding Request for Vector Security System Installation at North Branch for \$7,028.82.

Funds totaling \$7,028.82 are needed to begin construction on the security system of the North Branch. This expenditure is part of the owner responsibilities, not built into the existing Construction or Capital Projects budgets. This will be a one-time expenditure. Vector is the current security monitoring company of the Main library, which is why they were chosen for the North branch without a bidding process.

Motion to approve spending \$7,028.82 from Special Projects account to cover a one-time cost for setup of security system at North Branch.

Motion: Mike Steele

Seconded: Vincent Surra

Motion carried unanimously

B. Naming Rights Recommendations, North Branch: Early Literacy Play Area, Toddler Interactive Space and Welcome Reading Nook.

Dee Boaz made the first donation to the Library Legacy Fund for \$20,000.00 and requested naming rights for the Early Literacy Play Area (\$10,000.00), Toddler Interactive Space (\$5,000.00) and Welcome Reading Nook (\$5,000.00). The naming rights will be in effect for these specific areas not to exceed 20 years, unless the spaces require refurbishment due to age or damage.

Motion to approve North Branch naming rights by Dee Boaz for Early Literacy Play Area, Toddler Interactive Space and Welcome Reading Nook pursuant to guidelines set out in Policy 1.09 Gifts and Donations Policy.

Motion: Dr. Quentin Humberd

Seconded: Vincent Surra

Motion carried unanimously

Motion to adjourn

Motion: Mike Steele

Seconded: Dr. Quentin Humberd


Motion carried unanimously

The meeting was adjourned at 4:08 pm.

Our next meeting is Wednesday, January 15, 2025 at 3:00 pm.

Transcribed by Jessica Hartley.

Respectfully submitted by:  Secretary

Approved by:  Board Chair