

CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting November 8, 2023

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

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

Absent: Tracy Provo Knight (Vice-Chair), Susan Lawrence and Cecilie Maynor (Director, Red River Regional Library)

As there were no requests for public comment, Dr. Quentin Humberd (Chair) called the meeting to order at 3:01 p.m.

Approval of the Minutes as presented.

Motion to approve October 18, 2023 Minutes

Motion: Lisa Prichard

Seconded: Dee Wagstaff-Williams

Motion carried unanimously

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

Grand total was slightly under budget at 30.82% vs. the goal of 33.34%. Revenue was well over budget at 57.10% vs. 33.34% as the first two distributions from Montgomery County have been received. Salaries & Benefits were slightly under budget 32.80% vs. 33.34%. Operating Services were well under budget 23.43% vs. 33.34% as many invoices are received after the service month ends. Supplies/ Utilities were under budget 26.79% vs 33.34%. Equipment costs were significantly under budget 7.90% vs. 33.34% due to lack of large purchases from these line items so far this fiscal year.

Acceptance of the October financial statements

Motion: David Donahue

Seconded: Karyl Kirkland

Motion carried unanimously

Christina Riedel presented an update on the progress of the FY 22/23 Audit by Stone, Rudolph & Henry. The library's portion has been completed and the requested documents have been uploaded to the auditor's software. The auditor will be at the library on November 28th to finalize the audit. Christina has been meeting periodically with Accounts & Budgets to make sure that their portion of the audit is completed in a timely manner. A question arose about when the contract with Stone, Rudolph and Henry ends and if bids should be solicited for consideration by other audit firms. Christina will connect with the County on any local requirements about how long a department can use the same auditor.

Director's Report

Statistics - Circulation is up 5% from last October. Print materials continue to be the highest circulating format at 61%, with downloadable materials coming second at 31%. The increase in circulation for the year is currently up 8%. 3,057 items were checked out from hoopla and an additional 115 hoopla Flex titles were also borrowed. Of these hoopla items, audiobooks are the most popular format, comprising 62% of hoopla checkouts. With the continued increase in hoopla usage, the spending for this line item is being monitored closely and steps will be taken as needed to keep this line item within budget. 67 outside groups reserved the meeting rooms with an attendance of 983 people. 710 new patrons signed up for library cards last month raising our total to 93,129 library users in our community. The use of our wireless session was 2,901 which surpassed the computer users of 2,341 sessions and our website visits total 28,350 for last month.

Staffing –Nakevius Jones has been promoted to fill the 24-hour Library Cataloger position. He will transition to his new role November 13th. The vacant Library Shelver position has been posted and Shelver interviews with take place over the next month. We will also be posting the vacant 24-hour Public Services Associate position to have all vacancies filled by the beginning of the year.

Programming –85 adults joined us for DIYs, our book club, crochet club and genealogy classes last month. 218 Tweens & school-age children and 123 Teens attended events including Breakout Box adventures, gaming, and chess programs. The library provided 120 programs with 4,339 people in attendance during October. 148 people enjoyed the Cumberland Winds performance on October 28th and 22 stayed for the music instrument petting zoo later that afternoon. The Halloween Spooktacular Party brought in 448 kids and parents for a Halloween themed program featuring an animal

show, costume parade and opportunity to have their children's portrait taken in their Halloween costumes. The Family Storytime with Firefighters on October 13th was attended by 237 parents and children who came out to learn about fire safety, listen to stories and music and see a firetruck. 205 people attended the Super Mario Fall Break Program on October 11th for crafts, activities, and a Mario themed obstacle course.

Sci-Fi Expo & Upcoming Events— The annual Science Fiction & Fantasy Expo will occur Saturday, November 4th from 1-5pm. For the first time, there will be a food component provided inside the library as part of the program. This event will be staffed by 19 staff members with support from another 20 volunteers and usually has an attendance between 500 and 1,000 people. We are adding a Starlight & Stories evening storytime to the schedule in response to feedback from working parents wanting additional options in the evening to attend a story time. Rossvie High School will be providing a band performance Saturday, December 2nd 11-11:30am. Our big Holiday Hullabaloo at Your Library event will be taking place on Friday December 15th at 5:30pm featuring Mike Shoulders. Our Noon Year's Eve signature library event is being held Saturday, December 30th at 10:30am for a family friendly party to celebrate a bright new year filled with possibilities.

Community Outreach & Support—Christina Riedel will be providing a library tour to a staff group from the Brentwood Public Library on November 19th. They requested a tour and additional time with her to discuss the future of the CMCPL library system and navigating challenging times in the library world. The collaboration with the Customs House Museum to allow checkout of museum passes went live on October 30th. Both passes have already been checked out and there is a growing wait list. The first round of the Something's Brewing off-site program series occurred in October. 12 people turned up for Board Games at the Thirsty Goat, 50 people joined in the fun for Legos at Pizza Artista and an additional 25 people took part in the DIY at Sanctuary on Main. A field trip of the Kenwood Headstart class on October 24th brought in 39 students and teachers for a storytime. The Trunk or Treat at Summit Heights attended by Laura Hoffman and Kimberly Fleming was a success with 62 people visiting the library table.

Partnerships — On November 21st Christina Riedel will be meeting with The Executive Director of Loaves & Fishes to tour the facility and develop partnership opportunities to support one another and those we serve. A meeting has also been set for December 29th to discuss ways for BizVets, The Small Business Development Center and the library to support those developing their small businesses in our community with our combined resources. The Big Brothers and Big Sister organization is interested in developing partnerships with the library for January and beyond. Christina will be meeting with a representative to discuss options for moving forward.

Regional Director's Report- presented by Caitlyn Haley (Assistant Director, Red River Regional Library)
Caitlyn Haley discussed the Standards Survey report which was sent out by Cecilie Maynor before the Board Meeting. This document shows all of the standards which the library meets as well as the percentage of libraries across the state who also meet that standard. There were a few items that CMCPL does not meet and these were discussed as goals for future years or projects. There are several upcoming trainings at the Regional Library in November and December, which are available to library staff and trustees. These topics include: Working with a Library Board, Let's Talk Teens, Childrens & Teens Roundtable and the rescheduled Culture Making for Leaders training.

Friends of the Library Report- presented by Jennifer Ford

Jennifer Ford did not have much to present this month as the FOL Board meeting will occur after the Library Board Meeting due to the rescheduling of this month's Trustee meeting. Jennifer will email Board members with additional items of note that should be shared after the Friends Board meets. The Fall Used Book Sale was a large success with approximately \$9,500.00 raised. Credit card sales account for around \$2,000.00 of sales. The Friends are very grateful to the library staff for all of the assistance they provided setting up for the sale.

Committee Reports

A. Advocacy Committee: Fundraising & Naming Rights

A draft of the Naming Rights Policy is close to being ready to be sent to the Policy Committee for review and discussion. Once the Policy Committee approves the draft, the document will be presented to the entire Board and then to the Friends of the Library and Foundation Boards for approval. This policy is very robust and will address multiple types of donations and provide guidelines for how the money would be held and by whom, the length of time naming rights are valid for, and the donation amount which will qualify for various levels of recognition. Once finalized, this policy will replace existing policy 4.03, which has a very limited scope and would be covered in the new policy. This will be a living document and will be revised and updated as needed during the process of the library system's growth.

Old Business

A. North Branch Update

Christina Riedel presented an update on the North Branch. Construction bids may have to be solicited again, with sub-contractors also in mind. This would push the groundbreaking back to January or February of 2024. At this time, the opening of the library is still set for late Spring/Early Summer of 2025. In early 2024, Christina will meet with A&B to discuss potential increases to several line items, in preparation for the branch. Many of the staffing increases will be requested in the following year's budget.

New Business

A. December Board Meeting

It is frequently the decision of the Board to cancel the scheduled December Board meeting. Dr. Humbert asked Christina and the Trustees present if they had any business matters which could not wait until January to be discussed. Since there were no items mentioned, he requested a motion to cancel the December Board Meeting.

Motion to cancel the December Board Meeting.

Motion: Dee Wagstaff-Williams

Seconded: Mike Steele

Motion carried unanimously.

Motion to adjourn

Motion: Lisa Prichard

Seconded: Mike Steele

Motion carried unanimously.

The meeting was adjourned at 4:03 pm.

Our next meeting is Wednesday, January 17, 2024.

Transcribed by Jessica Hartley,

Respectfully submitted by: Daisy Crowley Secretary

Approved by: Dr. Humbert Board Chair