

Amended
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CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY
Board of Trustees Meeting (Zoom Meeting) January 20, 2021

Present: Gerald Beavers (Chair), Commissioner Jason Knight (Vice-Chair), Jacqueline Crouch (Secretary,) Ron Smithfield (Treasurer), Dottie Mann, Joyce Norris, Joel Wallace

Also Present: Martha Hendricks (Library Director), Christina Riedel (Assistant Library Director), Cecilie Maynor (Red River Regional Library), Jennifer Ford, (President, Friends of the Library), Steve Springer (Stone Rudolph and Henry)

Absent: Matthew Ellis, Jim Marshall

Gerald Beavers (Chair) called the meeting to order at 3:03 p.m. Gerald noted that due to the rise in Covid-19 cases the Governor had extended virtual meetings. Gerald also mentioned that the meeting was being recorded and live-streamed.

An opportunity for public comment was announced----Gerald stated that no one had called requesting to speak.

Approval of November 18, 2020 minutes as amended by roll call vote

Motion: Ron Smithfield
Seconded: Commissioner Jason Knight
Motion carried unanimously

Approval of November 18, 2020 by roll call vote

Motion: Ron Smithfield
Seconded: Dottie Mann

Treasurer’s Report (Full report included in packet). Presented by Ron Smithfield.
Grand total expenses are well under budget 45.21% vs.50.00%. Revenues are well under budget projection 25.92% vs.50.00%. Personnel codes are slightly under budget 48.83 % vs. 50.00%. Operating Services are well under budget projection 30.25% vs. 50.00%. Supplies/ Materials codes are well under budget 36.31% vs. 50.00%. Other Charges are well under budget 9.53 % vs. 50.00%. Equipment codes are well under budget 9.28 % vs. 50.00%.

Acceptance of the financial statements by roll call vote

Motion: Jacqueline Crouch
Seconded: Joel Wallace
Motion carried unanimously

Budget Amendment- HVAC Trane contract- server backup service

Discussion of the need to purchase a backup server for the exchange email server and a three-year contract for managing cloud backup until the library moves to cloud email services. Total cost for this project for the Data Processing Services line item is approximate **\$8,000** for a three-year term.

Discussion of the Director’s request for funds to enter a service agreement with Trane for \$15,788 and add \$27,000 to the HVAC repair line item to cover current and anticipated repairs to the system. Total request for HVAC increase is **\$42,788**.

- **Total cost for these two items is \$50,788 from the library’s funding reserves.**
 1. **Amend REVENUE code 49800 – (Operating Transfers) by adding \$49,788 to the current budget of \$0.00 from funding reserves to make the new balance \$49,788.**
 2. **Amend EXPENSE code 53170 – (Data Processing Services) by adding \$8,000 to the current budget of \$69,000 to make the total in that expense code \$77,000.**

3. Amend EXPENSE code 53340 – (Maintenance Agreements) by adding \$15,788 to the current budget of \$11,000 to make the new balance \$26,788.
4. Amend EXPENSE code 53350 – (Maintenance and Repair BLDG) by adding \$27,000 to the current amended budget of \$12,000 to make the new balance \$39,000

Approve Budget amendments by roll call vote

Motion: Ron Smithfield

Seconded: Dottie Mann

Motion carries

Budget update- shortfall of fines and fees and budget update including- E-commerce

Martha gave an update about the fact that fines and fees income was drastically lower due to much less traffic in the library during the COVID period. She said that even though income from these revenue sources may be down as much as \$70,000 this year, it will largely be offset by savings in the area of open staffing positions, an expected surplus in the Gracey income and savings in other line items, such as electricity. She stated that there may be a need to do a budget amendment for both e-commerce and debt collection later in the year.

Director's Report January 20, 2021 - COVID 19 PERIOD

Statistics – Statistics are continuing to move towards normal, but the library is at its slowest point in terms of traffic even in a normal year. December's count of people coming into the building was around 17,200 with last year's number at 26,500, a 35% decrease. Total circulation, including READS was only down 17% from last December. The bright spot was new cards, which was actually up nearly 20% with including cards for schools. Print books circs keep increasing as a percentage of checkouts – 52% with READS reduced to 36% of checkouts.

Staffing – The open Shelver position was filled - new hire Conner Miller started December 21st. Hiring for the two part-time Children's PSA positions is in the interview stage. The open Cataloger position was converted to a full-time PSA position with an emphasis on Adult Programming - the in-house hire, Rochelle Fuston started January 11th. This hire opened up Rochelle's 25-hour PSA position, which was also filled in-house by Chloe Thompson. There is now a third 24-hour PSA position open. These open positions coincidentally are saving the library money during this time of lower revenues for fines and fees being realized because of COVID.

Online Programming Harry Potter Night – this year will be a virtual event like Sci-Fi. Various DIYs will be filmed and presented, such as Sorting Hat cupcakes, HP character clothespin painting, washcloth owls, and more! David Brockman has been experimenting with a green-screen effect and used it with holiday story times to create fun and professional-looking video effects, such as showing a train in the background for The Polar Express, or a fireworks background for the New Year's video of Storytime with Mary.

COVID-19 and the library – the library remained in its current reopening stage through December and will not offer in-person programming for several months. The library has now had a total of five staff members test positive for COVID, none of whom were a great risk for other library staff – one had already begun a quarantine and the holiday closings and other time off mitigated the others. Montgomery County released a document showing phases of vaccine distribution in the County, with the most at-risk and healthcare and frontline workers receiving the vaccine first. It is unclear where the library staff falls in the distribution at this time. The two-week sick leave compensation available for those who must quarantine with COVID was discontinued December 31st. The County Commission will pay one week's COVID sick pay through June 30th.

Building – The staff kitchen renovation project funded by Special Projects was initiated in December. An exact completion date is not known considering the timing that will need to happen between County Facilities and the library as well as the Lowes contractor, but it will likely be finished around the end of April.

Skylight – the skylight will definitely be fully repaired with the roof funds, so the library will not need to request it for CIP.

HVAC – Trane has been working on several systems in the library, now being the only HVAC repair firm that is able to do repair work. Other local firms, such as Mainstream, have found that because Samsung makes the VRF system, and Trane now only sells VRF systems by Mitsubishi, they cannot get support over the phone from either Samsung or Trane and are unable to repair our systems. This situation will cost the library many more times the amount for repairs because Trane is the manufacturing company with no competitors moving forward. The library's HVAC budget will need to be raised for next FY and amended for this fiscal year.

E-commerce - The library has initiated the e-commerce project with Envisionware, which is initially funded by Special Projects, to enable online payment through the website and at a new terminal at the print-release station connected to the public computers. There are a number of steps in this process to work through.

Google grant maker kits – these kits were delivered to Moore school in January.

Girls Who Code – The library is finally ready to implement this wonderful opportunity to reach out to girls who are school age (though boys will be welcome also). Girls Who Code will provide an opportunity for children to learn basic coding using a curriculum provided by Girls Who Code to institutions willing to provide a facilitator/teacher for the program. The projected date for the library to begin what will initially be offered virtually will be February 10th. In-person instruction would be offered post-COVID. The overarching idea is to encourage girls towards involvement with technology-based learning to bolster their presence in that field.

Holiday celebrations during COVID – Due to COVID, the decision was made to cancel the annual staff Christmas party. Other activities, such as the opportunity to give to the Salvation Army Angel Tree, participate in Secret Santa and to participate in a dessert contest were offered this unusual year. Staff from different departments decorated the windows between the lobby and main library. The Children's Dept. window finished first with the public voting on FB. A good time was had by all!

Martha played a video about libraries that have decided to go fine free. A brief discussion followed with the plan to review the pros and cons in the near future. Martha also had us look at the sheet Jessica Hartley put together about the Library Services during the pandemic of 2020. A brief discussion followed with the decision to get this out to the community. Yes, numbers are down, but look how much was accomplished during these unusual times.

Regional Director's Report – presented by Cecilie Maynor (Director, Red River Regional Library)
Cecilie stated that Tennessee did a survey about libraries going fine free and the findings showed some libraries getting more books back and people coming to those libraries. She reminded the board that the Red River Regional office was closed and that the staff was working from home. Cecilie also mentioned that five libraries were offering curbside only due to Covid- 19 numbers in their communities. She discussed a workshop January 26th that will focus on assisting people with Alzheimer's and how to better communicate with patrons with various mental health issues. She also noted that the State Library Meeting would be held with virtual graphics on February 12th.

Friends of the Library Report –Jennifer Ford, (President, Friends of the Library board)
Jennifer stated that the online book bag sale went better than expected thanks to Jason Camp and other staff members who put together a variety of themed bags. Martha mentioned that Sarah McKinney had the original idea for the virtual sale. Friends voted to purchase more Friends book bags and continue the online sale through May. We are looking at including two versions of eight books for \$5.00 and eight books in Friends Tote bags for \$11.00. Jennifer thanked Martha and the Library Staff for their offer to continue to put together bags during our online sales. She also noted that Friends have been working with Jessica to improve the newsletter. Friends also voted to purchase a new Mobility Scooter for \$599.00.

Committee Reports-

Policy Committee- needs meeting date for February

Members of the committee decided to meet virtually February 12th at 2 pm.

Executive Committee- needs meeting date for Recognition Committee

The committee decided to meet virtually February 5th at 2 pm.

The Budget Committee - will meet virtually March 12th at 2 pm.

Old Business

Branch Library update-Martha informed the Board that the Branch Library funding request has been pushed back again until at least April or May. Perhaps if approved the library might break ground September or October -unless they decide to delay construction until the spring.

Strategic Planning quarterly update

Martha gave a summary of the progress to date using the Strategic planning dashboard document. Despite COVID-19, the dots keep moving to the right in a number of areas, including the Makerspace and CMCSS outreach.

Library holidays calendar 2021 amendment

Martha mentioned that she had overlooked adding the county's addition of Juneteenth as a holiday. Therefore, she asked the Board to add and amend the Holiday closings.

Motion to amend the holiday calendar by roll call vote

Motion: Jacqueline Crouch

Seconded: Joel Wallace

Motion carried unanimously

New Business

Stone Rudolph and Henry presentation of Audit results

Special Projects – funding requests

Steve Springer explained the procedures they follow to analyze and report their findings. He walked us through the overview with more emphasis on sections covered beginning with pages 2 and 31. He congratulated Martha for a clean opinion. He noted the difference in cash as it was up considerably or last year. He also stated that our pension fund was very good. Steve did remark that with Covid-19 there still exist uncertainties as to the future impact on the economy. The Gracey Trust income was down. He also reminded the board that 76% of our funding comes from the county. Steve noted there were no new findings to report and that he congratulated Martha again for an audit that had no issues, difficulties or disagreements.

Gerald stated that our next meeting would be held virtually due to Covid-19. He complimented Martha on a job well done with the annual audit.

Motion to adjourn

Motion: Dottie Mann

Seconded: Joyce Norris

The meeting was adjourned at 5:03 pm

Our next meeting is Wednesday, February 17, 2021

Transcribed by Christina Riedel, Assistant Director

Respectfully submitted by: Jacqueline Crouch Secretary

Approved by: Gene Beamus Board Chair