

Minutes of the Burke County Public Library
Board of Trustees Meeting
October 26, 2004, 4:00 PM
Morganton Public Library

Trustees present: Sterling Collett, Margaret Edwards, Lyvonne Ellison, Dottie Ervin, Pam Hildebran, Nell Hildebrand, Vickie Oxentine, William Robertson and John Rostan.

Trustees absent: Linda Chester, Tom Johnson and Steve Settlemyer

Staff present: Becky Stragand, Ank van der Kuil and Jim Wilson.

Chairman Robertson called the meeting to order at 4:04 PM. The minutes were read and a motion to approve the minutes of September 28, 2004 was made by Lyvonne Ellison and approved by the Trustees on a second by Nell Hildebrand.

Unfinished business: Jim Wilson reported that the English boxwoods at the Valdese Library have been trimmed by Chad Perry. After the trimming the boxwoods need to be mulched. A diseased dogwood was removed and some trimming was done on some of the other trees. Chad Perry of Table Rock Landscaping did not charge extra for the removal and trimming of the trees.

New business:

Adult Programming Update: Ank van der Kuil reported on two adult programs in October 2004. The first program was author, filmmaker Kevin Duffus who talked about his book "The Lost Light". Forty-four people attended the program. The second event was a classical guitar program with Miguel Pico Olivios. Seventy-eight people came to hear him play.

For November, three programs were scheduled. Inky Inscoe's talk about his book "Pop went to War" was cancelled due to the death of his wife, Harriet, who passed away on October 23, 2004. Ank attended her memorial service on Monday October 25, 2004. Harriet Inscoe was a former member of the library board.

On November 19 Elliot Engel will present a program about Winston Churchill at the Grace Ridge Community Room. Tickets are \$10.00 and are available at the library.

On November 20, Biltmore Estate floral designer, Hope Wright will create holiday wreaths. Tickets are \$3.00 and available at the library.

2004-2005 Budget Report: Jim Wilson reported that the county has not provided a budget report for September. He will report it to the board at the next meeting.

Library Staffing: Jim Wilson reported that the county commissioners approved the upgrade of Judy Annas' position from part-time to full-time. She started her full-time hours on October 18.

Wilson also reported that Bob Crispano is recovering well at home after a recent illness on vacation. He should return to work on a limited basis in November.

Automation Update: Jim Wilson reported that Dynix staff have been evaluating our current Dynix configuration in preparation for the library's upgrade to the Dynix Horizon system. A "go live" date of March-April 2005 has been set for the new system to be up and running.

Building Update: Jim Wilson reported that the lights in the front hall at the Morganton location need new ballasts. The cost is estimated at \$1500.00. Also one of the chandeliers needs repair. This is estimated to cost another \$100 - \$200.

The mildew on the front of the building will be removed by Patton Cleaning. This will be done at no charge to the library. Patton Cleaning has been asked to minimize damage to paint from the building during the cleaning process

Cultural District Update: Jim Wilson reported that Sterling Collett, Dottie Ervin, Becky Stragand and he went to a meeting at the Community House about plans for development of a cultural district in the downtown area that includes the library.

Audit Update: Jim Wilson reported that the accounting firm of Lowdermilk and Church sent a letter of engagement to the library concerning the FY 03/04 audit of BCPL, Inc. This audit is required by the State Library. Wilson has requested a cost estimate from Lowdermilk and Church as none was provided in their proposal. Wilson will also contact the county to request they include the BCPL, Inc. audit as part of the annual county audit also conducted by Lowdermilk and Church. If the county declines, the library will proceed to engage Lowdermilk and Church apart from the county audit.

E-rate Update: Jim Wilson announced the E-rate discount for FY 04/05 has been approved. The library is eligible for a discount reimbursement of up to \$14,000. Wilson reported that the library is filing this week for discount reimbursements for the last fiscal year in the amount of \$10,000. Those funds should be received over the next few months. These funds were not projected as revenue in the county budget.

Foundation Update: Becky Stragand reported that the Foundation has a meeting on Thursday, October 28. Spending is still frozen but expenditures are being considered on a case-by-case basis. The first Book Ball meeting has been held and the date for the event is February 19, 2005. She also reported that one of the rental houses is empty but may be rented soon.

Planning Grant: Becky Stragand gave a short presentation about the upcoming planning process. The next step is to select members of the community planning group. A list of approximately 40 prospective members was provided to the trustees for their consideration. The trustees were asked to select 15-20 names. Trustees were also encouraged to write-in names of prospective members not included on the original list. Becky will compile the lists

and begin contacts to obtain commitments to participate. The consultant for the planning process recommended the committee have no more than 15 members.

Miscellaneous: The board voted approval to combine the November and December meetings.

The next meeting is the combined November/December meeting and will be on **December 7, 2004 at 4:00 PM at the Valdese Public Library.**

A motion to adjourn the meeting was made by Nell Hildebrand. The regular meeting adjourned at 4:50 PM. The board then reconvened in executive session to discuss a personnel matter. The executive session adjourned at approximately 5:05 PM.

Respectfully submitted: Ank van der Kuil