

Burke County Public Library
Departmental Trustees Meeting
September 26, 2006 at 4:00pm
Morganton Public Library

Trustees Present: Wesley Abele, Linda Chester, Lyvonne Ellison, Dorothy Ervin, Pam Hildebran, Nell Hildebrand, Vickie Oxentine, John Rostan, Mary Ellen Wiese
Trustees Absent: Sterling Collett, William Robertson, Steve Settlemyer
Staff Present: Jim Wilson (Interim Director)

John Rostan, Vice-chairman, called the meeting to order at 4:00pm.

Approval of Minutes: The minutes were read. A motion to approve the minutes of August 22, 2006 was made by Pam Hildebran, seconded by Dottie Ervin, and approved by the Board.

Correspondence and Communications: None

Financial Report: Jim Wilson presented the August 31, 2006 financial report of the library. He noted several budget amendments including funds from the State Library for another Gates Grant to purchase additional computers. He also noted the library had shifted some funds from full-time to part-time salaries to add staff while we are still looking for a director and a youth services librarian.

Staffing Update: Jim Wilson reported that the library continues to search for a youth services librarian. He has asked the State Library to readvertise the position on their website beginning the first of October. He may also temporarily increase some part-time staff to full-time until this position as well as the director's position are filled. Through October there will be a little over \$30,000 of unspent full-time salary money from the director and youth services librarian positions. Of this \$8100 has already been reallocated to part-time salaries.

Anne Marie Elkins from the State Library called regarding the status of our director search. Jim Wilson told her we had not hired anyone for the position nor had it been advertised. Ms. Elkins may call the county manager to express the State Library's concern that the position has not yet been advertised.

Building Repairs: Jim Wilson stated the exterior painting in Morganton has been finished. He will do a final check and note any areas missed to the contractor. He also noted that areas of the building that were supposed to be cob-

blasted were actually sandblasted. He has noted to Keith Farris and the contractor several areas of the exterior he thinks were damaged by this process. The contractor did repair some areas but Wilson reported that the columns still do not look good. Wesley Abele suggested the county attorney look into the matter if the contractor does not resolve the issue satisfactorily. Jim Wilson said he would contact Keith Farris with the county maintenance and set up a meeting with the contractor.

Jim Wilson said lighting fixtures will begin to be installed in Morganton the second week of October. The installation will be done when the library is normally closed.

He also reported the carpeting in Valdese is completed. A few more lights need to be replaced in office and work areas. Wilson said this will be done in phase two of the building repairs.

General Library
Update:

Jim Wilson reported some of the library statistics for FY 05/06. He noted that circulation decreased slightly to 192,200 items. Circulation has been on the decline for several years since it peaked at 217,000 in the mid-90s. The number of items in the collection also dropped. This was due to the large number of items discarded (over 13,000). Programming attendance was up slightly even though the number of programs offered dropped by more than 100 to 741. Internet usage is also down by more than 10%. Wilson attributes this to the large number of "out of order" computers. Wilson suggested this situation should get better once the director's position has been filled and staff can be redirected or hired to resolve several technology issues.

Wilson noted the library has turned in its application for state aid along with its maintenance of effort forms, long range plan, and annual statistical report.

He also mentioned the library will likely complete an LSTA grant to replace some aging computers in Morganton and C.B. Hildebrand.

Because the library has many requests to notarize documents, Wilson said the library will have three staff, one at each site, trained and licensed to be a notary. When asked about charges, Wilson said the library will check around to see what others charge but said it will be a nominal fee.

Wilson noted the Friends of the Library raised over \$6000 at their annual book sale and that the young adults contributed another \$500 which was their proceeds from the Historic Morganton Festival.

Strategic Planning

Wilson presented a proposed a preliminary five-year funding plan that

Process: would increase local government funding from Burke County, Morganton, and Valdese by 50% or a little over \$386,000 based on FY 06/07 funding. He noted local funding would have to more than double from the current \$773,000 to meet the statewide per capita average for local government funding of \$16.73. Trustees offered several suggestions for presenting the data such as showing what the extra money would allow the library to do in terms of additional staff and materials. Wilson will report back to the board with a more fully developed proposal that benchmarks library funding to statewide funding averages. Wilson suggested the proposal be presented first to the county, city, and town managers.

Committee Reports: None.

Unfinished Business: None.

New Business: None.

A motion to adjourn was made by Dottie Ervin. The meeting adjourned at 5:10pm.

Next meeting will be on October 24, 2006 at 4:00pm at the Valdese Public Library.

Respectfully submitted:
Linda Chester/avdk