

Burke County Public Library
Departmental Trustees Meeting
October 24, 2006 at 4:00pm
Valdese Public Library

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

William Robertson, Chairman, called the meeting to order at 4:05pm.

Approval of Minutes: The minutes were read. Dottie Ervin asked to remove an “a” from the opening sentence under Strategic Planning on page 2. She made the motion to approve the minutes with this correction. A second came from Mary Ellen Wiese. The minutes of the September 26, 2006 meeting were approved.

Correspondence and Communications: Chairman Robertson read a letter he received from library patron Susan Shamblin praising the staff at the library, especially Jim Wilson.

Financial Report: Jim Wilson presented the financial report for September 2006. He reported the library’s expenditures are pretty much on target and within budget.

Utilities and maintenance issues are the main areas of concern. He does expect to receive about \$11,000 in E-rate money in the next few weeks which should offset any additional expenses in these areas.

Staffing Update: Jim Wilson reported the interviews for the Youth Services Librarian position have produced one very good candidate. There is one additional interview scheduled after which he hopes to fill the position.

Building Repairs: Jim Wilson reported the exterior painting of the Morganton Public Library is finished. However, Keith Farris, County Maintenance Supervisor, agreed that the job was not done right. The contractor has promised to come back and finish the job to the county’s satisfaction.

Wilson stated the next big job will be the interior lighting at the Morganton Public Library. All the old fixtures will be replaced. The library will be closed to the public November 3 and 4 for the installation of the new fixtures.

Wilson mentioned that the shrubbery between the Morganton Public

Library and the museum has been trimmed drastically. Vagrants had been using the area and leaving empty bottles and sleeping under the bushes.

To allow for more parking, Wilson has been talking to Keith Farris about the possibility of a sidewalk from the library to the museum parking lot. A library this size requires at least 90 parking places.

Wilson reported that new carpet and lighting in the Valdese Public Library are finished. It has made a great difference in the appearance of the interior. He also noted the Girl Scouts did a great job with their landscaping in front of the Valdese Public Library.

Wilson also mentioned that the church next to the Valdese library has been allowed to use the Valdese Public Library on Sunday mornings to have some Sunday School classes as they are short of space.

Wilson noted the next repair issues in Morganton would be the gutters, duct insulation, and interior painting.

General Library
Update:

Jim Wilson reported that the first quarter statistics show that:

- Circulation is up by 10%
- Holds for items are up by 7%
- Moneys collected through fines is up by 4%
- New borrowers is down 3% - this was offset by 600 new cards issued during the Smart Card campaign and not entered until October.

While he did not have programming statistics, Wilson thinks attendance and number of programs is up from last year. He reviewed some of the recent and upcoming programs. Over 200 people attended "Creepy Creatures," a program provided by the Schiele Museum.

Ank van der Kuil reported the library has purchased a subscription service to show independent movies one night each month. The program is for adults and there is no charge thanks to funding provided by The Library Foundation.

Jim Wilson informed the Board that the staff will have their Christmas luncheon on December 8 from 11:00 AM – 2:00 PM.

Strategic Planning
Process:

Wilson reviewed the guidelines for service for North Carolina public libraries as established by the North Carolina Public Library Directors' Association. He noted several areas including collections, staffing, and space where we do not even meet the minimum guidelines.

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Committee Reports: None.

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Unfinished Business: None.

New Business: Wilson asked the board to consider amending their bylaws regarding the frequency of meetings from monthly to bi-monthly. He proposed this change since the board is now advisory and does not act on as much business as it did when it was a governing board. This item will be on the agenda for action at the November meeting.

A motion to adjourn was made by Lyvonne Ellison. The meeting adjourned at 5:00pm.

Next meeting will be on November 28, 2006 at 4:00pm at the Morganton Public Library.

Respectfully submitted:
Linda Chester/avdk