

Burke County Public Library
Departmental Trustees Meeting
July 24, 2007 at 4:00pm
C.B. Hildebrand Public Library

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

William Robertson, vice-chairperson, called the meeting to order at 4:02pm.

Approval of Minutes: William Robertson asked the board to review the May Minutes. Motion to accept from Vickie Oxentine, seconded by Nell Hildebrand, and approved by a voice-vote.

Correspondence and Communications: None

Financial Report: Interim Library Director Jim Wilson welcomed the newest Trustee, Mark Rostan, before beginning the financial report. He announced that (a) the five-year funding plan was approved by the Commissioners, (b) both Morganton and Valdese “came through” with their funding, and (c) State aid is not finalized yet. The latest payment came in at last year’s rate, so the Library is “under” until new budget is approved. The Library is fine on the revenue side.

Wilson wants to concentrate on four new staff positions this year; with regard to operating expenses, the Library needs to concentrate on books. For program activities, County budgeted \$38,000, so Library will need \$10,000 from the Friends and from the Foundation to cover the Summer Reading Program. Library will return \$70,000 to the County, of which \$60,000 is unspent personnel money. Noting that insurance money for buildings and contents hasn’t been touched, but there is a contingency per the finance department that disallows the Library from using it for anything else, he wants to talk with the County about moving or keeping this money for other necessary uses.

Fines and fees revenues are good.

Staffing Update: Wilson reported that he had been interviewed, officially, for the Director’s position earlier in the day, during which time it was noted that he has served as the interim director for 22 of the previous 36 months! Assuming that he is offered the position, the Assistant Director’s position would be open; he prefers to leave it unfilled, although it would remain on the books, in order to hire a computer technician—a position which is needed more,

and to upgrade three part-time positions to full-time. The computer technician and part-time positions would require the County's approval, and funding might be difficult, so we may have to see when the part-time positions can become full-time, although he remains confident that we can make this work. Answering Vice-Chair Robertson's question whether the same people will hold the positions, Wilson noted that three people want to become full-time employees; all are eligible for sick leave, retirement, etc. He will consult with the County before making any changes.

Wilson then reported on newly instituted weekly individual management team meetings, which result in better communication. He hopes to meet individually with each staff member once a month, as well.

Building Repairs:

Wilson reported on progress at *Morganton* location, including the Huffman Garden project, with stone patio and shrubs. Brickwork and plantings will need attention; possibility of adding a fountain, too. At *Valdese*, the contractor has been there, and we should have a report soon. He discussed the Cole house, next-door to the library. He has talked with the Valdese staff about needs for program/meeting area, and the Cole house could be a practical location. It would require restoring the exterior and gutting the interior. We need to know how much money would be required to effect such changes for the property that the Library has owned for approximately five years. Lyvonne Ellison asked whether Trustees have toured the building; Wilson said no, but it is a well-constructed house, and its preservation would be in keeping with Valdese's attention to heritage. In *Hildebran*, Wilson has received estimates to replace lights and carpets. He wants final number for all repairs because he is concerned that the remaining \$40,000 will be insufficient.

General Library
Update:

Wilson reported that circulation has increased by five percent (over 200,000)! He hopes we'll be well over 300,000 by the conclusion of the five-year funding period. The *2007 Summer Reading Program* will cover six weeks (through August 4th): (a) *young adults*' program has involved 250 participants and almost 800 books read, so far; (b) *children's* program with over 800 signed up and over 10,000 books read; (c) *adults*' program, in its third year, boasts the following numbers—at Morganton, 87 people signed up, 54 are readers, and they have read 457 books, so far; at Valdese, 51 signed up, 29 are readers, and they have read 195 books; at Hildebran, 25 signed up, seven are readers, and they have read 22 books—163 signed up, 90 are readers, and they have read 674 books to date. While the current numbers are lower than for 2006, the SRP hasn't ended yet.

Wilson reported on a successful C.B. Hildebrand Library 10th anniversary celebration, July 14th. Hildebran Mayor Wendell Hildebrand, State Representative Jim Jacumin, and 100 local citizens attended the Open House. Wilson and Hildebrand discussed options for the Hildebran library facility's future, including the Tom-Ken Mill building, which would offer 6,000+ SF, and Wilson says that makes sense, if we project our needs 20

years into the future. Nell Hildebrand observed that the current site was constructed with option to add a second floor; Wilson said single floor works better (citing Morganton facility as example).

Wilson informed the Trustees that the Morganton children's room would be closed August 8-10 for inventory; the *Envisionware* software installation is "on the way." He also noted towns' upcoming festival dates: Valdese on August 10-11, Morganton on September 7-8, and Hildebran on September 29.

Policy Update:

Wilson called Trustees' attention to the "information packet": By-laws, both current and approved; the ALA press release, and the Friends of NC Libraries' newsletter, which highlighted expanded facilities in Ashe County.

Wilson announced that Trustees will receive/review a "policy update" at each meeting, beginning with a question-and-answer session at this meeting on *Public Records Policy*. For example, "transitory records" don't have long-term value, while "protected records" include patron and circulation records. Requests for public records should be referred to Jim Wilson; he can go to the County Attorney, as needed. Regarding e-mail messages, Wilson suggested that we consider the appropriateness of e-mail correspondence (which may/may not be treated as public record), when a phone call (not public record) might suffice. Vickie Oxentine asked whether Trustees should keep the budget e-mails received from Wilson recently; he responded that, once the budget is passed, they can be discarded; policy decisions, on the other hand, should be retained.

Library Support
Committee:

William Robertson introduced Charlie Hildebrand and offered Trustees' thanks for his 15-20 years of service to creating and realizing a library in Hildebran. He also offered Trustees' thanks to Jim Wilson for "assuming the mantle" as director and welcomed Mark Rostan as newest Trustee. He asked Wilson about Library Support Committee; Wilson said it had provided good and successful involvement, helping with County Commissioners' budget decision. He pointed out that the next big(ger) issue will be the Library's building program. A meeting with a consultant regarding a "space study" will be essential this year. We don't want the Commissioners to forget about the Library and its ability to serve the communities.

Unfinished Business: None.

Adjournment: Vickie Oxentine moved to adjourn at 5 p.m.

Next meeting will be on Tuesday, September 25, at 4pm at the Valdese Public Library.

Respectfully submitted: Pam Hildebran