

Burke County Public Library
Departmental Trustees Meeting
September 25, 2007 at 4:00pm
Valdese Public Library

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

Mary Ellen Wiese called meeting to order at 4:01 p.m.

Approval of Minutes: Linda Chester made a motion to accept the Minutes from trustee's July meeting, seconded by William Robertson, and approved by voice-vote.

Correspondence and Communications: Jim Wilson recognized thank-you note from Jeannie Logan for flowers sent by staff and trustees, following her mother's death.

Prior to beginning the reports, trustees welcomed Jim Wilson as library's director, officially.

Financial Report: Library Director Wilson reported on amount of money not spent by Library; Paul Ijames, Assistant County Manager, wants it to be spent; he also wants to review Morganton and Valdese issues (amounts designated to be paid by them, when Library has not spent all the money). Mary Ellen Wiese asked whether we could have used the money, since it was marked for salaries, and we couldn't fill positions. Jim said that, if we're efficient with our expenditures or have lapsed positions, we should be able to use some money. He wants to discuss this with Paul Ijames. Wilson announced that State aid grant money was short this year; because he doesn't include e-rate in budgeting, we're "okay" (County aware of this, in answer to question from William Robertson).

Staffing Update: Jim Wilson announced that Youth Services Librarian Trina Rushing will be returning to Hendersonville library. He then directed trustees to "Proposed Staffing Changes" hand-out, explaining that Library has enough money to fund the proposed changes, with some left over, although not enough money this year to get full-time computer technician. Dottie Ervin asked whether 20 hours/week for this position is sufficient; initially, it will be. Library of our size should have two or three full-time computer positions, and that will be considered in the future. His plan rewards people who've worked part-time and served the Library well. He would like to bring someone in early, with County's approval, to train with Ank, who will retire at end of this fiscal year. He needs to take the staffing proposal to Paul Ijames for review. Currently, when staff members take vacation, sick, etc. time, it creates problem for other staff members. Wilson says proposed plan will help balance staffing hours per week.

- Building Repairs:** Jim Wilson said he had little to report, currently, since Keith is short-staffed. Foundation money and Dottie's garden club made "sprucing up" of Huffman Garden possible. Big issues remain at Valdese (exterior renovations) and at Hildebran libraries. He recommended that trustees visit Cole House, at end of today's meeting, to review options for renovating and using it. Wilson identified it as Library's "trial run" for bigger building projects, which will be needed in coming years.
- General Library Update:** Wilson reported that most numbers for just-completed fiscal year have increased significantly. He said trustees need to think about growth in western part of county (with retirees, etc.); eastern part of county looks good. Details: despite fewer programs presented in previous fiscal year, attendance increased. Summer Reading Program, in particular, when expanded from four to six weeks, showed 140% participation increase, overall! Children's program: 1,047 participants read 16,000 books; young adults/teens: 256 participants read 1,000 books; adults: 140 participants read 1,000 books.
- Wilson, noting that Linda Chester, Lyvonne Ellison, Pam Hildebran, and William Robertson's appointments will end in December, announced that we need new trustees at the January 2008 meeting. Trustees need to bring suggestions to November meeting; if applicants exceed number of openings, the trustees can make suggestions to the County. The Nominating Committee will need to meet.
- Policy Update:** Wilson explained that he wants to include policy reviews at each trustees' meeting, many of which need to be reviewed from legal standpoint. Today's topic: "Safe Child Policy," including "incident report." Hand-outs detailed current policy (revised December 2002) and proposed changes, which he will take to County's attorney for review. Areas of concern include patrons who don't pay for copies they make, other misuses of computers, cell phone usage, and appropriate ways to handle situations when unaccompanied children are still at library at closing time. Library staff members' limits of responsibility vs. children's safety are key factors addressed in proposed changes. Wilson said recommendations are based on previous experience, and Library's responsibility is greater when children are invited to Library programs than when children are "dropped off" by adults to use library resources.
- Library Support Committee:** Library Support Committee will meet on October 22nd at 5:15 p.m., Morganton library.
- Unfinished Business:** None.
- New Business:** None.
- Adjournment:** Dottie Ervin made the motion to adjourn, and trustees went next-door to

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Cole House for informal walk-through and review of house's interior and potential use by library staff and public for meetings, etc.

Next meeting will be on Tuesday, November 27nd, Morganton Public Library, 4 p.m.

Respectfully submitted: Pam Hildebran