

Burke County Public Library
Departmental Trustees Meeting
November 27, 2007 at 4:00pm
Morganton Public Library

Trustees Present: Linda Chester, 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 4:04 p.m.

Approval of Minutes: Linda Chester requested that a change be made under “Building Repairs” on page two to read: “...and the Quaker Meadows Garden Club made...”; Trustees President Mary Ellen Wiese noted that minutes were approved, as corrected (note: no motion or vote was taken).

Correspondence and Communications: None.

Staff Report: Library Director Wilson introduced Ben Mittag—summer computer classes (MS Word, Troubleshooting, etc.) attendance at 51 of 60 possible; five fall classes (How to Write Resume, Intro to eBay, etc.) attendance at 34 of 50 possible. Classes are taught in blocks of five or six during spring, summer, and fall. Mittag reported on *NC Knows* (administered by State Library through grant money), with 70+ libraries participating (public, academic, and special libraries), provides 24/7 reference assistance; it’s possible to co-browse with *NC Knows* and *NC Live*. Wiese asked about status of online homework support program; Wilson said it wasn’t approved.

Financial Report: Wilson noted that the library is “on target” with expenditures. Library received all e-rate monies = \$14,400+. Final state aid allocation will be late because of total renovation there.

Staffing Update: Wilson reported that the reconfiguration proposal (three part-time changed to full-time employees) was approved by County Commissioners—two positions in effect in November and third position in January 2008. A half-dozen applications have been received for the Youth Services position; staff members who work with that person will be part of interview committee. Ben Mittag will return to Florida after 18 months at our library; position will be advertised internally and externally; it needs to be filled as soon as possible. Wilson said four new positions should be advertised as soon as possible—to provide expanded operating hours, once those people are in place and trained. Even with four new people, it will be “a stretch,” since Gail Benfield will be out four to six weeks for knee replacement. Becky Stragand asked about a part-time technical position. Wilson said Greg Poe is interested, and someone like Poe could fulfill both Information Services and computer positions. Linda Chester concurred on Poe’s qualifications, but asked whether library has staff to

- accommodate expanded hours. Wilson said that it can work if allocated positions are all filled.
- Building Repairs:** Wilson announced that money and work are going to other departments currently, so library's repairs are on hold. Dottie Ervin pointed out that exterior lighting at Morganton is awful. Can library propose mounting spotlights at various parts of building? Functional and inexpensive, although not attractive—they could be mounted in such a way as not to be visible. Wilson noted that floor in men's restroom is cracked, as well.
- General Library Update:** Wilson reported 16% increase in circulation from last year. *Library Card Project* at East Burke High School, East Burke Middle School, and Heritage netted 72% registration; still "kinks" in system, and neither Patton High School nor Freedom High School is participating yet. Computer usage is up 13%. Ank's movie series is going well, as is program for young adults. Because of *Envisionware* software, everything that is printed is paid for, and time usage is more efficient. Sign-ups for the Biltmore program totaled 88, at three dollars/each. Elliott Engel spoke at Valdese, and 98 people attended. Wilson asked that anyone planning to attend the Christmas luncheon on December 7th notify Ank. The library has applied for a \$15,000 LTSA grant, and the outcome will be announced on December 19th. If we are successful, Wilson recommends Phil Barton, retired Rowan County librarian, as the consultant. The study should lead us to ask for significant increase in square footage; we will need real input from Trustees, citizens, etc., regarding what they desire/prefer to see in future years for our library.
- Policy Update:** Wilson informed Trustees about incident from previous day, when a group home supervisor wanted to leave six or seven men, unattended, at the library. Staff refused, and the supervisor took the group elsewhere. Wilson wondered whether we can require that someone stay with them, legally. As discussion continued, Trustees pointed out that, when people are living in group homes, the situation implies that they need supervision. Wilson said that he wants advice from County Attorney, so we can know for sure, as liability issue.
- Library Support Committee:** Discussed grant money, Phil Barton, etc. at September meeting.
- Rutherford College offered its old town hall to our library as gift—too expensive. Wilson said space study would be helpful in determining future locations.
- Trustee openings: one at-large, two county (outside Morganton, Valdese, or Hildebran), and one allocated for Morganton. Three applications have been received so far. Wiese noted that Lake James area person would be ideal. Wilson said openings will be posted at December 3rd County Commissioners' meeting; they will vote at December 18th meeting. Reminder: we're losing one-third of our trustees; we need to keep good, motivated people, as important issues must be addressed. New people must be approved and on the board by January 2008 meeting.
- Nominating** Nominating Committee will include Dottie Ervin, Nell Hildebrand, and Becky

Committee: Stragand. They will meet at end of today's meeting.

Unfinished Business: None.

New Business: Proposed Exhibit Policy and Liability Waiver: A local artist approached us about exhibiting work in library, and our current policy did address this situation. Ank found a model online. Wilson: it would be good addition to current policy, which includes disclaimers regarding content-neutral bulletin boards and display cases. Wiese asked who decides what will/will not be exhibited. Wilson: generally the director and staff's decision. Trustees discussed proposed Exhibit Policy and Liability Waiver. Linda Chester, Pam Hildebran, and Becky Stragand recommended these changes: in **Policy Statement**,

- ❑ final line of second paragraph should read "...content-neutral, since the Library does not favor any position on political or social issues";
- ❑ first line of third paragraph should read "The library, at the discretion of the Library Director, may..."
- ❑ final line of third paragraph should read "...need to sign a liability waiver, which must be kept on file in the library."

In **Liability Waiver**, these changes are needed:

- ❑ final line of first paragraph should read "...including, but not limited to, fire, theft, or any type of damage whatsoever."
- ❑ next-to-last line of second paragraph should read "...even though such liability may arise..."

Ervin made a motion to accept the **Exhibit Policy and Liability Waiver**, as amended; Stragand seconded the motion, and it was approved.

Adjournment: The Trustees adjourned at 5:12 p.m., following a motion by Ervin.

Next meeting will be on Tuesday, January 22, 2008 at 4 pm at the C.B. Hildebrand Public Library

Respectfully submitted: Pam Hildebran