

Burke County Public Library
Departmental Trustees Meeting
November 23, 2010, 4:00 p.m.
Valdese Public Library

Trustees Present: Bakh Alam, Rose Ann Childres, Gene Huffman, Vickie Oxentine, Mark Rostan, John Whisnant, Reba Williams, Gail Williamson, Anna Wilson

Trustees Absent: Dottie Ervin, Mary Ellen Wiese, Steve Settlemeyer

Staff Present: Jim Wilson

Chair Bakh Alam called the meeting to order at 4:05pm.

Approval of Minutes: Minutes from October meeting were approved.

Financial Report: Library Director, Jim Wilson presented the financial report noting that revenues were coming in as projected and that fines and fees collected were ahead of schedule by just over \$1,000.

He also noted that the library had completed its Maintenance of Effort forms for the State Library. Wilson was optimistic that we would receive more in state aid than was initially projected in the budget. We should know this by the end of the year.

Staffing Update: Wilson related to the board that Adult Program Coordinator, Viranya Filipiak, would be leaving at the end of the year. Her husband has taken a job in Missouri and they will be relocating. Wilson noted he had requested that the position be filled but the request was denied and the position will be frozen for at least the rest of this fiscal year. The library also has a 12 hour per week page position that is frozen.

Building Repairs: The front steps of the library's Morganton branch are continuing to deteriorate. County maintenance is aware of the issue. The County conducted a safety inspection and found a couple of minor issues. These will be fixed. Heating and air conditioning in Morganton's main/front hall will be repaired, hopefully by next week. The other issue is lights. Wilson said it's not a matter of bulbs but of the ballasts. President Bakh Alam asked about LED lighting. He and Wilson will discuss these options and see if they are feasible for the library.

General Library Update: For the period of July-October, circulation is down by 6 percent across the system. The lack of a larger materials budget and not being able to buy more new materials may be a major reason for the slowdown. Wilson said he is holding on to Library Foundation funds designated for materials until he can know what the FY 11/12 budget is like. He says if the budget is not good that the library will need to use those Foundation funds to bolster the materials budget.

Computer use is down by 19 percent. Some contributing factors to that number are service issues – Internet has been down many times and some computers are not working. Also, Wilson feels not as many job seekers are coming in to use the computers. This may indicate an

upswing in the economy. He hopes that once wireless access is installed those numbers will increase. Chair Alam asked if wireless users would be counted. Wilson said they would because they have to come to the desk to get a password. The Foundation approved up to \$7,500 for the purchase and installation of wireless Internet access for the Morganton Public Library.

Patron registration is up by 21 percent.

- Cole House Project: The library is waiting on paperwork from the IRS that is needed for the the Janirve Foundation of Asheville. Wilson is also gathering letters of support for the Phifer-Johnson Foundation. Hopefully, the library will receive some grant money for this project.
- C.B. Hildebrand Site Proposal: Wilson spoke with Burke County Commissioners Bruce Hawkins and Ruth Ann Suttle and they have expressed support for the new site and suggested the library work on obtaining monetary commitments prior to the FY 11/12 budget being finalized. The Library Foundation has approved \$25,000 which matches the Town of Hildebran's contribution of \$25,000. The Friends of the Library have approved \$5,000 and may consider a further contribution.
- Planning Process: Every five years, the library goes through a planning process. Input is sought from the community and library staff regarding library and customer needs. The project this year was facilitated by Dr. Robert Burgin. Wilson presented the library's revised mission statement and goals.
- Electronics Recycling Event: The library sponsored an Electronics Recycling Event in November and Wilson is very pleased with the turnout. After four hours and 150 drop offs, a 26-foot box truck was filled to capacity. Wilson thinks it was close to 20,000 pounds of equipment that will not be put in the Burke County landfill.

Bakh Alam, Vickie Oxentine, Mary Ellen Wiese, Dottie Ervin along with Jim Wilson will meet next week as the Nominating Committee. The trustees will elect new officers at its January meeting.

The group signed a thank you card to Dottie Ervin whose 6-year term will end on December 31, 2010. A person from Morganton will be needed to fill her position.

Adjournment: The meeting adjourned at 4:39pm.

The next meeting will be held Tuesday, January 25, at 4 p.m. at the Hildebran Town Hall.

Respectfully submitted by Anna Wilson