

Burke County Public Library
Trustees Meeting
September 27, 2011, 4:00 p.m.
Morganton Public Library

Trustees Present: Bakh Alam, , Rose Ann Childres, Melanie Mikusa, Vickie Oxentine , Mark Rostan, , John Whisnant, Reba Williams, and Gail Williamson

Trustees Absent: Johnnie Carswell, Steve Settlemyer, Mary Ellen Wiese, and Anna Wilson

Staff Present: Jim Wilson

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

Approval of Minutes: Minutes from previous meeting were approved. Motion by Vickie Oxentine and second by Melanie Mikusa.

Financial Report: Director Jim Wilson went over the library's financial statements for July and August. He explained how new line items had been created so that more expenses could be broken out by site. He noted that to make up the reductions in revenue the books line items had been reduced significantly. He also stated that the Library Foundation had allocated about \$35,000 to help make up the difference. Wilson said revenues are coming in as expected and that he is working on the library's e-rate reimburse requests. Fines and fees, he said, are also coming in on schedule.

Personnel Report: Wilson noted that although the library had lost two positions in the FY 11/12 budget (full-time Library Program Specialist and a part-time Page position) that he was able to fill the vacant Adult Program Coordinator and Library Page positions. Cassie Kraay from the Hickory Public Library was selected to be the new Adult Program Coordinator and Lizzie Whisnant will be the new Library Page.

Wilson said the county will start conducting annual performance evaluations of all county employees beginning in October. Hire dates will determine when the evaluation is done. Wilson said the library will ask employees to do a self-evaluation which will be compared to the one done by the supervisor. Additionally, Wilson said he will also ask the staff to evaluate his performance.

Wilson addressed the issue of patron complaints/concerns by noting that board vice-chairman Vickie Oxentine had been contacted by a patron regarding a donation she had made to the library. The patron was not satisfied with how Wilson had interacted with her about the donation. Wilson suggested that as an advisory board it was certainly fine for board members to hear complaints and suggested they refer those issues to the appropriate party which generally would be Wilson as library director or the county manager. He said this was especially true since the county governs the library and has oversight for personnel. Wilson

noted that issues concerning his conduct/performance should be directed to the county manager.

Facilities Report:

Wilson stated that the county had been on site in Morganton today to list any capital needs for the building for a budget workshop to be held soon. Wilson said the primary issue at the Morganton site right now is the condition of the front porch and steps. He mentioned several other minor issues to the county staff. Wilson the Valdese and C.B. Hildebrand sites do not nay major capital needs. There are some minor issues that came out of a safety inspection and those will be taken care of within the current year's operational budget.

At this time he also mentioned the county's organizational/efficiency study. He said the library staff had met with the consultant and mentioned several issues of concern to the library including facilities, materials budget, county planning, and technology support. Wilson said he is anxious to see the results of the report which should be finished in December.

Wilson noted that Karen Robinson, mayor of Hildebran, had let him know she was pursuing a significant donation for the C.B. Hildebrand Public Library. Wilson said she would let him know soon if the donation would be forthcoming.

General Library Report:

Wilson stated that circulation and computer use continue to decrease but that those levels are still higher than before the recession.

Overall circulation went down 5% from 48,802 to 46,393. Morganton dropped 4.2%. Valdese went down 6.5 %. And C.B. Hildebrand decreased by 6.3%.

Computer use was lower by 17.4%, from 6,845 to 5,654. This is still higher than before the recession. In August the library average 111 users per day. In August 2009, the average number of daily users was 168 which was an all-time high during the 11 years these statistics have been kept.

Patron registration was 12.4%, Wilson noted. He reasoned that despite the increase in registration that circulation is still down because the library cannot meet the demand for new materials. He said the library has recently had requests for e-books downloadable to Kindles through the Overdrive service. Wilson said he had investigated obtaining that service through a consortium last year but it was nearly \$10,000 which was 20% of his total materials budget. He said until the materials budget is much higher the library will not be able to support these new formats and devices.

Wilson mentioned a number a events planned for coming months and gave the trustees a calendar of events for October noting that some events had been left off because they all would not fit.

He noted the Friends of the Library made over \$6,500 at their annual book sale between book sales and memberships. Wilson stated that library had been awarded a \$500 grant from the Morganton Woman's Club to help refurbish outreach to daycare book bags, a \$2,800 grant from the Burke Arts Council for Taste of Culture and the ASU Steel Drum Band, and a \$2,500 patron donation to reinstate the Value Line Financial resource.

Wireless Internet Report: Wilson said the library will begin offering wireless Internet access within the next two weeks despite the fact that some of the glitches still have not been resolved by the vendor. He thinks the staff can work around those and still provide a good service.

Burke Reads Report: Wilson informed the board that Burke Reads was underway and had its kick off event on Saturday, September 24, at the Morganton Public Library. More than 100 people attended and enjoyed a reader's theatre performance from drama students at WPCC. He provided the trustees a schedule of events for Burke Reads which runs through October.

Unfinished Business: None

New Business: None

The meeting adjourned at 4:55 p.m after a motion by Melanie Mikusa.

The next meeting will be held Tuesday, November 15, 2011, at 4 p.m. at the Valdese Town Hall

Submitted by Jim Wilson