

Burke County Public Library
Departmental Trustees Meeting
March 27, 2012, 4:00 p.m.
Morganton Public Library

Trustees Present: Bakhh Alam, John Cantrell , Johnnie Carswell, Rose Ann Childres , Melanie Mikusa, Mark Rostan, John Whisnant, Reba Williams, Gail Williamson, Anna Wilson

Trustees Absent: Deborah Ferris, Frances Hildebran

Staff Present: Jim Wilson

Chair Mark Rostan called the meeting to order at 4:05 p.m.

Approval of Minutes: Since the January meeting lacked a quorum, the board first approved minutes from the Nov. 15, 2011 meeting which reflected that Rose Ann Childres was present. Also, in the absence of Secretary Anna Wilson, Director Jim Wilson took minutes at the January meeting and those were also approved with one change – the spelling of new board member Deborah Ferris’ first name.

Report of the Nominating Committee/Election of Officers The board welcomed new trustee John Cantrell representing the City of Morganton. The board then approved the slate of officers for 2012: Chair -- Mark Rostan, Vice Chair – Melanie Mikusa, Secretary – Anna Wilson, and Treasurer -- Bakhh Alam.

A. Financial Report: Director Jim Wilson reported that all contributions to the library’s budget are coming in as scheduled and \$14,000 was collected from E-rate (up from the projected \$11,000). After expressing concern about utility bills last meeting, Wilson said he thinks they will be on budget for the remainder of the year. Bakh Alam asked about making the buildings more energy efficient. Wilson said some work had been done on the buildings but all are fairly old. He said the library would avail itself of any opportunities to have more energy efficient buildings.

B. Personnel Report: Wilson noted that long-time library employee Alicia Lorenzo has left the library to accept employment with the JIRDC. Her last day will be Friday, April 13. The position has been unfrozen but Wilson said the library would not be able to hire anyone until May 27. He said with Summer Reading Program starting soon, he will to hire temporary staff through the Library Foundation.

C. Facilities Report: Wilson reported the county engineer had visited the Morganton site and pointed out some major repairs needed: gutters on the front, and repairing/replacing the front porch steps and railings. Estimated cost is \$47,500. Valdese and C.B. Hildebrand have no major issues right now.

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D. General Library
Report:

Wilson said numbers at the library are still going down but not as rapidly. Circulation is down 5.5%. He attributed the decrease to the lack of new materials. Computer usage was down 6.7 percent, but had recently picked up. Patron registration numbers are still going up.

Trustee Johnnie Carswell asked what are the top problems facing the library. Wilson said the most significant issues are maintaining services, hours, and technology along with trying to purchase enough new materials. To help with materials, the library has been running a “Most Wanted” list in The News Herald in its weekly column. Wilson said so far, the request had garnered more than 60 high-demand books.

Wilson said programming numbers are looking very good with 13,000 attending programming so far, and we’re not in the busiest part of the year. The Friends of the Library Author’s Luncheon was a success with more than 100 people attending. Wilson said those attending seemed to enjoy the program and the food was very good. The luncheon was held at Grace Ridge this year.

He mentioned several other library programs that have been successful including the Hunger Games tie-in with the book and movie and the Money Savings Series. Themes for the 2012 Summer Reading Programs are: Mountains Majesty for adults; Survival Games for young adults and Dream Big for children. The program runs mid-June through July.

E. Efficiency Study:

Wilson reported on the Burke County Efficiency Study and various recommendations for the library. Some key notes from the study:

- Overall, our library facilities provide 0.29 square feet of building space per capita, which is less than half of the 0.65 square feet of building space per capita recommended under North Carolina Public Library Guidelines.
- The study recommended the county work with Morganton, Valdese, Drexel and Hildebran for a formal funding agreement.
- Because the library did not meet the “maintenance-of-effort” required by the State of North Carolina, it lost approximately \$4,700 in Library State Aid.
- Book budget is now \$18,147, down from \$55,000 the prior year. Wilson said if additional revenues are not available then the library may need to reallocate its budget so more funds are devoted to materials. He said this would result in staffing reductions.
- Staffing is 21.4 FTEs, down from 22.7 FTEs in the previous year. However, Wilson pointed out this has not resulted in cuts in hours or service.

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F. Capital Campaign
Report:

Wilson and Mark Rostan met with Sam Avery and Chasity Poteat-Lehn to discuss fundraising plans. The Library Foundation has contracted Avery to coordinate the capital campaign for the Cole House project. The campaign runs through July. The Foundation hopes to raise \$250,000. Wilson asked the trustees to please consider giving to the campaign, saying the pledge period is for four years. He also said there may be naming opportunities for buildings, sections, etc.

Wilson thanked Bakh Alam for his help with this project.

New Business:

Wilson went over the proposed budget FY 2012-2013. He has asked the county to restore all of last year's reductions. Overall, the library is asking for \$131,000 more than last year, an 11.5 percent increase – from \$1,145,537 to \$1,276,890. This includes capital requests of \$25,000 for both Valdese and C.B. Hildebrand for building expansions/relocations.

Wilson is looking into replacing the library's automation servers which are currently on site. He has looked at a remote access system through the library's current vendor that would eliminate the need for local servers. Those servers would be accessed via the Internet and be housed and maintained at the vendor's site. Ongoing expenses would be comparable to what the library pays now but without the added expense of periodically replacing hardware. Bakh Alam asked about the security of the data connection. Wilson said the connection would be secured and the data would not be at risk. He noted the library's patron files do not contain social security numbers or any financial information.

The lease at the C.B. Hildebrand Public Library expires at the end of June and the landlord wants to start collecting rent of \$500 a month. Because of that, Wilson said funds will have to be allocated for this in the FY 12/13 budget.

Chair Rostan thanked Wilson for his work on the budget. The trustees approved the budget.

Meeting adjourned at 5:05 p.m.

The next meeting will be held Tuesday, May 22, 2012, at 4 p.m. at the Hildebran Town Hall.

Respectfully submitted by Anna Wilson