

Burke County Public Library
Departmental Trustees Meeting
November 27, 2012, 4:00 p.m.
Valdese Town Hall

Trustees Present: John Cantrell, Rose Ann Childres, Frances Hildebran, Mark Rostan, John Whisnant, Reba Williams, and Gail Williamson

Trustees Absent: Bakh Alam, Johnnie Carswell, Deborah Ferris, and Anna Wilson

Staff Present: Jim Wilson

Chairman Mark Rostan called the meeting to order at 4:03 p.m.

Approval of Minutes: A motion to approve the minutes of the September 25, 2012 meeting as presented was made by John Cantrell, seconded by John Whisnant, and approved by the board.

Correspondence None.

A. Financial Report: Wilson said the library's finances are in good shape, noting that all revenues were coming in as projected. He noted that State Aid will come in higher than the projected \$128,000. The library may receive more than \$140,000 during FY 12/13. This was due, he said, to the state aid formula being adjusted to reflect current per capita income figures for each county. For Burke County, that adjustment resulted in the library receiving a larger portion of state aid.

B. Personnel Report: Wilson said the library has two vacancies – a full-time library assistant position at Valdese and a part-time library page position at Morganton. The library received 80 applications for the library assistant position and 28 applications for the page position. Wilson said interviews will start soon.

Wilson noted that Cassie Kraay, Adult Program Coordinator, will go on maternity leave soon and will be out twelve weeks. A couple of months after she gets back Page Andersen, Information Services Librarian, will start her maternity leave.

C. Facilities Report: Wilson reported that plans for repairs to the front porch and the ramp addition are going forward. The plans reflect a single ramp off the end of the front porch closest to the museum parking lot. The next step is for the county to obtain quotes for the project.

Circulation numbers continue to drop, Wilson reported, and are down 9.1% compared to July through October of last year from 79,511 to 72,268.

He said Morganton was down 3.90%, Valdese was down 18.2%, and C.B. Hildebrand was down 22.1%.

Wilson noted that computer use was unchanged with 11,107 this year as compared to 11,089 last year.

Patron registration was up slightly (5.6%), he said, from 945 to 998.

Wilson said the Youth Services Department at the Morganton Public Library sponsored a fall festival on the front lawn with local agencies which provide services to families and children. Over 500 people attended. He also mentioned that more than 300 people participated in the Burke Reads community reading program.

E. Capital Campaign: Wilson noted the capital campaign for the Cole House project will run through the end of the year and likely into the spring of 2013. The campaign has raised \$75,000 in donations/pledges toward its \$250,000 goal. Including prior contributions the project has \$275,000 of the \$450,000 needed for the entire project. The campaign sent out a mailing to several hundred prospects and also had a good article in the News Herald.

F. LSTA Grant
Report:

An EZ Technology Grant for 18 new computers and 2 new printers from the State Library of North Carolina was accepted by the Burke County Commission. County IT will order the new equipment soon.

Wilson also noted that the library had completed its Horizon SaaS migration and that it went very well. The performance of the automation system was greatly improved at the C.B. Hildebrand site and no degradation of performance has been noted at the other locations. The library has had to address a couple a printer issues but they were minor and have been resolved, Wilson said.

Regarding the library's phone system, Wilson said County IT should have it installed before the end of the year.

Meeting adjourned at 4:33 p.m.

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

Submitted by Jim Wilson