

Burke County Public Library
Departmental Trustees Meeting
March 26, 2013, 4:00 p.m.
Morganton Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Rose Ann Childres, Frances Hildebran, John Whisnant, Reba Williams, Gail Williamson

Trustees Absent: Bakh Alam, Deborah Ferris, Debbie Hodges, Mark Rostan, Anna Wilson

Staff Present: Jim Wilson

With the absence of the chair, vice-chair, and treasurer, and the consent of the attending board members, Library Director, Jim Wilson called the meeting to order at 4:10 p.m.

Approval of Minutes: A motion to approve the minutes was made by Frances Hildebran, seconded by John Whisnant, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson reported that all revenues are coming in as expected with the exception of fines and fees which are running behind by almost \$2,000. He noted the library has taken in enough extra revenue to make up for this shortfall if it continues. To date, the library has taken in \$29,334 of the \$42,000 projected in fines and fees.

B. Personnel Report: Wilson noted that Adult Program Coordinator, Cassie Kraay, was back from her maternity leave. Information Services Librarian, Page Andersen, he noted, will be out on maternity from April through July but will work on a part-time basis. Wilson stated that Barbara Roper, part-time Library Assistant at the Morganton Public Library, would retire at the end of March. Wilson said he would like to convert that position into two part-time Page positions which would result in more staff hours for the same money. Lastly, Wilson mentioned that he may have another staff member out for up to 12 weeks with a hip replacement.

C. Facilities Report: Wilson said the work on the front porch/steps/ramp is underway. Plain concrete was chosen for the new porch surface. He said some of the boxwoods near the porch may have to be taken out so workers can move equipment in and out of the area. Wilson said repairs to the planter in the Huffman Garden will be started soon. This will involve replacing the top row of brick on the planter. The Library Foundation and Friends will pay for this.

Valdese and C.B. Hildebrand sites have no major issues.

D. General Report: Wilson stated that for July through February, total circulation decreased again by 9.5% Morganton is down 3.8%; Valdese by 20.5% and C.B. Hildebrand by 20.4%.

Computer usage has leveled off to pre-recession levels but was down 9.8%, Wilson said, compared to last year. He noted that part of the decrease had to do with network changes at Morganton and an equipment failure at Valdese that caused public computers to be down for several days.

Patron registration, he said, continues to be strong with 1,554 new patrons, which is just above that for the same period last year. Patron renewals are up 33% from 2,114, to 2817.

Wilson stated that from July to February for both last year and this year patron requests for materials averaged 1,360 per month. He said this indicates a strong demand for reading materials.

Wilson then reported on various library activities including the Youth Services Wellness series for Kids/Parents, World Book Night plans, the library's first Art Expo, and the Friends' Author Luncheon.

E. Cole House: Wilson noted the capital campaign for the Cole House project will run through June 2013. So far, the campaign has raised \$290,000 of the \$450,000 needed to complete the project. Campaign thermometers will be up soon at the library and on Main Street in Valdese.

F. Technology Report: The new computers and printers have been ordered for the Valdese Public Library as part of the LSTA grant, Wilson said. The Horizon SaaS system, he said, continues to work well especially for C.B. Hildebrand. The new phone system still has a couple of bugs that IT is working to fix. Also, Wilson noted, over the next few months, new computers would be installed at all sites.

Unfinished Business: None.

New Business: Wilson reviewed the library's proposed FY 13/14 budget which was submitted to the county earlier in the month. Wilson stated that the proposed budget is basically the same at the current budget. The major difference is that the library is asking for additional book money from Burke County, the City of Morganton, and the Town of Valdese that would allow the library to increase its book spending by \$50,000. Wilson also noted several capital requests in the proposed budget. These added up to \$120,000 and included roof, gutter, and HVAC

replacement/repairs at the Morganton Public Library (\$70,000 – 50/50 split Burke County and Morganton), a contribution to the Cole House project (\$25,000 – Burke County), and HVAC replacement at the Valdese Public Library (\$25,000 – 50/50 split Burke County and Valdese). Wilson noted again for trustees, that increasing funding for books is essential if the library is to be able to fulfill one of its basic functions – that of providing reading materials. He also reaffirmed if those funds are not available it will be necessary to recommend that staff be reduced so funds can be made available to purchase more books. After a brief discussion, a motion to support the budget as submitted to Burke County was made by John Cantrell, seconded by John Whisnant, and approved by the board.

The meeting was adjourned at 5:05pm

The next meeting will be held Tuesday, May 28, 2013, at 4 p.m. in the community room at the Valdese Town Hall.

Submitted by Jim Wilson, Library Director