

Burke County Public Library
Departmental Trustees Meeting
July 23, 2013, 4:00 p.m.
Hildebran Town Hall

Trustees Present: Bakh Alam, John Cantrell, Johnnie Carswell, Rose Ann Childres, Frances Hildebran, Debbie Hodges, Mark Rostan, John Whisnant, Reba Williams, Gail Williamson

Trustees Absent: Deborah Ferris, Anna Wilson

Staff Present: Jim Wilson

Chair Mark Rostan called the meeting to order at 4:02 p.m.

Approval of Minutes: A motion to approve the minutes of May 28, 2013 was made by Frances Hildebran, seconded by Bakh Alam, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson reported that all revenues for FY 12/13 were received as expected with the exception of Fines and Fees which came in at \$39,568 versus the projected \$42,000. Lower circulation, he said, had some effect on the lower amount. Wilson did note that funds exceeding projections came in through State Aid and the E-Rate refund that would more than offset the shortage in Fines and Fees.

Wilson noted the library had received notification of E-Rate approval for FY 13/14 for up to \$16,260. These funds, he said, would not be received until the FY 14/15 budget year.

B. Personnel Report: Information Services Librarian, Page Andersen, Wilson said, has been out on maternity leave since the end of April but has been working part-time which has been very helpful.

Wilson said NC Room Curator, Gale Benfield, was out on leave due to a hip replacement but has returned to work part-time.

The Library Assistant I position made vacant by Barbara Roper's retirement remains unfilled and this has freed up additional funds for books, Wilson said.

Library Assistant Director, Betty Riley, will retire at the end of September, Wilson noted. He will evaluate this position and look into the possibility of some restructuring that would maintain staffing/hours but also free up some additional funds for books.

C. Facilities Report: Wilson said the project is complete with the exception of the installation of the automatic door openers. Wilson said this should be done soon.

He said the repairs to the planter in the Huffman Garden are now complete.

Funds were approved to replace the shingled roof at the Morganton Public Library. Depending on the quotes, there may be sufficient funds to have the copper gutters repaired as well.

Funds were also approved for the HVAC replacement at the Valdese Public Library.

Wilson said Keith Farris with the county is working on getting quotes for these projects.

C.B. Hildebrand site has no major issues.

D. General Library Report: Wilson stated that for July through June, total circulation decreased by 11.8% from 210,095 to 185,213. Morganton is down 8%; Valdese by 19.7% and C.B. Hildebrand by 18.9%.

Computer usage was down 11.9% for the year (9.8% when adjusted for Morganton's closed week) from 32,536 to 28,674.

Patron registration, he said, continues to be strong. Registration and renewals are up 14.8% for the year from 5,201 to 5,971.

Wilson stated that from July to June for both last year and this year patron requests for materials averaged 1,385 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, the Library's Most Wanted Book List, Summer Reading Programs, the Light the Way grant, fall program planning, and the Otto Woerner bequest to the Library Foundation of \$250,000.

E. Cole House: Wilson noted the capital campaign for the Cole House project officially ended June 30, 2013. So far, the campaign has raised \$355,000 of the \$450,000 needed to complete the project. Burke County approved \$12,500 for the project in its FY 13/14 budget. Wilson said there are some good prospects for additional donations. He is working on a grant for \$25,000 to the Cannon Foundation which is due in October.

F. Technology Report: The new computers and printers have arrived for the Valdese Public Library. The Horizon SaaS system, he said, continues to work well especially for C.B. Hildebrand. New phone numbers will be going into effect soon for the Morganton Public Library. Also, Wilson noted, over the next few months, new computers would be installed at all sites.

Unfinished Business: None.

New Business: None

The meeting was adjourned at 4:36pm.

The next meeting will be held Tuesday, September 24, 2013, at 4 p.m. at the Morganton Public Library.

Submitted by Jim Wilson, Library Director