

Burke County Public Library
Departmental Trustees Meeting
September 24, 2013, 4:00 p.m.
Morganton Public Library

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

Trustees Absent: John Cantrell, Johnnie Carswell, Deborah Ferris

Staff Present: Jim Wilson

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

Approval of Minutes: A motion to approve the minutes of July 23, 2013 was made by Anna Wilson, seconded by John Whisnant, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson reported that all revenues were coming in as expected with the exception of Fines and Fees which are \$200 behind their projection. He said lower circulation has had an effect on the amount of fines and fees being paid. He mentioned he will be filing for the library's e-rate reimbursement in the next few weeks.

He noted that expenditures are all on track. Wilson also said that the library meet its MOE (Maintenance of Effort) in regards to State Aid funding.

Wilson mentioned that the library would like to use \$9,000 of its book money to join the NC Digital Library consortium and purchase some additional items for local use only.

He said he had shifted some funds from Client Services to purchase some new staff PCs.

B. Personnel Report: Wilson noted that NC Room Curator, Gale Benfield, was out through October for a hip replacement.

He said that the Library Assistant Director position is being advertised internally. He expects to fill three other positions internally – Librarian, Senior Library Program Specialist, and Library Program Specialist. One position, he said, will be filled externally that of Library Assistant.

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.

Wilson said quotes have been obtained for replacing the shingled roof at the Morganton Public Library. The lowest quote was \$18,950. This will allow the copper gutters to be repaired. The lowest quote to fix the gutters was \$4,585. Both low bids came from Barger-Ashe.

Wilson noted they do not have quotes yet for the HVAC replacement at the Valdese Public Library and that the maintenance contract with Bahnsen Mechanical for those two HVAC units (\$3,000 annually) was not renewed in anticipation of the replacement.

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 Sharyn McCrumb's visit to the library, Hobbit Week, Banned Books Week, Teen Read Week, the Light the Way grant, the American Dream grant, and the Otto Woerner bequest to the Library Foundation.

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: Wilson said 18 new staff PCs have been ordered and once received will be rolled out along with new public PCs.

Unfinished Business: None.

New Business: None

The meeting was adjourned at 4:55 pm.

The next meeting will be held Tuesday, November 26, 2013 at 4:00pm in the community room at the Valdese Town Hall.

Submitted by Jim Wilson, Library Director