

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

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

Trustees Absent: Deborah Ferris, Debbie Hodges, Gail Williamson, Anna Wilson

Staff Present: Jim Wilson

Chair Mark Rostan called the meeting to order at 4:01 p.m.

Approval of Minutes: A motion to approve the minutes of September 24, 2013 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 were coming in as expected with the exception of Fines and Fees which are \$1,100 behind their projection. He said lower circulation has had an effect on the amount of fines and fees being paid.

He mentioned the library will receive \$12,576 in E-Rate reimbursement. This is more than the \$11,000 he had projected in the current budget.

Wilson said that the library had met its Maintenance of Effort for the current year but would actually receive less in state aid because only two libraries statewide had filed to meet MOE. The library will receive \$139,185 which is \$4,815 less than projected. He said he will need to do a budget amendment to reflect these changes in revenue.

He stated the contact to join the NC Digital Library had been approved and the library will move forward with this. This will also require a budget amendment. The library has funds for this.

He noted that expenditures are all on track.

B. Personnel Report: Wilson noted the following regarding library personnel:

1. Gale Benfield, NC Room Curator, has returned to work after her hip replacement surgery.
2. The Library Assistant Director position was filled internally by Information Services Librarian, Page Andersen.
3. The Information Services Librarian position vacated by Andersen was filled externally by Tara Jacumin – starts December 2.
4. Senior Library Program Specialist, Ashleigh Church left to take a position with Repay, Inc. This vacant position was filled internally by Library Program Specialist, Halee Whitesides.
5. The Library Program Specialist position vacated by Whitesides was filled internally by Library Assistant, Claudia Boan.
6. The Library Assistant position vacated by Boan has been advertised externally and is now closed. Received 65 applications. Will fill this asap.
7. Paula Metcalf, part-time Library Assistant at the Valdese Public Library, will retire at the end of December. Will ask to have this position unfrozen.

C. Facilities Report: Wilson noted that the entrance improvements at the Morganton Public Library have all been completed. These include the porch, steps, ramp, railings, and automatic door openers.

He said quotes have been obtained for the gutter repairs (\$4,585) and shingled roof replacement (\$18,950) at the Morganton Public Library. This work will start soon.

Waiting to get quotes on the HVAC replacement at Valdese. Did not renew the service contract (\$3,000) with Bahnson Mechanical for these units.

C.B. Hildebrand site has no major issues, Wilson said. He noted the landlord had repaired some lights that were out and replaced HVAC filters.

D. General Library Report: Wilson reported the following related to library performance for the period July, 2013 through October 2013:

- A. Total circulation is down by 8.6% from 72,268 to 66,048 (Down 9.1% last year) October 2013 up 2.45% compared to October 2012. Trend?

- B. Morganton circulation down 10% (-3.9%). VPL circulation down 3.5% (-18.2%). CBH was down 10.6% (-22.1%).
- C. Computer use is up slightly 1.5% from 10,742 to 10,907.
- D. New patron registration and renewals up 17.4% from 2,088 to 2,451.
- E. Average requests per month was down 1% from 1,504 to 1,488.
- F. Programs – For FY 12/13 – 1,223 programs (18th in the state) with 33,879 attendance (14th in the state).
- G. Circulation Per Capita – FY 12/13 – we ranked 70 out of 80 library systems in the state – 2.084 (high – 22.695, low – 1.101, median – 3.895)

Wilson also mentioned that the library would be visited by their State Library consultant, Lori Special, on December 12. He noted several library events including the Gingerbread House competition, the Star Wars Reading Day, Family Fall Festival, and the Friends Annual Meeting.

- E. Cole House: Wilson noted the capital campaign for the Cole House project officially ended June 30, 2013. So far, the campaign has raised \$405,000 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 submitted a \$25,000 request to the Cannon Foundation and should hear back from them before the end of the year. He said he is ready to move forward with the project with whatever amount they have on hand going into 2014. Burke County, he noted, approved \$12,500 for the project as part of its FY 2013/2014 budget.
- F. Technology Report: Wilson said 18 new staff PCs have been ordered and should be received soon from the County IT department. These will be rolled out along with new public PCs over the next few months.
- Unfinished Business: None.

New Business:

Board Chair, Mark Rostan named the current officers as the nominating committee. New officers will be elected at the January meeting.

Library Director, Jim Wilson, recognized three trustees that will be going off the board at the end of the year. They are: Bakh Alam, Rose Ann Childres, and Mark Rostan. Wilson thanked them for their service and presented each of them with a copy of "The Most Beautiful Libraries in the World" purchased by the Library Foundation.

The meeting was adjourned at 4:32 pm.

The next meeting will be held Tuesday, January 28, 2013 at 4:00pm in the community room at the Hildebran Town Hall.

Submitted by Jim Wilson, Library Director