

Burke County Public Library
Departmental Trustees Meeting
November 25, 2014, 4:00 p.m.
Valdese Town Hall

Trustees Present: John Cantrell, Johnnie Carswell, Judy French, Frances Hildebran, John Whisnant, Reba Williams, Gail Williamson

Trustees Absent: Les Cothren, Deborah Ferris, Debbie Hodges, Anna Wilson

Staff Present: Jim Wilson, Library Director

Board Chair, Reba Williams called the meeting to order at 4:00 p.m.

Approval of Minutes: A motion to approve the minutes of September 23, 2014 as presented was made by Frances Hildebran, seconded by Gail Williamson, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library director, Jim Wilson, said that revenues are coming in on schedule with a couple of exceptions. First, the e-rate reimbursement received was \$2,646 less than what was projected. This was due to reducing some services. State Aid received will be \$1,206 less than what was projected. Wilson said he will do budget amendments to account for the changes in revenue. He also mentioned the library will start collecting the annual technology fee beginning December 1 now that all of the new public computers are installed.

Wilson said expenditures are all on track and that he will file soon for next year's e-rate reimbursement program.

B. Personnel Report: Wilson noted that there are currently no staff vacancies at the library and no staff is out on any extended leave.

C. Facilities Report: Wilson noted there had been some minor flooding at the Morganton Public Library after a hard rain earlier in the week. Wilson said the outside drain backed up and water came into the building through the side staff entrance and the handicap door. There was quite of bit of wet carpet. County staff came and vacuumed up as much of the water as they could. Wilson also said he had asked the city to check the lines for a blockage.

Wilson also said two HVAC units at the Morganton Public Library had been down for several days last week. County staff got them both fixed

and back up and running. The units were installed in 2000.

Wilson gave an update on activities going on behind the library in Morganton. He called public safety to request more patrols. A few weeks ago he found two people asleep on the back stoop at the library. He called public safety and notified them of the issue. Mr. Carswell asked Wilson to go ahead and get an estimate for a fence to secure the area behind the library. Wilson said he would do this.

Wilson noted there were no major issues at present at either the Valdese or C.B. Hildebrand sites.

D. General Library
Report:

Wilson reported the following related to library performance for the period July, 2014 through October 2014:

- A. Total circulation is down by 4.2% from 66,048 to 63,279 (Down 8.6% last year). Horizon Only. Add 2,971 from E-iNC then we are up to 66,250 (0.03%).
- B. Morganton circulation down 5.7% (-10%). VPL circulation down 6.8% (-3.5%). CBH was up 17.4% (-10.6%).
- C. Computer use – will update in January. Use is up at all sites based on observation. Will have to account for days down due to not being in service.
- D. Computer Use – 25,674, (2001), 32,159 (2002), 33,343 (2003), 31,032 (2004), 28,381 (2005), 27,267 (2006), 31,630 (2007), 44,458 (2008), 45,925 (2009), 38,122 (2010), 32,153 (2011), 31,209 (2012), 26,597 (2013)
- E. New patron registration and renewals up 3.2% from 2,094 to 2,161.
- F. Requests were up 4.5% from 5,955 to 6,221.
- G. E-iNC – 498 users with 500+ in monthly circulation.
- H. Programs – Will give 6 month report in January.

Wilson mentioned the Friends of the Library had their September book sale and raised just over \$5,000. Wilson said the Library Foundation and Friends of the Library had sponsored a community reading program, Burke Reads, during October. This year's book, Wilson said, was "The Book Thief." The library's annual Family Fall Festival brought more than 500 people to the front lawn of the Morganton Public Library.

Annual Gingerbread House contest will be underway soon.

E. Cole House: Wilson said pledges continue to be fulfilled at a very high rate – 99.3% and that the Library Foundation is very pleased with this. Wilson said that he, Bakh Alam, and Foundation Director Mark Rostan met with Town of Valdese Planning Director, Larry Johnson to discuss the Cole House project. Primary issue to resolve, Wilson said, is to combine the two parcels into one so a connecting structure can be constructed. Wilson said the county and the Town of Valdese will work this out. The architect s currently working on the site plan and getting things together for the bid package. Wilson said he has three quotes for the asbestos removal. He will proceed with this once the county has put money in his budget for the Cole House. Once the asbestos is removed the BRIDGE crew supervisor said they could help with the demolition.

F. Technology Report: Wilson said all of the new computers have been installed at all sites Still have a few staff computers to install at Valdese. He also said he has some additional network cabling to be done at Morganton and Valdese Wilson said the new wireless system has been installed in Morganton and is working well.He has purchased the same equipment for Valdese and C.B. Hildebrand. Wilson mentioned the library will be installing Internet filtering software in the spring.

Unfinished Business: None.

New Business: None.

The meeting was adjourned at 4:35 pm.

The next meeting will be held Tuesday, March 24, at 4:00pm at the Morganton Public Library.

Submitted by Jim Wilson, Library Director