

Burke County Public Library
Departmental Trustees Meeting
July 28, 2015, 4:00 p.m.
Morganton Public Library

Trustees Present: John Cantrell, Les Cothren, Judy French, Frances Hildebran, Marilee Stettler, John Whisnant, Reba Williams

Trustees Absent: Johnnie Carswell, Joan Rovenstine, Sherry Willard, Gail Williamson

Staff Present: Jim Wilson, Library Director

Board Chair, Reba Williams called the meeting to order at 4:02 p.m.

Approval of Minutes: A motion to approve the minutes of January 27, 2015 as presented was made by Les Cothren, seconded by Frances Hildebran, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Jim Wilson, library director, reported overall revenues for FY 14/15 were fine. He noted the library had received less in state aid and e-rate reimbursement that projected but that for the first time in a few years that fines and fees had exceeded the revenue projection. Wilson said he had submitted budget amendments to account for the differences in revenue collected.

He also noted that in coming years the e-rate reimbursement will likely be less as the program is changing its emphasis to broadband Internet services. Rates for reimbursement for regular local and long distance phone service are being reduced.

Wilson said some changes have been made to the phone/Internet providers for Valdese and C.B. Hildebrand libraries that will result in savings of around \$400 per month.

B. Personnel Report: Wilson said that the library currently had one personnel vacancy – a part-time Page position in the youth services department at the Morganton Public Library. Irina Fein has been hired for this position, he said, and will start in mid-August. He said he expects that Wendy Hildebran will be leaving once she and her husband, Scott, the new city manager in Lenoir complete their move to Lenoir. Also, Wilson said that Ashlyn Alberti, part-time library assistant at Valdese, will be looking for full-time employment as a dental assistant now that she has completed her education.

C. Facilities Report: Wilson said all the capital projects for FY 14/15 at the Morganton Public Library were completed by June 30. These included: fence behind the library, paving, window coverings, tree removal, and chimney repair.

Wilson said capital funds were approved in the FY 15/16 budget for a new roof at the Valdese Public Library.

Wilson said that the C.B. Hildebrand Public Library will relocate to the temporary site sometime after summer reading program is over possibly in October/November. He said he has met with Keith Farris to talk about some of the work that needs to be done at the temporary site.

Wilson said that library stakeholders had a meeting yesterday with the architect and had a chance to provide input for things they wanted to see in the new library/senior center.

D. General Library Report: Wilson reported the following related to library performance for the FY 13/14 to FY 14/15 – July through June.

- A. Total circulation is up by 3.3% from 183,801 to 189,903 (Down 6.2% last year). Horizon and E-iNC
- B. Morganton circulation up 0% (-6.4%). VPL circulation up 1.6% (-5.7%). CBH was up 17% (-6.6%).
- C. Computer use – up 1.4% from 29,269 to 29,679
- 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), 27,043 (2014)
- E. New patron registration and renewals up 23% (19.7%) from 4,532 to 5,581.
- F. Requests are roughly the same 15,938 to 15,623.
- G. E-iNC – 700 users with average 840 uses per month.
- H. Programs – Will update in September when state report is done.

- E. Cole House: Wilson said they are ready to advertise for bids and are just waiting for ad approval. Wilson said pledges continue to be fulfilled at a very high rate – 99.5% and that the Library Foundation is very pleased with this. The Library Foundation, Wilson said, has committed up to \$267,500 towards the project.
- F. Technology Report: Wilson said all of the public and staff computers will be upgraded to MS Office 2013 over the next couple of months. The software was purchased for the library by the Library Foundation through Tech Soup, Wilson said.
- Unfinished Business: None.
- New Business: None.

The meeting was adjourned at 4:58 pm.

The next meeting will be held Tuesday, September 22, at 4:00 pm at the Morganton Public Library.

Submitted by Jim Wilson, Library Director