

Burke County Public Library
Departmental Trustees Meeting
November 24, 2015, 4:00 p.m.
Valdese Town Hall

Trustees Present: Johnnie Carswell, Les Cothren, Frances Hildebran, Marilee Stettler, John Whisnant, Sherry Willard, Reba Williams, Gail Williamson

Trustees Absent: John Cantrell, Judy French, Joan Rovenstine

Staff/Guests 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 September 22, 2015 as presented was made by Gail Williamson, seconded by John Whisnant, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Jim Wilson, library director, reported overall revenues for FY 15/16 were fine. Fines and fees are coming in ahead of schedule, he said.

Wilson noted the library would be receiving some additional revenue for the current fiscal year. He said the library had received \$11,852 in e-rate funds rather than the \$11,000 projected in the budget. Also, the legislature approved an additional \$1,000,000 in recurring state aid funds statewide which increased our state aid from the \$137,000 projected to \$142,287 that will actually be received.

Wilson reminded the board again about the changing emphasis in the e-rate program which will likely decrease the amount of those funds the library received.

B. Personnel Report: Wilson said Donna Crosby was hired for the part-time Library Assistant position at the Valdese Public Library. She started on November 7, he said. Wilson said there are currently no staff vacancies.

C. Facilities Report: Wilson said the Friends of the Library's Book Nook near the front entrance of the Morganton Public Library is complete and has been very popular with library users. Wilson mentioned the article in the News Herald the day before about the Book Nook.

Wilson said the C.B. Hildebrand Public Library successfully made the move to the temporary site. He complimented the work of county general services staff and library staff in making the move so quickly and without problems.

He also noted that the open house for the temporary site went well on the 12th.

Wilson said he met with the county manager, the senior center director, and the architect to finalize the floorplans for the new senior center/library. These floorplans will be submitted to commissioners for consideration in December, Wilson said.

D. General Library
Report:

Wilson reported on the library's performance during FY 15/16 –

- A. Total circulation is down by 4.3% from 66,247 to 63,393 (Unchanged last year). Wilson noted issues with Summer Reading Program online registration and C.B. Hildebrand move as contributing to the lower numbers.
- B. Morganton circulation down 3.5% (-5.7%). VPL circulation down 3.3% (-6.8%). CBH was down 12.8% (17.4%).
- C. Computer use – down 2% from 10,526 to 10,309. Again, the C.B. Hildebrand move contributed to the decrease.
- 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 11.2% (3.2%) from 1,845 to 2,052.
- F. Averaging 1,271 active requests in the system.
- G. E-iNC – 786 users with average 1,133 uses per month.
- H. Programs – For FY 14/15 – 1,193 programs (18th in the state) with 25,585 in attendance (18th in the state). 14th in state in per capita attendance.

E. Cole House:

Wilson said they had the bid opening for the second round of bids on September 21. Two bids were submitted and opened, he said. The low bid was \$1,160,650 for the base bid and additional \$134,900 for the alternates bringing the total to \$1,295,550. Wilson noted this was nearly

three times the project budget of \$450,000. Wilson said he and the architect had met with the low bidder and made some changes in the project to lower the cost. The contractor came back with a new price of \$682,000 which is still far over the project budget. Wilson said he also met with staff from Hickory Construction last week and had them review the plans and make a recommendation about rebidding the original design or redesigning the project before bidding again. Wilson said Hickory Construction recommended a redesign.

Wilson addressed the possibility of tearing down the Cole House and starting the project with a clean slate. He said his concern about doing that was that the money was raised on the premise that the house would be renovated and not torn down. He worried that if the house were torn down how that would affect people's opinion of the library and any future efforts to raise funds. Wilson said he would like to pursue the redesign and if the project still cannot be done within the budget that he could be comfortable pursuing the razing of the Cole House since at that point he thought every effort had been made to make the project work with the available funds. Wilson noted, however, that any decision to raze the property would need to be made by Burke County and the Town of Valdese as they are the owners of the property.

Wilson mentioned that the Library Foundation had received a \$35,500 grant from the Kate B. Reynolds Charitable Trust to fund a demonstration kitchen in the Cole House and to start a diabetes prevention program.

Pledges for the project, he said, continue to come in well. The current rate of fulfillment is 99.5%, said Wilson.

F. Technology
Report:

Wilson said staff continues to work to keep all of the public and staff computers updated. He said there were issues upgrading to MS Office 2013 on the public computers. The applications freeze when being used. Library staff, he said, will do a rollback to MS Office 2010. The library will test MS Office 2016 to see if it can be used on public computers, Wilson noted.

Unfinished
Business:

None.

New Business:

None.

The meeting was adjourned at 4:43 pm.

The next meeting will be held Tuesday, January 26, at 4:00 pm at the C.B. Hildebrand Public Library.

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Submitted by Jim Wilson, Library Director