

Burke County Public Library
Departmental Trustees Meeting
March 22, 2016, 4:00 p.m.
Valdese Town Hall

Trustees Present: John Cantrell, Les Cothren, Erin Mishoe, Marilee Stettler, John Whisnant, Sherry Willard, Reba Williams

Trustees Absent: Johnnie Carswell, Frances Hildebran, Gail Williamson

Staff/Guests Present: Jim Wilson, Library Director

Library Director, Jim Wilson, called the meeting to order at 4:02 p.m.

Nominating Committee: Library Director, Jim Wilson, presented the report from the nominating committee.

The nominating committee desires to place in nomination the following as officers for the Burke County Public Library Board of Trustees – Reba Williams, Chair; John Whisnant, Vice-Chair; Les Cothren, Secretary; and Gail Williamson, Treasurer.

The floor was opened to additional nominations. With none forthcoming, a motion to accept the slate officers from the nominating committee was made by John Cantrell, seconded by Marilee Stettler, and approved by the board.

Approval of Minutes: A motion to approve the minutes of November 24, 2015 as presented was made by Les Cothren, seconded by Marilee Stettler, 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 said he is working on the library's e-rate filing for FY 16/17.

B. Personnel Report: Wilson said the library has filled two vacancies. The Library Assistant position for the Morganton Public Library was filled internally by Library Page, Irina Fein. The Library Page position is currently being advertised through 3/23.

Wilson said they have also made a conditional offer of employment to Jeremy Martin for the Adult Program Coordinator position. He is

scheduled to start April 4. Jeremey is currently employed at the Myers Park branch of the Public Library of Charlotte and Mecklenburg County.

C. Facilities Report: Wilson said he has been contact with County General Services about capital projects for the libraries at Morganton and Valdese for the current fiscal year. General Services said they are working to get quotes for these projects.

Wilson reported the Deputy James Marler is making regular visits to the Morganton Public Library in the afternoons. Morganton Public Safety is also doing some walk-throughs. Staff are very appreciative of their presence at the library.

Wilson said he and other library staff met with the architect for the new library/senior center along with a furnishings consultant to finalize the furnishings schedule (\$118,000 estimate).

D. General Library Report:

A. Total circulation is down by 2.4% from 118,522 to 115,671 (LY +1.6%). SRP issues with registration. Numbers for January/February are up from last year.

B. Morganton circulation down 2.5% (0%). VPL circulation down 2.5% (0.7%). CBH was down 1.6% (20%).

C. Computer use – up 1.5% from 19,850 to 20,157.

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), 29,558 (2015)

E. New patron registration and renewals up 6.5% (19.4%) from 3,223 to 3,433.

F. Averaging 1,151 active requests in the system.

G. E-iNC – 866 users with average 1,187 uses per month.

E. Cole House:

Wilson reported that a pre-bid meeting with prospective contractors for the Cole House project will be held on Friday, April 1. Bids will be opened, he said, on Thursday, May 12.

Wilson said he expects the sidewalk required by the Town of Valdese for the project will be completed in the next several weeks. Wilson said demolition on the house started on March 7 and will last several weeks.

The demolition, he said, will only leave the exterior walls and a portion of the roof structure remaining.

Wilson said he met with Town of Valdese Planning Board to give them an update on the project.

Wilson said they collected nearly all of the pledges. Out of almost \$150,000 in pledges, he said, only \$1,800 remains. Of that \$1,800 he expects to collect maybe \$500 as two of the donors are now deceased.

F. Technology
Report:

With funding from the Library Foundation and the Friends of the Library, Wilson said 12 laptops have been purchased to use for computer classes. This will enable the library to do training at times other than when the library is closed and not have to use the public computers for the training.

Unfinished
Business:

None.

New Business:

Wilson presented proposed amendments to Library Board of Trustees bylaws. (A copy of the proposed amendments is attached with the minutes.) Wilson noted the proposed changes were being recommended by the board's executive committee. He listed the changes as follows –

1. Reduce the size of the board from 12 members to nine members.
2. Include the Mayor of Hildebran (or representative) as a permanent member of the board.
3. Allocate the remaining five non-governmental seats as follows: 2 At-Large, 1 City of Morganton resident, 1 Town of Valdese resident, and 1 Town of Hildebran resident.
4. Move from bi-monthly meetings to quarterly meetings (March, June, September, December).
5. Define a quorum for meetings as a majority of sitting members of the board.
6. Elimination of the Treasurer as an officer of the board.
7. Eliminate language concerning excused absences from board meetings.

Wilson said if approved by the board the bylaws amendments would also need to be approved by the county commissioners to become effective.

After discussion, a motion to approve the bylaws amendments as presented was made by Les Cothren, seconded by John Whisnant, and approved by the board.

The meeting was adjourned at 4:45 pm.

The next meeting will be held Tuesday, May 24, 2016 at the Valdese Town Hall.

Submitted by Jim Wilson, Library Director