

Burke County Public Library
Departmental Trustees Meeting
June 28, 2016, 4:00 p.m.
Valdese Town Hall

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

Trustees Absent: John Cantrell, Frances Hildebran, Erin Mishoe

Staff/Guests 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 the March 22, 2016 meeting as presented was made by John Whisnant, seconded by Les Cothren, 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 and that all projected revenue amounts had been collected.

He mentioned a that more revenue had been collected than projected for State Aid, E-Rate Reimbursement, and Fines and Fees.

Wilson noted the only item not approved in the FY 16/17 budget was his request for four part-time Page positions.

B. Personnel Report: Wilson said the library has filled the vacant part-time Library Page position with Magan Hamby.

He also noted that the library has part-time, temporary help for summer reading program with funds from the Library Foundation.

C. Facilities Report: Wilson said he has spoken with County General Services and that all FY 15/16 capital projects will be carried over to FY 16/17. General Services was not able to get to the library projects due to their volume of work. Also, they mention they had a hard time getting enough quotes for the projects.

Wilson said for FY 16/17 additional capital projects include restroom repairs/renovation, ceiling repair/paint in the front hall, and HVAC unit replacement at the Morganton Public Library. At the Valdese Public

Library rotten wood on the front façade will be repaired, the front façade will be painted, and some wall repair/painting will be done in the children's room.

Funds for construction (\$3,000,000) for the new library/senior center in Hildebran were approved as part of the county's FY 16/17 budget, Wilson said.

Wilson reported the Deputy James Marler continues to make regular visits to the Morganton Public Library in the afternoons.

D. General Library
Report:

- A. Total circulation is down by 0.6% (-2.4% in Feb.) from 158,463 to 157,526. SRP issues with registration.
- B. Total circulation for Jan. 16 through May 16 is up 3.8% over last year.
- C. Jan. – May 2016 -- Morganton circulation up 4.1%. VPL circulation up 0.8%. CBH was up 9.1%.
- D. Computer use – up 2.4% from 27,062 to 27,717
- E. 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)
- F. New patron registration and renewals up 14.9% from 4,510 to 5,184.
- G. Averaging 1,168 active requests in the system.
- H. E-iNC – 957 users with average 1,250 uses per month.

E. Cole House:

Wilson reported that the interior demolition of the Cole House is nearly done and work is progressing on the new sidewalk on Italy Street.

Wilson said the low bid during the second round of bidding came in at \$458,720 (base bid) + \$3,100 (sidewalk alt.) + \$6,600 (amphitheater seating alt.) + \$35,000 (stucco repair/finishing alt.) = \$503,420.

Wilson said there is about \$395,000 left in the budget plus the Library Foundation has given another \$25,000 which bring the total available to \$420,000.

Wilson said costs can be lowered by eliminating the sidewalk and

seating alternates and also separately contracting the stucco repair/finishing. This would save about \$28,700.

Additional savings could come from just having a sealed concrete floor (\$10,000 - \$12,000). That would mean the budget gap, Wilson said, would be down to \$30,000 but with no contingency funds. Adding in a 5% to 10% would mean the budget is short and additional \$22,500 to \$45,000.

Wilson said additional funds will be needed for the project to move forward.

F. Technology
Report:

Wilson noted the library has been awarded an LSTA grant for \$28,000 for a portable computing lab for the Valdese Public Library. He said library continue to regularly update software on all of the library's public computers. Wilson said the library also has plans to upgrade it Horizon library automation software over the summer.

Unfinished
Business:

None.

New Business:

2017-2021 Strategic Plan for the Library – Having reviewed the library's proposed strategic plan prior to the trustee meeting with consultant Dr. Robert Burgin board members had been given an overview of the plan and of the library's goals and objectives. A motion to approve the Library's 2017-2021 Strategic Plan as presented was made by Marilee Stettler, seconded by John Whisnant, and approved by the board.

Patron Registration Policy – Library Director Jim Wilson asked the board to consider making changes to the library's Patron Registration Policy. The first change was to revise the list of surrounding counties whose residents are eligible for free borrowing privileges with the Burke County Public Library. Wilson said the only counties eligible to be on that list were Catawba and Caldwell). The second change he presented involved removing the minimum age requirement to get a library card. Currently someone must be at least 5 years old to have a card. Wilson said there was really no good reason for this as parents will be responsible for a minor child's card no matter the age. He also said parents regularly ask about getting cards for their younger children.

A motion to approve both the changes to the library's Patron Registration Policy was made by John Whisnant, seconded by Gail Williamson, and approved by the board.

The meeting was adjourned at 4:40 pm.

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The next meeting will be held Tuesday, September 27, 2016 at the Morganton Public Library.

Submitted by Jim Wilson, Library Director