

Burke County Public Library
Departmental Trustees Meeting
September 27, 2016, 4:00 p.m.
Morganton Public Library

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

Trustees Absent: Johnnie Carswell, Frances Hildebran,

Staff/Guests Present: Jim Wilson, Library Director

Board Chair, Reba Williams called the meeting to order at 4:02 p.m. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the June 28, 2016 meeting as presented was made by John Whisnant, seconded by Marilee Stettler, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson, noted the library had filed its 2016 State Aid application. Wilson said they should be notified in November as to the amount they will receive. Wilson projected \$142,000 based on the amount received last year.

He noted the deadline to apply for e-rate funds had been extended and that from now on reimbursements would only be done electronically. Wilson also noted the discount rate for basic phone service will go down to 40% and then be phased out totally over the next couple of years.

B. Personnel Report: Wilson said the library will be filling two vacancies. The vacant Adult Program Coordinator position will be filled by Rebecah Bova, formerly with the Town of Hildebran. She will start October 4.

Part-time Library Assistant, Donna Crosby, at Valdese will be leaving on October 7, Wilson said. That position has been advertised and will be filled asap.

C. Facilities Report: Wilson said county General Services is getting quotes to replace the HVAC unit for the front hall at the Morganton Public Library. Wilson estimates the cost at \$17,000.

Wilson said they are still having some issues with people hanging out

near the bushes near the front entrance at Morganton. Wilson has asked Deputy Marler to look at this area when he does his walk-throughs. Wilson said people are using the outside electrical outlet to charge their phones and tablets. They sit in the bushes while doing this. Several patrons have mentioned this and say it makes them uncomfortable. Wilson plans to secure the outlet so it can only be accessed by library staff.

Wilson noted the progress being made on the new library/senior center in Hildebran. He said the grading is done and that work on the foundation will start soon. He also said he hopes a traffic light will be installed at that intersection as it is very busy.

D. General Library
Report:

Wilson reported library statistics for July – August 2016 as compared to the same period last year:

- A. Total circulation is up by 1.3% (-4.9% last year) from 34,396 to 34,831.
- B. Morganton circulation up 1.9%. VPL circulation down 11.8%. CBH was up 33%.
- C. Computer use – up 6.6% from 5,286 to 5,637
- 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 34% from 940 to 1,260.
- F. Averaging 1,274 active requests in the system.
- G. E-iNC – 1,060 users with average 1,684 uses per month. FY15/16 was 15,145.

E. Cole House:

Wilson reported that the Cole House project is no longer viable as sufficient funds could not be obtained for the project. He said after a second round of bidding with a project redesign and negotiating with the low bid contractor that there was still a significant gap between the project cost and the available funds of more than \$50,000.

After speaking with the project's major donor, the Rostan Family Foundation, Wilson said the idea now is to pursue an expansion of the existing building at the Valdese Public Library. The current site plan shows an addition of 4,500 sq. ft. It is estimated, Wilson says, to cost

\$215 per sq. ft for the expansion with a total cost of \$967,000. Wilson says they still have just over \$400,000 left in the Cole House project budget. The Rostan Family Foundation has indicated they would give more money if the county agrees to make a significant financial commitment to the project. Wilson said he discussed this idea with the county manager and he suggested Wilson include a request for funds in his FY 17/18 budget request.

Wilson said he has already sent an email to project donors regarding the status of the Cole House. He plans to follow up with a mailed letter to those donors for whom he does not have an email address. He got feedback from a couple of donors that they were disappointed the project could not proceed.

Wilson said if anyone asked for their donation back that it would be refunded. So far, he said, no one has asked.

F. Technology
Report:

Wilson said the library has ordered some of the items for the LSTA mobile computing lab grant for the Valdese Public Library. They have already done some of the computer classes and will be starting the tablet classes soon.

Wilson said they will reschedule the upgrade to the library's Horizon system once staffing gets back to normal.

Staff continue to do regular software upgrades to the public computers, he said.

Unfinished
Business:

None.

New Business:

None.

The meeting was adjourned at 4:50 pm.

The next meeting will be held Tuesday, December 20, 2016 at the C.B. Hildebrand Public Library. Normal meeting date would be 12/27 but the library will be closed that day for the Christmas holidays.

Submitted by Jim Wilson, Library Director