

Burke County Public Library
Departmental Trustees Meeting
December 20, 2016, 4:00 p.m.
C.B. Hildebrand Public Library

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

Trustees Absent: John Cantrell, Johnnie Carswell, Frances Hildebran,

Staff/Guests Present: Jim Wilson, Library Director

Board Chair, Reba Williams called the meeting to order at 4:04 p.m. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the September 27, 2016 meeting as presented was made by Les Cothren, seconded by John Whisnant, 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 had been notified that the library would receive \$139,533 in state aid for FY 16/17 rather than the \$142,000 he had projected based on the amount received last year.

Wilson noted that the library continues to work on its E-Rate forms. The process to apply and receive reimbursements has been completely overhauled and is all now online and done electronically. There have been many delays during the process. He said the library currently has three years of active forms in process from last year, this year, and next year. He noted again for the board the amount the library receives from this program will continue to go down as the rate to reimburse for basic telephone service is phased out.

Wilson previewed some of the new/one-time items he plans to include in the library's FY 17/18 budget request including funds for equipment/furnishings for the new library in Hildebran, for additional staff for the new library in Hildebran, for a building expansion at the Valdese Public Library, for replacement computers for library staff, for replacement copiers at Morganton and Valdese, and for replacement of HVAC units at the Morganton Public Library.

B. Personnel Report: Wilson said the library has filled the part-time Library Assistant position formerly held by Donna Crosby at the Valdese Public Library with Natalie Beam.

C. Facilities Report: Wilson said the HVAC unit for the front hall at the Morganton Public Library has been replaced at a cost of approximately \$16,500. Wilson noted there are a number of capital projects still to be completed during the current fiscal year.

Wilson said he has secured the outside outlet with a locking cover to discourage folks from hanging out in that area beside the front porch to charge their phones.

Wilson noted the progress being made on the new library/senior center in Hildebran. He said the grading and foundation work is done. The building frame is up and the roof trusses will be coming soon, he said. He also mentioned the possibility of a traffic light being installed at that intersection as it is very busy.

D. General Library Report: Wilson reported library statistics for July – November 2016 as compared to the same period last year:

A. Total circulation is up by 1.75% (-4.3% last year) from 73,747 to 75,041.

B. Morganton circulation up 1.3%. VPL circulation down 5.8%. CBH was up 25.4%.

C. Computer use – up 11.3% from 12,574 to 14,004

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 26.8% from 2,185 to 2,771.

F. Averaging 1,217 active requests in the system. Not include ebooks which is another 300 holds.

G. E-iNC – 1,106 users with average 1,551 uses per month. FY15/16 was 15,145.

H. Programs – For FY 15/16 – 1,258 programs (20th in the state)

with 27,319 attendance (21st in the state). 15th in state in per capita attendance (0.31). YS – 20th in programs, 22nd in attendance. YA – 11th in programs, 9th in attendance. Adult – 24th in programs, 23rd in attendance.

E. Cole House: Wilson said the library will request \$500,000 in the FY 17/18 budget to do an expansion to the existing Valdese Public Library since the Cole House project is no longer viable. The \$400,000 in remaining funds for Cole House project will be used towards an expansion.

F. Technology Report: Wilson said the library has ordered many 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. Classes will be offered in the spring at Morganton and C.B. Hildebrand.

The library, Wilson said, is also looking at applying for an LSTA grant in 2017 to fund a computer lab and makerspace at the new library in Hildebran.

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

Unfinished Business: None.

New Business: Library Fax Policy: Wilson presented a revised version of the library's current Fax Policy. The major change in the policy was the following section:

“Recipient has 5 days (excluding days the library is closed) to pick up the fax. If not picked up the fax will be shredded.

An administrative fee equal to one-half of the fax fee will be charged to the fax recipient for faxes that are not picked up and shredded. This fee is capped at \$5.00 per fax. (A 5 page incoming fax would cost \$5.00. If not picked up and shredded, the administrative fee would be one-half of that amount or \$2.50.)

Any outstanding administrative fees must be paid before any faxes will be released.”

Wilson said this change is proposed to resolve issues with people having faxes sent to the library and then not picking them up promptly or never picking them up at all. He gave the example of a local professional that uses the library fax as his business fax and often does not ever pick up faxes or picks them up after several weeks.

After discussion, a motion to approve the revised Fax Policy was made by Sherry Willard, seconded by Marilee Stettler, and approved by the board.

Nominating Committee: Wilson noted that officers for 2017 will need to be elected at the March meeting. Wilson said he would send out an email asking about interest in serving as an officer.

Trustee Recognition: Wilson and other trustees recognized Reba Williams and John Whisnant for their service to the board and presented them with a gift of a book – “The Most Beautiful Libraries in the World.”

The meeting was adjourned at 5:02 pm.

The next meeting will be held Tuesday, March 28, 2017 in the meeting room at the Valdese Public Library.

Submitted by Jim Wilson, Library Director