

Burke County Public Library
Departmental Trustees Meeting
March 28, 2017, 4:00 p.m.
Valdese Public Library

Trustees Present: John Cantrell, Virginia Cook, Les Cothren, Frances Hildebran, Marilee Stettler, Sherry Willard, Gail Williamson

Trustees Absent: Johnnie Carswell, Erin Mishoe

Staff/Guests Present: Jim Wilson, Library Director

Library Director, Jim Wilson called the meeting to order at 4:02 p.m. It was noted a quorum was present.

Election of Officers: The Nominating Committee reported the following board members would serve as officers for 2017 – Les Cothren, Chair; Gail Williamson, Vice-Chair; and Marilee Stettler, Secretary. Those names were placed in nomination.

A motion to approve Les Cothren as Chair was made by Marilee Stettler, seconded by Frances Hildebran, and approved by the board.

A motion to approve Gail Williamson as Vice-Chair was made by Virginia Cook, seconded by Sherry Willard, and approved by the board.

A motion to approve Marilee Stettler as Secretary was made by Frances Hildebran, seconded by Virginia Cook, and approved by the board.

At that point the meeting was turned over to board chair, Les Cothren.

Approval of Minutes: A motion to approve the minutes of the December 20, 2016 meeting as presented was made by Frances Hildebran, seconded by Sherry Willard, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Wilson noted that the library continues to work on its E-Rate forms. Due to issues with the new electronic filing system the deadline to file has been extended, Wilson said.

Wilson previewed the library's proposed FY 17/18 budget noting some of the more significant items that were included such as additional staff for the new library in Hildebran, a building expansion at the Valdese Public Library, replacement computers for library staff, replacement

copiers at Morganton and Valdese, and replacement of HVAC units at the Morganton Public Library.

B. Personnel Report: Wilson reported the library currently has no vacancies and will soon make decisions about temporary staff hires through the Library Foundation for summer reading programs.

C. Facilities Report: Wilson noted there are a number of capital projects still to be completed during the current fiscal year at the Morganton and Valdese Public Libraries. No capital projects from FY 15/16 were completed, he said, and were carried over to the current fiscal year.

At Morganton, the only item completed so far is the HVAC replacement. Wilson said the new roof for the Valdese Public Library should start soon.

Wilson noted the progress made on the new library/senior center in Hildebran. He said with a couple of exceptions the exterior of the building was complete and the drywall would be going up soon once the wiring was complete.

Wilson said interior finishes have been selected and that equipment and furnishings will be ordered soon.

He thinks everyone will be very pleased with the new building when it opens in July/August.

D. General Library Report: Wilson reported library statistics for July 2016 – February 2017 as compared to the same period last year:

- A. Total circulation is unchanged (-2.4% last year) from 115,635 to 115,888.
- B. Computer use – up 13.2% from 19,850 to 22,464.
- C. New patron registration and renewals up 33.5% from 3,014 to 4,023.
- D. Averaging 1,217 active requests in the system. Not include ebooks which is another 300 holds.
- E. E-iNC – 1,197 users with average 1,551 uses per month. Circulation for FY 16/17 to date is 12,411.

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E. Cole House:

Wilson said the library requested \$250,000 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. Another \$250,000 will be requested in FY 18/19. With the \$400,000 in remaining funds from the Cole House project there will be approximately \$900,000 for the expansion.

Wilson said the remaining Cole House structure will be torn down. He said County General Services is getting quotes on demolition.

F. Technology
Report:

Wilson said the library has ordered most of the items for the LSTA mobile computing lab grant for the Valdese Public Library. Spring computer/tablet classes are underway and will finish in April.

Wilson said the library has submitted an LSTA grant application for \$24,000 for a makerspace/mobile computer lab for the new library in Hildebran. Grant awards will be announced in June.

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

Unfinished
Business:

None.

New Business:

None.

The meeting was adjourned at 5:02 pm.

The next meeting will be held Tuesday, June 27, 2017 in the meeting room at the Morganton Public Library.

Submitted by Jim Wilson, Library Director