

Burke County Public Library
Departmental Trustees Meeting
June 27, 2017, 4:00 p.m.
Morganton Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Virginia Cook, Erin Mishoe, Marilee Stettler, Sherry Willard, Gail Williamson

Trustees Absent: Les Cothren, Frances Hildebran

Staff/Guests Present: Jim Wilson, Library Director; Scott Carpenter, Deputy County Manager

In the absence of the Chair, Gail Williamson, Vice-Chair, 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 March 28, 2017 meeting as presented was made by Marilee Stettler, seconded by John Cantrell, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Wilson noted he had submitted budget amendments to make final adjustments to the library revenues and expenses for the current fiscal year. Wilson said the library had taken in less revenue for State Aid (\$2,467) and E-Rate (\$1,480) and had greater than budgeted expenses for Custodial (\$4,605).

Wilson said he has filed E-Rate forms for FY 17/18.

Wilson presented the approved FY 17/18 budget to the board and noted several highlights including the \$250,000 in capital funds for the Valdese Public Library expansion. He said a second \$250,000 will be requested in the FY 18/19 budget. Wilson also mentioned the additional staff approved for the C.B. Hildebrand Public Library as they are preparing to move into their new building soon.

B. Personnel Report: Wilson said they have interviewed for the new library staff positions – Library Assistant (FT), Library Assistant (PT), and Library Page (PT).

Wilson said he will ask County Commissioners to reallocate the Library Assistant (FT) from CBH to VPL and to move a Library Program Specialist (FT) from VPL to CBH. This will give both sites a better balance of public service and program staff. This is change, he said, will allow CBH to offer 5 weekly children's programs rather than just 2.

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.

At Morganton, the only items completed this year are the HVAC replacement and the replacement of restroom floors. The projects done at the Valdese Public Library are the new roof and some repairs to the front facade. Wilson said he will ask again to have capital funds rolled over to the current year so the remaining projects can be done.

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 gave a status report on the new library/senior center in Hildebran. He said all of the equipment and furnishings had been ordered. Most items, Wilson noted, would arrive on time for the grand opening scheduled for August 4. Some of the tables and chairs coming from Germany may not be on-site until the third week of August.

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

- A. Total circulation is unchanged (-0.6% last year) from 157,538 to 157,958.
- B. Computer use up 11.8% from 27,717 to 30,996
- C. New patron registration and renewals up 40.5% from 3,637 to 5,110.
- D. Averaging placing 1,154 requests per month and filling 1,564. Not include ebooks which is another 300+ holds.
- E. E-iNC – 1,262 users with average 1,607 uses per month (17,678) FY15/16 was 957 users with 1,242 uses per month (13,662).

E. Technology Report: Wilson told the board the library had been awarded an LSTA grant for \$24,000+ for a makerspace/computer lab at the new C.B. Hildebrand Public Library. Wilson said they will be partnering with the public schools on this project which will center on the use of 3-D printers.

Unfinished None.
Business:

New Business: None.

The meeting was adjourned at 4:55 pm.

The next meeting will be held Tuesday, September 26, 2017 in the meeting room at the C.B. Hildebrand Public Library.

Submitted by Jim Wilson, Library Director