

Burke County Public Library
Departmental Trustees Meeting
September 26, 2017, 4:00 p.m.
C.B. Hildebrand Public Library

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

Trustees Absent: John Cantrell, Erin Mishoe

Staff/Guests Present: Jim Wilson, Library Director

Board Chair, Les Cothren, called the meeting to order at 4:02pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the June 27, 2017 meeting as presented was made by Virginia Cook, seconded by Sherry Willard, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson said that revenues are coming in on schedule. Fines and fees are slightly ahead of last year, he said.

Wilson noted the City of Morganton sent their contribution in one check rather than in monthly installments.

The Town of Hildebran, he said, is giving an additional \$500 this year for a total of \$4,500.

Wilson said he has filed the library's annual State Aid application and expects to get an additional \$5,000 or so based on the legislature appropriating \$500,000 in non-recurring state aid in addition to the regular recurring funds.

He said he is getting ready to file the for library's E-Rate reimbursement for FY 16/17.

B. Personnel Report: Wilson said all of the new positions are filled – Melissa West (Library Assistant FT), Devin DeCanio (Library Assistant PT), and Lorie Rehberger (Page PT). He did say that Rehberger had just given her notice to accept employment with the hospital in Morganton. He will ask to have that position advertised asap.

C. Facilities Report: Wilson said the Perkins Heating and Air will do the 4 unit HVAC replacement at the Morganton Public Library. This leave one more unit to replace in FY 18/19. At that point all of the units will have been replaced. The original 7 units were installed in 1999.

Capital projects carried over from prior years to the current year include, Wilson said, repair, paint front hall ceiling at MPL, replace restroom partitions at MPL, repair rotten wood at MPL, exterior paint at MPL, repair rotten wood at VPL, and exterior paint at VPL. There are no new capital projects for VPL during the current fiscal year Wilson said.

Wilson noted the grand opening of the new library and senior center in Hildebran was a great success. He said there is a punch list of items to be taken care of such as adhesive on floors, sheetrock repair, toilet flush valves.

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

- A. Total collection use is up 7.9% from 207,678 last year to 224,118 this year.
- B. Computer use up 8.5% from 30,170 to 32,742
- C. New patron registration and renewals up 45.1% from 3,918 to 5,686.
- D. Averaging placing 1,156 requests per month and filling 1,835. Not include ebooks which is another 300+ holds.
- E. E-iNC – 1,268 users with average 1,628 uses per month (19,541) FY15/16 was 958 users with 1,262 uses per month (15,145).
- F. Programs – For FY 16/17 – 1,239 programs with 28,062 attendance.
- G. Door count was up 4.5% from 127,855 to 133,680.

E. Technology Report: Wilson said the library had been awarded and LSTA grant for \$24,000 for a makerspace/STEM lab at the C.B. Hildebrand Public Library and that they were ordering laptops and the 3D printers for classes starting in November.

He also said the library had successfully moved all of the computers

from the old site to the new one. IT staff made sure it went smoothly and that everything worked.

Unfinished

Business: None.

New Business: Discussion of Disruptive Behavior Policy.

The meeting was adjourned at 4:48 pm.

The next meeting will be held Tuesday, December 19, 2017 in the meeting room at the Valdese Public Library.

Submitted by Jim Wilson, Library Director