

Burke County Public Library  
Departmental Trustees Meeting  
**January 23, 2018 at 4:00 p.m.**  
Valdese Public Library

Trustees Present: John Cantrell, Johnnie Carswell,, Frances Hildebran, Wendell Hildebrand,  
Erin Mishoe, Marilee Stettler, Sherry Willard

Trustees Absent: Les Cothren

Staff/Guests Present: Jim Wilson, Library Director

In the absence of the Chair and Vice-Chair, board Secretary, Marilee Stettler, called the meeting to order at 4:00pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the September 26, 2017 meeting as presented was made by Johnnie Carswell, 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 said the library has been notified that it will receive an additional \$6,533 in state aid (non-recurring) this fiscal year. He said he would like to use this for some repairs/refurbishment in the youth services workroom in Morganton.

He said that the library received \$940 more than projected in e-rate reimbursement. Wilson noted again for the board that this source of revenue is decreasing due to changes in the program. For the next fiscal year he estimates only \$1,900 in revenue.

Wilson said he will make his FY 18/19 budget presentation to county commissioners on February 23. Beyond the regular budget, he plans to request an additional full-time Library Assistant I for CBH (\$36,500), \$250,000 for the VPL expansion, \$26,500 for HVAC and lights at MPL, and \$20,000 for replacement computers at MPL.

B. Personnel Report: Wilson said the library is fully staffed with no vacancies. He said the library hired Kandice Gallion as the part-time Page at CBH and Mary Ledford as the part-time Library Assistant at CBH. He also noted the library currently has three staff working on their MLS degrees – Lizzie

Whisnant, Devin DeCanio, and Mary Ledford.

C. Facilities Report: Wilson said the HVAC replacement at MPL was complete. Perkins Heating and Air replaced 4 units. Wilson said that leaves only one more to replace during FY 18/19. That unit serves the computer/nonfiction area.

He noted again some capital projects carried over from prior years to the current year including: 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 reported they had received 6 responses to the RFQ for an architect for the VPL expansion/renovation and that the firm Holland & Hamrick from Shelby had been selected. This is the same firm that did the new library/senior center in Hildebran. He also said the demolition of the Cole House was finally complete. It cost \$9,950, he said, to raze the remaining structure and fill in the abandoned well.

Wilson told the board about the defective sprinkler head that went off in the demonstration kitchen at CBH. There was damage to the ceiling and wall in that room. Water spread across the floor of much of the library until the water was finally cut off to the sprinkler. Other damage was noted in several areas to sheetrock adjacent to the floor and some of the wooden endcaps on shelving. Most of the punch list items are done. Staff are still reporting issues with the phone system. IT, Wilson said, is working to resolve those issues.

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

- A. Total collection use is up 8.3% from 86,572 last year to 93,844 this year. MPL up 3.4%, VPL up 2.7%, and CBH up 32.4%
- B. Computer use down 3.2% from 14,952 to 14,478 (CBH closure to move).
- C. New patron registration and renewals up 53% from 2,288 to 3,504.
- D. Averaging placing 1,081 requests per month and filling 1,646. Not include ebooks which is another 400+ holds.
- E. E-iNC – 1,448 users with average 1,905 uses per month (11,431) FY16/17 was 1,268 users with 1,628 uses per month (19,541).
- 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 done several classes with the new 3D printers and they all had gone well. He said they still have some equipment to order for the CBH lab.

Unfinished  
Business:

None.

New Business:

Behavior and Conduct Policy – Wilson reviewed the revised policy with the board and noted the changes. It was agreed to remove the word “unauthorized” for the item stating “Carrying unauthorized weapons of any sort.” After discussion, a motion to approve the policy with the change above was made by Frances Hildebrand, seconded by John Cantrell, and approved by the board.

Bags and Personal Items Policy – Wilson reviewed this new policy with the board which he said was an extension of the behavior policy. Wilson said he and the staff felt it was necessary to limit some of the types of items that may be brought into the library such as large bags or backpacks. After discussion, a motion to approve the policy as presented was made by John Cantrell, seconded by Frances Hildebran, and approved by the board.

The meeting was adjourned at 4:54 pm.

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

Submitted by Jim Wilson, Library Director