

Burke County Public Library  
Departmental Trustees Meeting  
**March 27, 2018 at 4:00 p.m.**  
Morganton Public Library

Trustees Present: Johnnie Carswell, Les Cothren, Wendell Hildebrand, Marilee Stettler, Sherry Willard

Trustees Absent: John Cantrell, Frances Hildebran, Erin Mishoe

Staff/Guests Present: Jim Wilson, Library Director

Library Director, Jim Wilson called the meeting to order at 4:03pm. It was noted a quorum was present.

Election of Officers: Library Director, Jim Wilson noted to the board that it was time to elect officers for the coming year. Wilson said the following board members were willing to serve in the following capacities for the next year – Les Cothren, Chair; Sherry Willard, Vice-Chair; and Marilee Stettler, Secretary. A motion was made by Johnnie Carswell to accept that slate of officers. The motion was seconded by Les Cothren and approved by the board. Afterwards, Chair Cothren assumed the gavel for the remainder of the meeting.

Approval of Minutes: A motion to approve the minutes of the January 23, 2018 meeting as presented was made by Sherry Willard, seconded by Marilee Stettler, and approved by the board.

Correspondence: None.

Director's Report: Library Director, Jim Wilson said that revenues are coming in on schedule. Fines and fees are slightly ahead of last year, he said. (\$26,854 this year vs. \$25,342 last year).

A. Financial Report: Wilson said he is working on the FY 18/19 budget request. 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.

He also noted he has submitted the library's e-rate application for FY 18/19. The only eligible expenses for reimbursement are Internet at VPL and CBH.

B. Personnel Report: Wilson said the library is fully staffed with no vacancies.

He said the library is doing an overall review of scheduling to address

staff concerns and assess staffing needs and patterns.

C. Facilities Report: Wilson noted there were several capital projects still remaining at the Morganton Public Library including exterior painting, repair of rotten wood, and exterior lights.

Wilson said they are finalizing the architect's contract for the Valdese Public Library renovation/expansion. He said preliminary drawings are underway and the addition will be about 3,000 sq. ft. Wilson went through the drawings pointing out various features that would be part of the expansion. Of the approximately \$900,000 available for the project, roughly \$200,000 is estimated to be needed for renovation of the existing building.

Wilson said most of the repairs related to the sprinkler head flood at C.B. Hildebrand are done.

He also said there are still a few punch list items left to fix.

Wilson said IT continues to work on issues related to the phone system for the library and senior center.

D. General Library Report: Wilson reported library statistics for July 2017 – February 2018 as compared to the same period last year:

- A. Total collection use is up 7.6% from 112,881 last year to 121,417 this year. MPL up 2.2%, VPL unchanged, and CBH up 37.5%
- B. Computer use unchanged from 22,464 to 22,479.
- C. New patron registration and renewals up 51% from 2,911 to 4,400.
- D. Averaging placing 1,079 requests per month and filling 1,582. Not include ebooks which is another 400+ holds.
- E. E-iNC – 1,524 users with average 1,954 uses per month (15,638) 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 they have ordered the replacement computers for library staff – 11 at MPL, 4 at VPL, and 3 at CBH.

Still have one or two items to order for the computer lab at CBH, he said.

Wilson said he plans to request funds in the FY 18/19 budget to implement mobile printing at all library locations.

Unfinished  
Business: None.

New Business: None.

The meeting was adjourned at 4:35 pm.

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

Submitted by Jim Wilson, Library Director