

Burke County Public Library
Departmental Trustees Meeting
June 26, 2018 at 4:00 p.m.
C.B. Hildebrand Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Jennie Cook, Wendell Hildebrand, Marilee Stettler, Sherry Willard

Trustees Absent: Les Cothren, Frances Hildebran, Erin Mishoe

Staff/Guests Present: Jim Wilson, Library Director

In the absence of the Chair, Les Cothern, Vice-Chair Sherry Willard called the meeting to order at 4:01 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the March 27, 2018 meeting as presented was made by Johnnie Carswell, seconded by Jennie Cook, 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. (\$38,051 this year vs. \$36,981 last year).

Wilson gave an overview of the library's FY 18/19 budget request. The county manager's recommended budget included the library's requests as submitted with no significant changes, Wilson said.

Wilson said e-rate funds for FY 18/19 were approved up to \$2,880 for Internet at Valdese and C.B. Hildebrand.

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

Wilson said the library is preparing to do a comprehensive scheduling review to address staff issues and concerns and the expansion of library hours.

Wilson reported the new library assistant position at C.B. Hildebrand will be advertised soon. Right now the library is fully staffed, Wilson noted.

Wilson told the board that longtime library staff member Jeannie Logan will retire at the end of the year. She will retire will 39 years of service.

C. Facilities Report:

Wilson said there have been some minor repairs at the Morganton

location. These involved an outside water faucet and electrical outlets.

Wilson gave an update on the expansion/renovation project at Valdese. The architect, he said, continues to work on the plans. Wilson said the timeline from the architect is to have the project ready to bid in September with construction to start later in October. The architect, Wilson said, estimates construction/renovation to take 9-10 months.

Wilson said all 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 such as excess grout on the tile floors.

Wilson said IT continues to try to resolve issues related to the library/senior center phone system.

D. General Library
Report:

Wilson reported library statistics for July 2017 – May 2018 as compared to the same period last year:

- A. Total collection use is up 7% from 154,126 last year to 164,993 this year. MPL up 2.5%, VPL unchanged, and CBH up 40%
- B. Computer use down 0.5% from 31,142 to 30,942.
- C. New patron registration and renewals up 53% from 3,833 to 5,860.
- D. Averaging placing 1,082 requests per month and filling 1,579. Not include ebooks which is another 400+ holds.
- E. E-iNC – 1,593 users with average 2,040 uses per month (22,447). FY16/17 was 1,236 users with 1,477 uses per month (17,735).
- 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 all 14 new staff computers have been installed.

All items for the LSTA grant at C.B. Hildebrand have been received, said Wilson.

Mobile printing is working at Morganton, Wilson said, and will be installed in the new fiscal year at Valdese and C.B. Hildebrand.

Unfinished
Business:

None.

New Business: None.

The meeting was adjourned at 4:40 pm.

The next meeting will be held Tuesday, September 25, in the meeting room at the Valdese Public Library.

Submitted by Jim Wilson, Library Director