

Burke County Public Library
Departmental Trustees Meeting
September 25, 2018 at 4:00 p.m.
Valdese Public Library

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

Trustees Absent: Johnnie Carswell, Les Cothren, Sherry Willard

Staff/Guests Present: Jim Wilson, Library Director

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

Approval of Minutes: A motion to approve the minutes of the June 26, 2018 meeting as presented was made by John Cantrell, 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 behind last year, he said. (\$7,145 this year vs. \$8,090 last year).

Wilson said the library has completed and submitted its application for State Aid to Libraries. He said they will know what amount they will receive in November.

Wilson also said the library is getting ready to file for its annual e-rate reimbursements.

B. Personnel Report: Wilson said the library is advertising for a part-time Library Assistant at C.B. Hildebrand.

He reported the library had hired Danielle Townsend to fill the vacant Adult Program Coordinator position.

Kathy Nivanh was hired, Wilson said, to fill the new full-time Library Assistant position.

Wilson also said that former Burke County employee Margaret Shoemake was hired to fill the vacant part-time Page position at C.B. Hildebrand.

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 Public Library including new railings at the West Concord Street steps. He also noted the Friends of the Library Book Nook would be moved to the opposite side of the front doors so the Young Adult collection would have some additional shelving. The Library Foundation, he said, would fund the new shelves. Wilson said work on the facility study is proceeding and the architect is working on sketches of what a new and expanded library might look like at the current location.

Wilson gave an update on the expansion/renovation project at Valdese. He said the plans are finished and the project is on schedule to be bid in October with a bid opening on November 6. Construction and renovation is expected to take 10 months, Wilson said.

Wilson said the punch list at C.B. Hildebrand is complete except for some work on the grout on the floors. The floors were worked on over the weekend. Most of the phone issues have been addressed, he said.

D. General Library Report:

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

- A. Total collection use is up 5.0% from 224,118 last year to 235,398 this year.
- B. Computer use up 3.6% from 32,742 last year to 33,929 this year.
- C. Items in the collection up 2.7% from 134,391 last year to 138,016 this year. Added 3,851 book volumes (10 double-sided, 7 shelves per side ranges).
- D. SRP for children and young adults -- \$ spent v. participation – programs and attendance 20% to 25% of annual total. Spend 50% of programming funds on SRP. Look at alternatives for FY 19/20. Spend more proportionately on SRP -- Staffing, prizes, and programs.
- E. E-Books/Audio/Video – 1,600 users with average 2,055 uses per month (24,663) FY16/17 was 1,268 users with 1,571 uses per month (18,854).

F. Programs – For FY 17/18 – 1,308 programs (up 5.6%) with 29,883 attendance (up 6.5%). For FY 16/17 – 1,239 programs with 28,062 attendance.

G. Door Count was up 5% from 133,680 to 140,401

H. Website visits – Up 22.8% from 161,622 to 198,418

I. Reference Transactions down 8.4% from 23,556 to 21,736 (weekly sample).

E. Technology Report: Twenty new public PCs for Morganton are being staged by county IT and should be delivered to the library soon, Wilson said.

Wilson said the equipment for the Community Connections grant has been ordered.

Unfinished Business: None.

New Business: None.

The meeting was adjourned at 4:45 pm.

The next meeting will be held Tuesday, December 18, in the meeting room at the Morganton Public Library.

Submitted by Jim Wilson, Library Director