

Burke County Public Library
Departmental Trustees Meeting
June 25, 2019 at 4:00 p.m.
Morganton Public Library

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

Trustees Absent: Jennie Cook, Frances Hildebran

Staff/Guests Present: Jim Wilson, Library Director; Scott Carpenter, Deputy County Manager/
Planning Director

Board Chair, Les Cothren 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 26, 2019 meeting as presented was made by Marilee Stettler, seconded by Sherry Willard, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson said that revenues for the current fiscal year are all received. He noted the library will not meet its projection for fines and fees. He said they will be about \$2,500 short but said additional revenues for E-Rate and Stat Aid would more than make up the difference.

Wilson went over the library's approved budget for FY 19/20. He said the biggest change in the budget was the \$10,000 reduction in funding from the Town of Valdese. This means, he said, the town will fund \$40,000 for the library. Wilson said that reduction would need to made up through a reduction in the book budget. The town may consider additional funding later in the fiscal year.

Overall, Wilson said this was a very good budget. He mentioned the county pay study and that nearly all staff had been reclassified to higher pay grades. The county also provided a 3% COLA for all county employees.

B. Personnel Report: Wilson said Lizzie Whisnant left April 5 to become the Circulation Supervisor at the McDowell County Public Library. Her Library Program Specialist position was filled internally by Kim Cozart. Cozart's Library Assistant position, he said, was filled internally by part-time Library Assistant Natalie Beam. Beam's position, Wilson noted,

was filled by part-time Library Page, Magan Hamby. Hamby's position was filled externally by Denise Simmons. She is now a part-time Page at CBH. Wilson also said that Assistant Director, Page Andersen, has returned from maternity leave on a part-time basis. She will be back full-time in August.

C. Facilities Report:

Morganton – Wilson said the light kits for the front hall fixtures are in and the test unit worked well. He will schedule maintenance to come and install the kits in the existing lights. The retro kits were only \$60 each which was much less than \$300 each for a new fixture.

Valdese – Wilson gave a progress report on the Valdese Public Library expansion and renovation project. He said the contractor, T.C. Strickland expects the addition to be mostly complete by the end of July. The contractor will start renovation of the existing building in August.

C.B. Hildebrand – Wilson reported that the light fixture that shorted out and caught fire has been fixed and replaced.

D. General Library Report:

Wilson reported library statistics for July 2018 – May 2019 as compared to the same period last year:

- A. Collection use is up 1.94% from 164,993 last year to 168,202 this year.
- B. Computer use up 5.89% from 30,942 last year to 32,760 this year.
- C. Items in the collection up 2.94% from 137,194 last year to 141,229 this year. Added 4,035 book volumes.
- D. Patrons Registered/Renewed down 7.3% from 5,860 last year to 5,432 this year.
- E. E-Books/Audio/Video – Registered users up 23.4% from 1,593 last year to 1,966 this year.
- F. E-Books Circulation up 22.3% from 22,337 last year to 27,329 this year.

E. Technology Report:

Wilson said that mobile printing has been installed at Valdese and C.B. Hildebrand. It is being tested now and they plan to deploy sometime in July.

Unfinished Business: None.

New Business: None.

The meeting was adjourned at 4:49 pm.

The next meeting will be held Tuesday, September 24, in the meeting room at the Valdese Public Library if permitted by the expansion/renovation project otherwise it will be at Morganton.

Submitted by Jim Wilson, Library Director