

Burke County Public Library  
Departmental Trustees Meeting  
**September 24, 2019 at 4:00 p.m.**  
Morganton Public Library

Trustees Present: Johnnie Carswell, Jennie Cook, Les Cothren, Frances Hildebran, Wendell Hildebrand, Marilee Stettler, Sherry Willard

Trustees Absent: John Cantrell

Staff/Guests Present: Jim Wilson, Library 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 reported that revenues are coming in as projected. He noted the library is a little on collections for Fines and Fees. State Aid, Wilson said, has not yet been determined but the library has filed its application for State Aid to Libraries. He said the funds for the Valdese project won't rollover into the FY 19/20 budget until the FY 18/19 budget is closed.

B. Personnel Report: Wilson said that former library employee Lizzie Whisnant would be returning to the Burke County Public Library as the Young Adult Program Coordinator beginning September 28, 2019. Wilson noted Lizzie had left the library in April to become the circulation supervisor at the McDowell County Public Library.

C. Facilities Report: Morganton – Wilson said the library had worked with the City of Morganton and the Library Foundation of Burke County to create a memorial garden for Laura Ervin Smith for her contributions to the beautification of Morganton. Ms. Smith was a former member of City of Morganton Community Appearance Advisory Committee and the Library Foundation of Burke County.

Valdese – Wilson gave a progress report on the Valdese Public Library expansion and renovation project. He said the addition is done with the exception of a few small items. In the existing building, Wilson said, the lights and ceilings have been replaced. New flooring and painting will be done next. He said all equipment and furnishings have been ordered.

Wilson said the Friends of the Library had contributed \$6,000 towards landscaping.

C.B. Hildebrand – Wilson reported there were no issues at the library at this time.

D. General Library  
Report:

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

- A. Collection use is up 5.41% from 235,398 last year to 248,135 this year.
- B. Computer use up 4.7% from 33,929 last year to 35,524 this year.
- C. Items in the collection up 2.7% from 138,016 last year to 141,286 this year. Added 3,270 book volumes.
- D. Patrons Registered/Renewed up 26.2% from 4,678 last year to 5,903 this year.
- E. E-Books/Audio/Video – Registered users up 23.5% from 1,600 last year to 1,976 this year.
- F. E-Books Circulation up 21.5% from 24,706 last year to 30,027 this year.
- G. Programs up 5.4% by from 1,308 last year to 1,379 this year.
- H. Program Attendance up by 1% from 29,883 to 30,186
- I. Meeting Room Use up 153% from 81 last year to 205 this year.
- J. Meeting Room Attendance up 158% from 660 last year to 1,703 this year.

E. Technology  
Report:

Wilson said that mobile printing has been installed at Valdese and C.B. Hildebrand. It has been tested and will implemented once the conversion to Toshiba is complete.

Unfinished  
Business:

None.

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New Business:           None.

The meeting was adjourned at 4:35 pm.

The next meeting will be held Tuesday, December 17, in the meeting room at the Valdese Public Library.

Submitted by Jim Wilson, Library Director