

Burke County Public Library  
Departmental Trustees Meeting  
**December 17, 2019 at 4:00 p.m.**  
Valdese Public Library

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

Trustees Absent: Wendell Hildebrand

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

Board Chair, Les Cothren called the meeting to order at 4:04 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the September 24, 2019 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 reported that revenues are coming in as projected. He noted the library is still ahead on collections for Fines and Fees but that November through February are slow months. State Aid, Wilson said, was project at \$140,000 and came in at \$140,788.

B. Personnel Report: Wilson said all positions are filled and things are going well.

C. Facilities Report: Morganton – Wilson said that new lights in the front hall have been installed and are working well. It's nice to have all the lights instead of just half, he said. Wilson said they have ordered a new lock for the outside book box. He would really like to look at getting a larger book box like the ones at Valdese and C.B. Hildebrand. The book box at Morganton, he said, 20 years old.

Valdese – Wilson gave a progress report on the Valdese Public Library expansion and renovation project and noted the project is complete. He said just over 100 people attended the grand reopening on November 15. The contractor is working on a few punch list items. Staff and the public, Wilson said, are very pleased with the expanded and renovated facility.

C.B. Hildebrand – Wilson reported there were no issues at the library at this time. Patton Cleaning has been asked to do a deep cleaning of the building.

D. General Library Report: Wilson reported library statistics for July 2019 – November 2019 as compared to the same period last year:

- A. Collection use is up 7.53% from 70,378 last year to 75,679 this year.
- B. Computer use up 11.6% from 13,293 last year to 14,838 this year.
- C. Items in the collection up 1.88% from 138,539 last year to 141,139 this year. Added 2,600 book volumes.
- D. Patrons Registered/Renewed down 10.7% from 3,002 last year to 2,681 this year.
- E. E-Books/Audio/Video – Registered users up 20.5% from 1,760 last year to 2,120 this year.
- F. E-Books Circulation up 8.99% from 12,352 last year to 13,462 this year.
- G. Revamping of Summer Reading Program – numbers, budget, learning programming – making changes – no registration, no recording of books or minutes read, fewer incentives

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 in the next week or so.

Wilson said the library's NC Cardinal application was accepted and the migration is scheduled between March and May 2021.

Unfinished Business: None.

New Business: None.

The meeting was adjourned at 4:40 pm.

The next meeting will be held Tuesday, March 24, in the meeting room at the C.B. Hildebrand Public Library.

Submitted by Jim Wilson, Library Director