

Burke County Public Library  
Departmental Trustees Meeting  
**September 22, 2020 at 4:00 p.m.**  
C.B. Hildebrand Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Browning Rochefort, Marilee Stettler, Roy Sweezy, Sherry Willard

Trustees Absent: Jennie Cook, Les Cothren, Wendell Hildebrand

Staff/Guests Jim Wilson, Library Director

Present:

In the absence of the board chair, vice-chair, Sherry Willard, called the meeting to order at 4:02 pm and noted there was a quorum present.

Approval of Minutes: A motion to approve the minutes of the June 23, 2020 meeting as presented was made by Roy Sweezy, seconded by John Cantrell, and approved by the board. (Later in the meeting Marilee Stettler noted a correction needed to be made to those present/absent at the June 23 meeting. Those changes were noted.)

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson thanked board member Roy Sweezy along with two other Valdese Town Council members – Frances Hildebran and Andy Thompson for their support of library funding from the town for FY 20/21.

Wilson noted that COVID-19 continues to have a significant impact on the library's collection of fines and fees. Wilson estimates the library will collect one-third to one-half of the usual amount. He said the library has prepared for this and will reduce the amount of program reimbursement to the Library Foundation as needed to make up for the decrease in revenue.

Wilson stated the library had just submitted its application for State Aid to the State Library. The application is necessary for the library to receive approximately \$140,000 in State Aid for FY 20/21.

He also noted that despite a decrease in income that the Library Foundation and Friends are funding the library at the same level as last year.

A question was asked by a trustee about how the library goes about not charging overdue fines while books are in quarantine. Wilson said the

library has implemented a four day grace period for all items upon check-in that allows for the 72 hour quarantine time. He said it has worked well with very few complaints from customers.

B. Personnel Report: Wilson said Senior Library Program Specialist at Valdese, Edwina Jones, retired June 1. Wilson said that prompted other staffing changes – Sandy Franklin, Library Program Specialist, promoted to Senior Library Program Specialist; Melissa West, Library Assistant, to Library Program Specialist; and Magan Hamby, part-time Library Assistant, to full-time Library Assistant, Laura Tolbert from part-time Library Assistant (18 hrs/wk) to part-time Library Assistant (24 hrs/wk), and Denise Simmons from part-time Library Page to part-time Library Assistant. Lillian Whisnant was hired to fill the part-time Library Page position.

Wilson said part-time Library Page, Margaret Shoemake resigned at the end of June but later decided she wanted to come back and was rehired for the same position.

Lastly, Wilson said that Youth Services Program Coordinator, Halee Hildebran, had resigned her position as of August 21. Wilson said the library has hired Brandy Huffman to fill that position. Ms. Huffman is a teacher in the Burke County Public Schools and was also the media coordinator at Walter Johnson for fifteen years.

C. Facilities Report: Morganton – Wilson said the Morganton site had experienced some significant water seepage downstairs in the children’s area from all the rain last week. Staff vacuumed up as much of the water as they could and used fans provided by Patton Cleaning to dry out the carpet. Wilson said this has been an issue for years whenever there is an especially heavy rain. He said he has asked county general services to come take a look at the areas where this is a problem.

Valdese – Wilson said there are still a couple of items left on the punch list but nothing other than that at Valdese.

C.B. Hildebrand – Wilson reported there are no issues at this time at C.B. Hildebrand.

D. General Library Report: Wilson noted that COVID has had a negative impact on overall library use but that staff and users have adapted and found ways to provide access to services, programming, and collections.

Statistical Comparison FY 20/21– July – August

1. Collection use is down -35.3% from 34,121 last year to 22,063 this year.

2. Computer use down 74.1% from 6,256 last year to 1,620 this year.
3. Items in the collection down 4.9% from 141,019 last year to 134,548 this year.
4. Patrons Registered/Renewed down 52.0% from 1,137 last year to 546 this year.
5. E-Books/Audio/Video – Registered users up 21.4% from 2,035 last year to 2,471 this year.
6. E-Books Circulation up 21.2% from 5,594 last year to 6,778 this year.

E. Technology  
Report:

Wilson said the library deployed new public PCs at Morganton and CB Hildebrand in July and August. He still has to install new PCs at the Valdese Public Library.

Wilson reported the library is doing prep work for its migration to NC Cardinal in the spring of 2021. Staff are weeding the collection and cleaning up the library's database.

County IT has made improvements to the wifi access at the Morganton Public Library. A new access point was installed near the study rooms and two outdoor access points were installed to improve wifi in the parking lots.

Unfinished  
Business:

None.

New Business:

None.

The meeting was adjourned at 4:34 pm.

The next meeting will be held Tuesday, December 15, in the meeting room at the Valdese Public Library.

Submitted by Jim Wilson, Library Director