

Burke County Public Library
Departmental Trustees Meeting
December 15, 2020 at 4:00 p.m.
Valdese Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Les Cothren, Jennie Cook, Browning Rochefort, Marilee Stettler, Roy Sweezy

Trustees Absent: Wendell Hildebrand, Sherry Willard

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

Board chair, Les Cothren, called the meeting to order at 4:00 pm and noted there was a quorum present.

Approval of Minutes: A motion to approve the minutes of the September 22, 2020 meeting as presented was made by Roy Sweezy, seconded by John Cantrell, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson, noted that COVID-19 continues to have a significant impact on the library's collection of fines and fees. Wilson said through the first five months of the fiscal year the library is collecting one-third 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 received its state aid allocation for FY 20/21 and it is about \$900 less than what was projected. He said the library will make that up in its budget by reducing some spending

He also noted that the library is working with ATT on telecommunication discounts for 2021.

B. Personnel Report:

Wilson said that the vacant Youth Services Program Coordinator was now filled. Wilson said the library hired Brandy Huffman to fill that position. She started on October 19. Ms. Huffman was a teacher in the Burke County Public Schools and was also the media coordinator at Walter Johnson for fifteen years.

Wilson said to this point no library staff have contracted COVID. He did say that several staff have had to quarantine after being exposed or having a family member test positive.

Wilson said staff morale is good but that staff are feeling the stress of the pandemic and the restrictions they have to deal with at work and outside of work.

C. Facilities
Report:

Morganton – Wilson said the Morganton site had experienced some additional significant water seepage downstairs in the children’s area from all the rain from the hurricane remnants. 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 county maintenance had come and cleaned out the gutters on the back of the building that were likely the cause of earlier issues. Wilson has asked that the gutters on the front of the 1935 section be cleaned as they were overflowing when the latest incident occurred.

Wilson said all sites have had their permanent glass panels installed at all of the service desks. Additionally, the county has installed automatic faucets and automatic soap and paper towel dispensers as part of COVID measures.

Additionally, Wilson said COVID funds were used to purchase a larger outside book box for Morganton. As all materials are currently being returned to the book box, the library need a larger to handle the increased volume.

Wilson noted that county staff had gotten gravel to put in one of the storage garages. Wilson said this will allow him to shift the overflow of book in the storage container to the garage. The overflow was a result of the Friends of the Library not being able to have a book sale for the past year due to COVID concerns.

Valdese – Wilson said there have been two small sewage backups in the new addition. Plumbers came out both time and augered out the line. The second time the plumbers checked the line with a camera and saw no obvious problems. They did say they are seeing more issues with people using excess paper products during COVID and flushing papers towels they have used to cover toilet seats. Staff has posted signs asking patrons to be aware and to not flush anything but toilet paper.

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 – November

	JUL	AUG	SEP	OCT	NOV	YTD Avg.
Appointments						
Morganton	1384	1575	1789	1829	1303	1576.00
Valdese	757	756	547	1213	1052	865.00
CB Hildebrand	226	213	377	372	308	299.20
TOTAL:	2367	2544	2713	3414	2663	2740.20
Curbside						
Morganton	177	170	177	166	142	166.40
Valdese	89	68	76	56	46	67.00
CB Hildebrand	73	67	82	64	44	66.00
TOTAL:	339	305	335	286	232	299.40
Study Room Use						
Morganton	13	18	32	18	7	17.60
Valdese	16	14	66	70	80	49.20
CB Hildebrand	17	17	16	3	11	12.80
TOTAL:	46	49	114	91	98	79.60
Programs -- Remote and In-Person						
Adult	12	19	24	25	17	19.40
Young Adult	17	18	15	16	23	17.80
Children	65	68	63	64	52	62.40
TOTAL:	94	105	102	105	92	99.60
Program Views/ Attendance						
Adult	257	361	430	775	753	515.20
Young Adult	705	578	453	382	754	574.40
Children	4175	4399	4824	8171	3484	5010.60
TOTAL:	5137	5338	5707	9328	4991	6100.20
Pickup Bags						
Adult	64	76	83	87	87	79.40
Young Adult	67	61	98	99	102	85.40
Children	862	890	693	793	726	792.80
TOTAL:	993	1027	874	979	915	957.60
E-Book Users	2445	2475	2504	2523	2532	2495.80

E-Book Checkouts	3338	3441	3262	5507	3305	3770.60
Overall Circulation	11501	10563	10652	13070	10114	11180.00
Computer Sessions	804	816	980	916	724	848.00
New/Renewed Borrowers	259	287	315	364	204	285.80

Wilson noted that the library had over 3,000 people participate in the drive-by Fall Festivals at each site in October. He said the library has done similar drive-by events for Christmas that have also been well attended.

Lastly, Wilson mention the library had received grants from the Rostan Family Foundation and the Huffman-Cornwell Foundation for the creation of STEAM carts for young adults at each library site. Wilson congratulated Young Adult Program Coordinator, Lizzie Whisnant, for this project.

E. Technology Report:

Wilson said they have new PCs to install at the Valdese Public Library. He hopes to have those done in January.

Wilson reported the library continues to prepare for its migration to NC Cardinal in the spring of 2021. Wilson said weekly calls with the migration team will begin in February with migration scheduled in early May.

He said the library was able to purchase four AWE Learning Stations for Valdese and C.B. Hildebrand just like they have at Morganton. Two will go to each site. The stations are load with dozens of software titles for preschool to middle school aged kids. Wilson said funds for this came from private donations and the Friends of the Library.

Unfinished Business:

None.

New Business:

None.

The meeting was adjourned at 4:34 pm.

The next meeting will be held Tuesday, March 23, in the meeting room at the Morganton Public Library.

Submitted by Jim Wilson, Library Director