

Burke County Public Library
Departmental Trustees Meeting
October 7, 2025 at 4:00 p.m.
Valdese Public Library

Trustees Present: Tiffany Cooper, Janice Gravely, Sandy Hoilman, Rexanna Lowman, Browning Rochefort, Mike Stroud

Trustees Absent: Jennie Cook, Wendell Hildebrand, Julia Mode

Staff/Guests Present: Jim Wilson, Library Director (staff)

The meeting was called to order at 4:02 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the March 25, 2025 regular meeting as presented was made by Rexanna Lowman, seconded by Browning Rochefort, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson said this early in the fiscal year there are no significant issues with revenues or expenses. He said the library has a good budget, but he has little flexibility within the budget, as he has budgeted closely for expenses. As an example, he mentioned the \$1,500 in repairs for the resource sharing van which were unexpected.

While the library's budget was reduced by \$15,000 (\$10,000 in books and \$5,000 in programs), Wilson said a donor made up that amount with the Library Foundation.

He said the library is ahead of schedule for the year on fines and fees, with \$14,000 projected for the fiscal year and \$3,778 collected through August.

He went on to say that all of the non-recurring state aid funds (\$88,043) have been spent.

The transition of the administration of Library Foundation funds from the Foundation to the County will take place in January, Wilson said.

B. Personnel Report: Wilson said the library is fully staffed. He did mention again to the board that over the next five years, 25% of the library staff will retire. Staff are working on a succession plan for key positions. Wilson said he is among those planning to retire in the next five years.

- C. Facilities Report: Wilson said the repair and refinishing of the wooden end panels is finished. He sees no significant issues at the Morganton site.
- Wilson reported that the windows in the original portion of the Valdese site are in need of replacement, as are the wooden shutters. He also noted the front entrance façade is in need of repair/replacement.
- Wilson said the issues with a couple of the HVAC units have been resolved at the C.B. Hildebrand Public Library.
- D. General Library Report: Statistics FY 24-25 and FY 25-26 – July – August– see attached sheet.
- E. Technology Report: Wilson said the library is looking at options for a primary book vendor, as Baker & Taylor is closing after nearly 200 years in business. He said they are looking at Ingram, Brodart, Follett, and Amazon.
- Unfinished Business: None.
- New Business: None.
- Adjournment: The meeting was adjourned at 4:47 p.m.

The next meeting will be Tuesday, December 16, 2025, at the Morganton Public Library.

Submitted by Jim Wilson, Library Director