

Burke County Public Library  
Departmental Trustees Meeting  
**December 16, 2025 at 4:00 p.m.**  
Morganton Public Library

Trustees Present: Janice Gravely, Sandy Hoilman, Rexanna Lowman, Julia Mode, Browning Rochefort, Mike Stroud

Trustees Absent: Jennie Cook, Tiffany Cooper, Wendell Hildebrand

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 October 7, 2025 regular meeting as presented was made by Mike Stroud, seconded by Julia Mode, and approved by the board.

Correspondence: None.

#### Director's Report

A. Financial Report: Library Director Wilson noted we are halfway through the fiscal year/ He said everything looks good with the library budget in terms of revenues and expenses. The library is ahead of schedule, he said, on the collection of fines and fees. Through November, the library has collected \$7,167 in fines and fees, Wilson said.

He reported the library expects to receive a bit more in state aid than initially projected -- \$961. Wilson said the library will also have some budget savings from changes made to remote printing for patrons and website/email hosting. The savings will be around \$2,500.

Wilson said things are on schedule for the transition of the administration of Library Foundation funds to the county. Wilson said p-cards have been obtained for staff along with county Amazon accounts. Finance, he said, has set up the budget accounts.

It is just about budget time again, Wilson noted. He and the staff are working on items for the budget. Some of the things they are looking at are:

1. Maintain books, programs, and staff.
2. Resource sharing vehicle replacement.
3. Outdoor signage at Morganton
4. Driveway access to the front lawn at Morganton.
5. NC Cardinal future funding.

- B. Personnel Report: Wilson reported that the library is fully staffed. He also said the library has been approved for one or two “On-Call” positions. These would be folks who can be called in on short notice to fill in when the library is short of staff. These positions would be funded through existing funds allocated for part-time staff.
- C. Facilities Report: Wilson said there are currently no issues at the Morganton site.
- Wilson reported that a water line leak at Valdese had been identified and repaired by county General Services staff. General Services, he said, is working on the window replacements and front entry issues.
- Wilson said staff had reported an odor coming from beneath one of the study pods at C.B. Hildebrand. There was a floor drain beneath that pod, and the trap had dried up. Water was poured into the drain to fill the trap, and the issue was resolved, Wilson said.
- D. General Library Report: Statistics FY 24-25 and FY 25-26 – July – November– see attached sheet.
- E. Technology Report: Wilson said the annual NC Cardinal software update occurred in November. Everything went well, he said, with the exception of a few bugs, which is the norm.
- Wilson said county Grants Coordinator, Lindsay Stockman, was working on grant proposal through the State Library of North Carolina to procure new wireless access points and networking equipment.
- Unfinished Business: None.
- New Business: None.
- Adjournment: The meeting was adjourned at 4:47 p.m.

The next meeting will be Tuesday, March 24, 2026, at the C.B. Hildebrand Public Library.

Submitted by Jim Wilson, Library Director