

Burke County Public Library
Departmental Trustees Meeting
March 24, 2026 at 4:00 p.m.
C.B. Hildebrand Public Library

Trustees Present: Tiffany Cooper, Sandy Hoilman, Rexanna Lowman, Julia Mode, Browning Rochefort, Marti Smith, Mike Stroud

Trustees Absent: Janice Gravely, Wendell Hildebrand

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

The meeting was called to order at 4:01 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the December 16, 2025 regular meeting as presented was made by Rexanna Lowman, seconded by Julia Mode, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Wilson reported all looks well with the library's finances. He noted the library is ahead of schedule for collecting fines and fees. To date, the library has brought in \$11,835, which is \$1,700 more than projected.

Wilson noted some budget savings. For remote patron printing, the library has saved \$2,000 by moving away from a software subscription solution to using in-house email addresses for patrons to send their print jobs. The library was also able to save \$564 by adjusting its webhosting/email subscription with Turbify. Some of these savings will be used, Wilson said, for ITS Marc, an online cataloging service. There are records that the library can not get through NC Cardinal. ITS Marc will provide a source for those.

Wilson said the Library Foundation funds transition is complete. Accounts have been set up, and the budget amendment for the funds has been done, he said.

Wilson reported that he met with the county's budget team this morning and submitted the library's FY 26/27 budget request. Wilson went through the proposed budget request, highlighting several items, including additional funds for on-site security at the Morganton Public Library, inclusion of Library Foundation funds for programming and operational support, and the request for a new resource sharing vehicle.

B. Personnel Report: Wilson reported that the library is fully staffed. He said the on-call position has been filled by former library staff member Claudia Boan.

C. Facilities Report: Wilson said there are currently no issues at the Morganton site.

Wilson reported that the windows in the older part of the Valdese Public Library will be replaced soon along with the shutters. The front entry façade will also be refreshed.

Wilson also said there had been some minor damage from a winter storm that caused an ice dam in some of the gutters on the new addition. This caused water to enter the attic space, soak through the insulation, and damage some ceiling tiles.

Wilson said there are currently no issues at C.B. Hildebrand.

D. General Library Report: Statistics FY 25-26 – July – February – see attached sheet.

Wilson reported on the library's department metrics, which will go into effect in July. Those metrics are:

Door Count
Program Attendee Cost
Per Circulation Cost

E. Technology Report: Wilson said Page Andersen, Library Assistant Director, is rebuilding the library's website to be in compliance with new ADA Title II rules (WCAG2.1 Level AA standards). She is on track to have this done by the April 24 deadline.

Wilson said county Grants Coordinator, Lindsay Stockman, submitted a grant proposal through the State Library of North Carolina to procure new wireless access points and networking equipment. Unfortunately, it was not approved.

Unfinished Business: None.

New Business: None.

Adjournment: The meeting was adjourned at 4:57 p.m.

The next meeting will be Tuesday, June 23, 2026, at the Valdese Public Library.

Submitted by Jim Wilson, Library Director