

Burke County Public Library
Departmental Trustees Meeting
June 28, 2022 at 4:00 p.m.
C.B. Hildebrand Public Library

Trustees Present: Susan Berley, Johnie Carswell, Tiffany Cooper, Wendell Hildebrand, Browning Rochefort

Trustees Absent: John Cantrell, Jennie Cook, Rexanna Lowman, Mark Patrick

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

Library Director Jim Wilson called the meeting to order at 4:05 pm. It was noted a quorum was present.

Election of Officers: Wilson said that the following had agreed to serve as officers for the coming year: Tiffany Cooper, Chair; John Cantrell, Vice-Chair; and Browning Rochefort, Secretary. Susan Berley move to accept this slate of candidates. The motion was seconded by Wendell Hildebrand and approved by the board. At this point Wilson turned the meeting over to board chair Tiffany Cooper.

Approval of Minutes: A motion to approve the minutes of the December 28, 2021 regular meeting as presented was made by Browning Rochefort, seconded by Wendell Hildebrand, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson, presented the library's financial report for the period ending 05/31/2022. Wilson noted that Fines and Fees revenue is doing better than last year but still not well enough to meet projections. He says he has adjusted spending to make up for the deficit and hopes to be able to reimburse the Library Foundation for some programming expenses. He noted that library expenses were all ok and that library spending was within budget.

Wilson said they are still waiting to hear more about the distribution of the \$10,000,000 in non-recurring state aid. The State Library hopes to start distribution of the funds prior to the end of the year.

Wilson noted a couple of key items in the approved FY 22/23

budget. First was inclusion of the part-time Resource Sharing position. Second was that the library did not receive funds for security at the Morganton Public Library and that the reclassification request for a part-time Library Assistant to full-time was also not funded. Lastly, Wilson said the library's request to eliminate overdue fines and the annual technology fee was approved. Overall, Wilson said, this was a very good budget for the library.

B. Personnel Report:

Wilson said the library had filled the Resource Sharing position on a temporary basis with Anna Sheppard and filled the vacant Page position with Emily Griffith. Anna will be leaving as of July 25, Wilson said, and the Resource Sharing position will be filled by Emily Griffith. Wilson said they will advertise soon for Emily's Page position.

C. Facilities Report:

Morganton – Wilson said the interior/exterior renovations at Morganton have been completed. Those renovations include some new flooring in the children's room staff areas, painting of the front halls and lobby, rotten wood repair, gutter replacement, and fascia/frieze board work. He said they also added an awning over the staff entrance and purchased a new, larger trash dumpster. Wilson said the last old HVAC unit was replaced. Wilson said he hopes to be able to carry over some unspent funds to the new fiscal year to do some landscaping and security lighting at Morganton.

Valdese – Wilson said they are still waiting on the two old HVAC units to be replaced.

C.B. Hildebrand – No issues at this time, Wilson said.

D. General Library
Report:

Burke County Public Library Statistics – FY 21/22 – July – May – appended to the end of the minutes.

E. Technology Report:

Wilson said the NC Cardinal record deduplication process is complete and the library has a list of records it needs to clean up. All ten of the interactive displays have been installed, Wilson said, and are ready for use.

Unfinished
Business:

None.

New Business:

None.

The meeting was adjourned at 4:37 pm.

The next meeting will be held Tuesday, September 27, 2022 in the meeting room at the Valdese Public Library.

Submitted by Jim Wilson, Library Director

