

Burke County Public Library
Departmental Trustees Meeting
April 11, 2023 at 4:00 p.m.
C.B. Hildebrand Public Library

Trustees Present: Susan Berley, Johnnie Carswell, Jennie Cook, Tiffany Cooper, Rexanna Lowman, Browning Rochefort

Trustees Absent: John Cantrell

Staff/Guests Present: Jim Wilson, Library Director (staff) and Preston Loch Hoffman (public)

Library Director Jim Wilson called the meeting to order at 4:03 pm. It was noted a quorum was present.

Election of Officers: Director Wilson said that the following board had agreed to serve as officers in the coming year: Tiffany Cooper, Chair; Mark Patrick, Vice-Chair; and Browning Rochefort, Secretary. A motion to accept this slate of officers was made by Jennie Cook, seconded by Susan Berley and approved by the board. At this time board chair Tiffany Cooper resumed the meeting.

Approval of Minutes: A motion to approve the minutes of the December 20, 2022 regular meeting as presented was made by Jennie Cook, seconded by Susan Berley, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Wilson said the library is doing well on Fines and Fees since the revenue projection was lowered. For FY 22/23 Fines and Fees revenue was projected at \$10,000, Wilson said. Through March, he said, the library has collected \$12,428 which is already more than what was projected.

State Aid for FY 22/23 are coming in as projected, he said.

The library has spent a little over half of the \$81,805 in nonrecurring state aid (ARPA funds). So far those funds have been spent on additional shelving for CBH, new network equipment at VPL, landscaping at MPL, and new outdoor waste cans at MPL and CBH.

Overall, Wilson said, the library is doing fine on revenues and expenses.

For the FY 23/24 budget, Wilson noted the following requests:

1. \$25,000 more for print and e-books.

2. \$26,200 for part-time security staff at Morganton.
3. Reclassifications for three staff to Library Manager (25) to serve as department and site managers.
4. \$97,653 for the Morganton Public Library for new carpet in the 1935 section of the building, masonry repairs, concrete curbing replacement, new window blinds, security cameras, and shelf end panel refinishing.

Wilson also noted that state aid would likely go down some due to the decrease in the county's population unless additional recurring funds are appropriated,

B. Personnel Report:

Wilson said the library was fully staffed with no vacancies. He also said how pleased everyone was with our new library assistant Nicholas Scannell. Wilson said he is doing a great job.

C. Facilities Report:

Morganton – Wilson said the landscaping at Morganton is mostly done. They have some Library Foundation funds, he said, to do some tweaking once the new landscape has become established. Working with county general services to get the new outdoor waste cans and exterior lights installed.

Valdese – All is good at Valdese, Wilson said. Staff is just waiting for the two new HVAC to arrive and be installed.

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

D. General Library Report:

Burke County Public Library Statistics – FY 22/23 – July – March – appended to the end of the minutes. Wilson went through the statistics and said they are very good numbers overall. He said most everything had recovered to pre-COVID levels with the exception of door count. He said door count is better this year than last but still well-below what it was pre-COVID. He said the library is looking at ways to bring that number back up.

E. Technology Report:

Wilson said the library will be investigating self-checkout and RFID options for the library to see what is available.

Unfinished Business:

None.

New Business:

Filming and Photography Policy – Wilson presented this policy to board members. Wilson said staff thought this was a good policy to have considering how many people are using cellphones to film and take photos. He said it was a good policy to have too if the library has someone come in and do a

first amendment audit. Wilson said the proposed policy is based on similar policies from other public libraries and staff do not foresee issues with its implementation. A motion to approve the Filming and Photography policy as presented was made by Jennie Cook, seconded by Browning Rochefort, and approved by the board.

The meeting was adjourned at 4:40pm pm.

The next meeting will be Tuesday, June 27, 2023 at the Valdese Public Library.

Submitted by Jim Wilson, Library Director