

Burke County Public Library
Departmental Trustees Meeting
March 19, 2024 at 4:00 p.m.
Valdese Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Tiffany Cooper, Sandy Hoilman, Rexanna Lowman, Browning Rochefort

Trustees Absent: Jennie Cook, Wendell Hildebrand, Mark Patrick

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

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

Election of Officers: Director Wilson said that the following board members had agreed to serve as officers in the coming year: Tiffany Cooper, Chair; Mark Patrick, Vice-Chair; and Browning Rochefort, Secretary. The board unanimously approved this slate of officers.

Approval of Minutes: A motion to approve the minutes of the September 26, 2023 regular meeting as presented was made by Browning Rochefort, seconded by John Cantrell, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Wilson noted that library revenues and expenses were all on track including fines and fees.

Wilson also mentioned that the additional \$33,319 in state aid for FY 23/24 was approved to be used for the purchase of materials for the Juvenile Fiction/Nonfiction, Large Print, and Ebook collections.

One of the county's performance metrics is to keep budget utilization below 92%. Wilson said the library is currently at just over 97%. He said with zero-based budgeting that the library budgets closely.

Wilson outlined the library's budget priorities for FY 24/25 as follows:

1. Add a full-time children's programmer at Valdese.
2. Increase the materials budget by \$25,000 to move closer to the statewide per capita spending average for county public libraries.
3. Increase funds for programming by \$5,000 from

\$20,000 to \$25,000.

4. Increase on-site security by 4 hours week from 12 to 16.

B. Personnel Report:

Wilson said the library is back to full staffing. The staff that were out with health issues are back on a regular schedule.

C. Facilities Report:

Wilson said the flooring project at Morganton that was scheduled for February was delayed due to the discovery of asbestos tile. The project has been rescheduled with asbestos removal April 17-19 and new floor installation April 22-24.

Wilson said that they are still having some issues with the new HVAC units at Valdese that serve the older part of the building. County General Services is working with the installer to resolve those issues.

Wilson said there are no issues at C.B. Hildebrand at this time.

D. General Library
Report:

Statistics FY 23/24 – July – February – see attached sheet.

E. Technology Report:

Wilson said the Library Assistant Director, Page Andersen, has been working to revamp the library's website. Staff is reviewing it now, he said. Wilson expects the new site to be up for the public in the next few weeks.

Wilson said that County IT staff had been on site at Morganton to install new network equipment.

Unfinished
Business:

None.

New Business:

Wilson presented the library's five-year strategic plan to the board. The library, he said, is required to have such a plan by the State Library of North Carolina as one of the requirements for receiving State Aid. Wilson walked the board through the plan's goals and objectives highlighting several items the staff had already completed. A motion to approve the plan as presented was made by Rexanna Lowman, seconded by John Cantrell, and approved by the board.

Adjournment:

The meeting was adjourned at 4:45 p.m.

The next meeting will be Tuesday, June 25, 2024 at the Morganton Public Library.

Submitted by Jim Wilson, Library Director