

Burke County Public Library
Departmental Trustees Meeting
December 17, 2024 at 4:00 p.m.
Valdese Public Library

Trustees Present: Brian Barrier, Sandy Hoilman, Rexanna Lowman, Julia Mode, Mark Patrick

Trustees Absent: Jennie Cook, Tiffany Cooper, Wendell Hildebrand, Browning Rochefort

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

The meeting was called to order at 4:05 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the September 24, 2024 regular meeting as presented was made by Brian Barrier, seconded by Rexanna Lowman, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson said the library is on track for revenues and expenses for the fiscal year. He also mentioned the library's budget does not leave much flexibility if something unexpected happens.

He said the library is ahead of schedule on fines and fees with \$7,527 collected through 12/13/2024.

He said the FY 25/26 budget process will begin in January. Wilson said he did not expect there to be any major changes in the library's proposed budget. He said he does plan to ask for increases in programming and books. Wilson noted the annual fees for NC Cardinal have increased.

B. Personnel Report: Wilson noted the library is fully staffed with no expected vacancies. He went over the library's reorganization plan which has been approved and is being implemented. The reorganization should provide a more effective and efficient management structure for library staff.

C. Facilities Report: Wilson said the repair and refinishing of the wooden end panels is ongoing and proceeding well. Otherwise, the building is in good shape.

Wilson said there are no significant issues at the Valdese Public Library especially now that the exterior lights were installed.

Wilson noted there was an issue with the new study pods at the C.B. Hildebrand Public Library. The end panels have come out of their frames. The library is working with the vendor to have this problem resolved.

D. General Library
Report:

Statistics FY 24-25 – July – November– see attached sheet.

E. Technology Report:

Wilson said the library has received all of the new copiers/printers. There have been some print quality issues and the library is working to have those resolved. Staff are doing setup on the new equipment.

Unfinished
Business:

None.

New Business:

None.

Adjournment:

The meeting was adjourned at 4:42 p.m.

The next meeting will be Tuesday, March 25, 2025 at the Morganton Public Library.

Submitted by Jim Wilson, Library Director