



**Town of Clayton
Town Council Work Session Minutes
Monday, July 18, 2022, at 3:00 PM
Rotary Room**

Council Present: Mayor Jody L. McLeod, Mayor Pro Tem Jason Thompson, Council Member Andria Archer, Council Member Porter Casey, Council Member Avery Everett, Council Member Michael Sims

Council Absent: None

Staff Present: Interim Town Manager Rich Cappola, Town Attorney Jim Cauley, Interim Town Clerk Sherry Scoggins, Deputy Town Clerk Heidi Holland, Deputy Town Manager Dolores Gill, Interim Town Manager Lee Barbee, Finance Director Robert McKie and Library Director Joy Garretson

1 CALL TO ORDER

- a) The Ribbon Cutting was held at Municipal Park at 325 McCullers Drive at 3 pm.

Council reconvened its work session in the Rotary Room of the Clayton Center, 111 East Second Street. Mayor McLeod called the work session to order at 4 pm.

2 RIBBON CUTTING AT MUNICIPAL PARK

- a) Ribbon Cutting Ceremony at Municipal Park at 325 McCullers Drive at 3 pm.

Mayor McLeod provided remarks about the Municipal Park improvements.

Following the remarks, all Town Council members participated in the ribbon cutting.

3 ITEMS FOR DISCUSSION

- a) Strategic Plan for the Town of Clayton Library (4 pm)
Presenter: Joy Garretson, Library Director

Library Director Joy Garretson provided an overview of the proposed Strategic Plan for the Hocutt-Ellington Library Memorial Library.

Two handouts were distributed and are attached to the minutes:

- PowerPoint Presentation
- Hocutt-Ellington Memorial Library Strategic Plan

The proposed Strategic Plan was drafted by Karen Dash Consulting LLC. The library space was reviewed. The proposed Strategic Plan is a jumping off point for staff.

Five focus areas:

- 21st century facility that supports a dynamic community
- Outreach and promotion of the library
- Programming and partnerships
- Aligning with Town Goals of Downtown Revitalization, Economic Development
- Supporting a dynamic community: Potential other branches

Staff held a retreat at the Clayton Center. Began the retreat with questions - who we are and why we are here. What came of the retreat day?

- Input
- Sense of Community
- Buy-in from board

Mission: The Hocutt-Ellington Memorial Library is a welcoming space for building community and connecting people to ideas and resources.

In December 2022, the library will join NC Cardinal. NC Cardinal will enable the library to access books from participating library members across the state. The first two years with NC Cardinal are free. Beginning FY 2024 the cost of using NC Cardinal is estimated between \$2,500 and \$3,000.

All Council members participated in discussion about the library:

- Being out in the community
- Next steps with the current facility
- Next steps with a future facility

Council Member Sims stated Library Director Garretson and he have discussed the Foundation working with the library toward raising funds.

Interim Town Manager Cappola stated the Capital Improvement Projects, CIP, are slated for the Council's October work session.

ACTION:

Consensus of the Council to place on the upcoming Consent Agenda.

- b) Process for the Town of Clayton Citizen Advisory Boards
Presenter: Heidi Holland, Deputy Town Clerk

Deputy Town Clerk Heidi Holland stated the work session agenda includes a policy and procedure for the citizen advisory board. She stated the policy includes who is involved in the interview process and includes a

screening process when many applications are received for an advisory board.

Mayor McLeod requested the application include a statement of qualifications by the applicant.

ACTION:
Consensus of the Council to place on the upcoming Consent Agenda.

- c) Closed Session to discuss Personnel in accordance with NC GS 143-318.11 (a) (6)
Presenter: Kenya Walls, Human Resources Director

ACTION:
Mover: Council Member Sims moved to go into closed session to discuss a personnel matter at 5:12 pm.
Second: Council Member Archer
Vote: Unanimous

ACTION:
Mover: Council Member Archer moved to return to open session.
Second: Council Member Sims
Vote: Unanimous

4 ADJOURNMENT

- a) Adjournment

ACTION:
Consensus of Council to adjourn at 5:29 pm.

Duly adopted this 1st day of August 2022, while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Sherry L. Scoggins, MMC
Interim Town Clerk