



Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Agenda  
Thursday, March 19, 2026 at 5:30 PM  
Hocutt-Ellington Memorial Library  
446 E. Second Street

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

a. Minutes

- September 18, 2025
- January 15, 2026

**POTENTIAL ACTION:** Approval of Minutes

**3. CHAIR AND VICE-CHAIR NOMINATIONS**

a. Nomination of Chair

**Presenter:**

Heidi Holland, Town Clerk

**POTENTIAL ACTION:** Approval of Chair Nomination

b. Nomination of Vice-Chair

**Presenter:**

Heidi Holland, Town Clerk

**POTENTIAL ACTION:** Approval of Vice-Chair Nomination

**4. OLD BUSINESS**

a. Community Information Policy

**Presenter:**

Melissa Poole, Library Manager

**POTENTIAL ACTION:** Motion To Approve Policy

**5. NEW BUSINESS**

a. Library Renovation Update

**Presenter:**

Melissa Poole, Library Manager

**6. OBSERVATIONS FROM THE LIBRARY BOARD**

a. **Presenter:**

Julia Curran, Chair

**7. UPDATE ON FRIENDS OF THE LIBRARY**

a. **Presenter:**

Julia Curran, Chair

**8. LIBRARIAN'S REPORT**

a. **Presenter:**

Mel Poole, Library Manager

**9. OTHER BUSINESS**

## 10. ADJOURNMENT

- a. **POTENTIAL ACTION:** Motion To Adjourn



**Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Minutes  
Thursday, September 18, 2025 at 5:30 PM  
Hocutt-Ellington Memorial Library  
446 E. Second Street**

**Board Members Present:**

Eugene Wheeler  
Meredith Sewell  
Amanda Gawthorpe  
Amber Revels-Stocks  
Lucy Bianchi  
Victoria Privette  
Sarah Chera  
Miriam Herrell

**Staff Present:**

Gretchen Williams, Council Member  
Mel Poole, Library Manager  
Sam Johnson-Phillips, Deputy Town Clerk

**Board Members Absent:**

Julia Curran  
Jill King  
Makayla Noel Walden

Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Hocutt-Ellington Memorial Library Advisory Board meeting and do not represent a verbatim transcript.

**1 CALL TO ORDER**

Vice Chair Wheeler called the meeting to order at 5:30 p.m.

**2 APPROVAL OF MINUTES**

- a) Adoption of Minutes
- July 17, 2025

*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

**Adoption of Minutes**

<b>RESULT:</b>	<b>CARRIED 8-0</b>
<b>MOVER:</b>	Victoria Privette
<b>SECONDER:</b>	Amanda Gawthorpe
<b>YES:</b>	Eugene Wheeler, Meredith Sewell, Amanda Gawthorpe, Amber Revels-Stocks, Lucy Bianchi, Victoria Privette, Sarah Chera, and Miriam Herrell
<b>NO:</b>	None
<b>ABSENT:</b>	Julia Curran, Jill King, and Makayla Noel Walden

### 3 OLD BUSINESS

### 4 NEW BUSINESS

- a) Cultural Arts & Library Community Survey  
*Presenter:* Mel Poole, Library Manager

Ms. Poole presented the results of the recent library survey to the board. Approximately 331 individuals responded to the survey. It was noted that there are about 10,000 library card holders, representing roughly 30% of Clayton's population.

#### **Library Usage:**

- 36% of respondents reported they never use the library.
- 37% use the library a few times a year.
- 15% use the library once to twice a month.
- 12% use the library once a week or more.
- 27% identified as regular monthly users.

Ms. Bianchi inquired whether these figures included usage of digital services such as Kanopy and other online resources. Ms. Poole clarified that the survey responses could be interpreted as the frequency of physical visits to the library building, rather than exclusive use of digital platforms like Kanopy and Libby. The survey did not specify the mode of usage.

#### **Unmet Needs Identified:**

- Cultural events for adults
- Lifelong learning and adult education classes
- Print books for adults

#### **Most Important Services to Adult Users:**

- Print books for adults
- Lifelong learning and classes for adults
- E-books and e-magazines
- Cultural events for adults

#### **Top Areas of Satisfaction:**

- Courtesy of staff
- Cleanliness and maintenance of the facility
- Knowledge of staff
- Availability of books for children

#### **Top Areas of Dissatisfaction:**

- Books for adults (13%)
- Meeting rooms (16%)
- Newspapers and magazines (16%)

Ms. Poole noted that these areas of dissatisfaction align closely with the unmet needs and priorities identified by adult users. She emphasized that the library's goal moving

forward is to enhance programming to address these needs over the next several years.

It was discussed that the library is currently maximizing the use of available space while diversifying its offerings. The team continues to monitor usage patterns and community requests to better tailor services.

Ms. Poole also shared that the upcoming library renovation will include an updated meeting room and additional meeting spaces. Furthermore, plans are underway to expand the collection of print magazines.

- b) North Carolina Public Library Survey  
*Presenter:* Mel Poole, Library Manager

It was noted that the library compiles and submits annual statistics to the State Library. These statistics are publicly available on the State Library's website. Ms. Poole explained that the data includes information such as income, revenue, expenses, capital expenditures, circulation numbers broken down by age groups, program attendance figures, and the number of resources available.

Ms. Poole shared that one way she assesses the library's needs is by reviewing this publicly available data and making comparisons to similar libraries. This allows her to evaluate factors such as operating budgets, staffing levels, and collection sizes. When any comparisons to other public libraries arise during discussions, this State Library data serves as the primary source of information.

## **5 OBSERVATIONS FROM THE LIBRARY BOARD**

- a) *Presenter:* Eugene Wheeler, Board Vice-Chair

Mr. Wheeler opened the floor for questions, observations, and suggestions.

A question was raised regarding the impact of the current absence of a State Budget on the library's funding. Ms. Poole responded that, as of now, there has been no reduction in State Aid. Programs such as Cardinal and NC Kids Digital Library have not been affected to date. It was shared that discussions are ongoing with Cardinal, which has requested State funding due to the potential loss of Federal funding; however, the request for State funding was denied. Ms. Poole added that lobbyists are advocating on behalf of the library system and that funding is still being received, with no indication at this time that it will cease.

Mr. Wheeler shared that, in recent conversations with Ms. Curran, the topic of potentially rejoining the Johnston County Library system was discussed. He provided a brief background, noting that Clayton was formerly part of the Johnston County Library system.

Ms. Andruzzi responded with additional context, explaining that Clayton chose to withdraw from the county system due to a reported imbalance in funding distribution. It was noted that the majority of funds were directed toward the Smithfield Library, while libraries in Selma, Clayton, and other areas reportedly received minimal support.

Additionally, there were concerns about limited access to inter-library loan materials. After withdrawing, Clayton gained improved access to grants and other sources of public funding.

It was also mentioned that Halloween costumes are still available.

## **6 UPDATE ON FRIENDS OF THE LIBRARY**

- a) *Presenter:* Ellen Andruzzi, Friends of the Library President

It was shared that the Friends of the Library will participate in the upcoming Night Market next Friday. They will have children's books, adult books, and vinyl records available at their booth.

Ms. Andruzzi noted that the Friends of the Library will also be present at the Harvest Festival on Saturday, October 25, 2025.

Ms. Poole added that the library's booth at the Harvest Festival will be open from 10:00 a.m. to 5:00 p.m. Setup will begin at 9:00 a.m., with breakdown starting around 5:00 p.m.

## **7 LIBRARIAN'S REPORT**

- a) Librarian's Report  
*Presenter:* Mel Poole, Library Manager

It was shared that the youth programs will resume in October after the pause in September. Due to limited space, all programs held will be offered through registration only. To begin, there will only be four youth programs per month, the goal is to reach different age groups for each of those programs.

Ms. Poole shared for the third year; the library is offering the Halloween Costume Swap. During September and October, patrons would be able to donate and swap gently used costumes.

It was mentioned that through October 18, they would be accepting submissions for a Spooky Story Contest. This contest would be open to kids in grades 3-8 and the theme is "The Library After Dark." Submissions are being accepted in person and online.

Ms. Poole shared that the National Friends of the Library Week is October 19-25. She thanked the Friends of the Library for sponsoring programs and services such as StoryWalk®, Summer Reading Program, and All Hallows Read.

The following upcoming programs were shared:

- 9/29/2025 at 2:00pm: Photo Voter ID with Johnston County Board of Elections
- 10/6/2025 at 6:00pm: Glowing Art! Nature's Bioluminescence (K-2nd Grades)
- 10/21/2025 at 5:30pm: Teen Time - Spooky Sketchbooks (6th-12th Grades)
- 10/30/2025 at 4:00pm: All Hallows Read (K-5th Grades)

### **July 2025**

Visits: 1,894; New Patrons: 217; Physical Checkouts: 8,260; Digital Checkouts: 3,579; Public Computer Sessions: 208; Early Literacy Program/Attendance: 5/130; Children Program/Attendance: 6/226; Teen Program/Attendance: 1/12; Adult Program/Attendance: 7/79; Meeting Room Usage Total Reservations/Total Attendance: 0/0

### **August 2025**

Visits: 1,737; New Patrons: 195; Physical Checkouts: 10,554; Digital Checkouts: 3,445; Public Computer Sessions: 248; Early Literacy Program/Attendance: 4/139; Children Program/Attendance: 7/98; Teen Program/Attendance: 1/12; Adult Program/Attendance: 7/102; Meeting Room Usage Total Reservations/Total Attendance: 0/0

### **Outreach Events**

- Downtown Concert (July and August)
- Ghost Walk hosted by CHA (October date TBA)

### **Popular Check Outs**

- Great Big Beautiful Life - Emily Henry
- 25 Alive: (Women's Murder Club 25) - James Patterson and Maxine Paetro
- The Glass Maker - Tracy Chevalier
- Dog Man: Grime And Punishment - Dav Pilkey
- Dog Man: Brawl of the Wild - Dav Pilkey
- The Tenant - Freida McFadden

### **Color Our World Summer Reading 2025**

- 507 Participants
- 189 Children Ages 0-6
- 166 Children Ages 7-12
- 24 Teens
- 128 Adults
- 75 % Children/Teens
- 25 Adults

### **Challenge Completed**

Percentage of enrolled participants who completed the challenge:

- 28% Pre-Readers
  - 46% Children
  - 33% Teens
  - 17% Adults
- 
- 160 Total Completed Challenges By All Participants - 32%

Number Of Completed Challenged By Age Group:

- 53 Children 0-6
- 77 Children 7-12

- 8 Teens
- 22 Adults

133 Super Readers (read 2x challenge requirements or more)

- 43 Children 0-6
- 68 Children 7-12
- 7 Teens
- 13 Adults

137,942 Minutes Logged (14,858 more minutes logged than last summer, but with 360 fewer participants)

- 0-6 Years Old: 30,948
- 7-12 Years Old: 75,902
- 13-17 Years Old: 14, 540

Ms. Poole provided an overview of the Summer Reading Program. A total of 352 adult books were logged during the program period. The library recorded 2,853 visitors, 13,981 physical item circulations, and 4,189 digital circulations. Additionally, 343 new library cards were issued, and patrons submitted 9,547 entries for the virtual raffle.

In conclusion, a total of 34 programs were offered during the reporting period, with a combined attendance of 748 participants. The following is a detailed breakdown of program participation:

#### 34 Programs

- 1 Teens
- 11 Adults
- 14 Children 7-12
- 8 Children 0-6

#### 748 Attendees

- 12 Teens
- 136 Adults
- 377 Children 7-12
- 224 Children 0-6

## 8 OTHER BUSINESS

- a) Volunteer Opportunity  
*Presenter:* Mel Poole, Library Manager

Ms. Poole shared a QR code for individuals interested in volunteering at upcoming events. The library is currently seeking volunteers for the following:

- Trick-or-Treat on Main
- All Hallows Read
- Harvest Festival

**9 ADJOURNMENT**

a) Motion to Adjourn

With nothing further Vice Chair Wheeler adjourned the meeting at 6:16 p.m.

**Motion To Adjourn**

<b>RESULT:</b>	<b>CARRIED 8-0</b>
<b>MOVER:</b>	Lucy Bianchi
<b>SECONDER:</b>	Amanda Gawthorpe
<b>YES:</b>	Eugene Wheeler, Meredith Sewell, Amanda Gawthorpe, Amber Revels-Stocks, Lucy Bianchi, Victoria Privette, Sarah Chera, and Miriam Herrell
<b>NO:</b>	None
<b>ABSENT:</b>	Julia Curran, Jill King, and Makayla Noel Walden

Duly adopted this 19<sup>th</sup> day of March 2026.

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Julia Curran  
Board Chair

ATTEST:

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Heidi L. Holland, MMC, NCCMC  
Town Clerk



**Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Regular  
Meeting Minutes  
Thursday, January 15, 2026 at 5:30 PM  
Hocutt-Ellington Memorial Library  
446 E. Second Street**

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Pursuant to N.C. General Statute § 143-318.10(e), these minutes provide a general summary of the Hocutt-Ellington Memorial Library Advisory Board meeting and do not represent a verbatim transcript.

**Board Members Present:**

Julia Curran, Board Chair  
Eugene Wheeler, Board Vice-Chair  
Makayla Walden  
Meredith Sewell  
Amanda Gawthorpe  
Amber Revels-Stocks  
Lucy Bianchi  
Jill King  
Patrice Hardy  
Christine Jernigan  
Sarah Chera  
Miriam Herrell

**Staff Present:**

Gretchen Williams, Council Member Liaison  
Mel Poole, Library Manager  
Sam Johnson-Phillips, Deputy Town Clerk

**Board Members Absent:**

None

**1. Call to Order**

Board Chair Curran called the meeting to order at 5:30 p.m.

**2. Approval of Minutes**

- a. Adoption of Minutes
  - November 20, 2025

**Approval of November 20, 2025 Minutes**

<b>Result:</b>	<b>Passed 12-0</b>
<b>Mover:</b>	Julia Curran
<b>Seconder:</b>	Makayla Walden
<b>Yes:</b>	Makayla Walden, Meredith Sewell, Julia Curran, Amanda Gawthorpe, Eugene Wheeler, Amber Revels-Stocks, Lucy Bianchi, Jill King, Patrice Hardy, Christine Jernigan, Sarah Chera, Miriam Herrell
<b>No:</b>	None
<b>Absent:</b>	

**3. Old Business**

- a. Library Mural Update
  - Presenter:**  
Julia Curran, Library Advisory Board

Board Chair Curran reported that she attended the Public Art Advisory Board (PAAB) meeting this week and shared that the PAAB provided several helpful suggestions. One recommendation was to partner with Clayton High School, which could help reduce project costs. The PAAB also suggested visiting Garner to observe a similar project and recommended using vinyl on the building rather than paint. Additionally, they encouraged forming a partnership with the Downtown Development Association (DDA) and utilizing the Façade Grant, creating a potential three-way partnership.

The PAAB also suggested making the sculpture interactive, allowing visitors to take photos. Board Chair Curran asked if anyone would be interested in forming a committee for the project. Library Manager Poole agreed that creating a committee would be a great idea. Ms. Noel Walden, Vice-Chair Wheeler, and Ms. Herrell volunteered to serve on the committee for the Library Mural project.

Ms. Poole noted that the mural would need to be placed on the wall in the grass area, and she also requested that the bushes be removed so they would not impede the visibility of the wall.

Board Chair Curran asked Ms. Noel Walden if she knew the estimate of the funding

available through the Façade Grant. Ms. Noel Walden stated that she would obtain the application. Board Chair Curran also noted that the PAAB requires a separate application for the project.

#### 4. New Business

a. Introduction of New Members

**Presenter:**

Sam Johnson-Phillips, Deputy Town Clerk

The Deputy Town Clerk introduced the new board members, Ms. Patrice Hardy and Ms. Christine Jernigan. The Deputy Town Clerk then invited the new members to introduce themselves and share a brief overview of their experience. Following their introductions, the current board members also introduced themselves.

b. Community Information Policy

**Presenter:**

Mel Poole, Library Manager

Library Manager Poole presented a proposed Community Information Policy, which establishes guidelines for materials displayed within the library, including flyers, brochures, display windows, and any potential community bulletin boards. The policy is intended to clarify what types of materials may be posted, prioritize library and Town-related information, and provide staff with clear standards when responding to requests from community members.

The policy prioritizes materials related to library programs, Town events, and local nonprofit, cultural, educational, or government activities within or near Clayton. Displayed materials may include educational announcements, nonprofit events, author appearances, and government services. Items will generally be removed after four weeks or once the event date has passed, unless prior approval is granted. All materials must be reviewed and approved by the Library Manager or designee and placed only in designated display areas due to limited space.

The policy also outlines prohibited materials, including advertisements for personal or commercial services (except for author book promotions), political campaign materials, items that violate laws, or materials that promote violence, discrimination, or hatred. Materials posted without approval will be removed and discarded. The Community Information Policy also clarified that posting materials does not imply endorsement, and the library is not responsible for lost, damaged, or removed items.

Board members discussed possible procedures for submitting materials for approval, including requiring individuals to bring materials to the library to ensure documentation of submissions. Virtual submissions may be considered on a case-by-case basis as accommodation. It was also noted that the library's public display areas cannot be fully monitored, and materials may be removed or damaged by the public.

Following discussion and suggested edits, the draft policy was tabled to allow staff to make revisions before bringing it back for further review.

**Table Community Information Policy**

<b>Result:</b>	<b>12-0</b>
<b>Mover:</b>	Julia Curran
<b>Secunder:</b>	Patrice Hardy
<b>Yes:</b>	Makayla Walden, Meredith Sewell, Julia Curran, Amanda Gawthorpe, Eugene Wheeler, Amber Revels-Stocks, Lucy Bianchi, Jill King, Patrice Hardy, Christine Jernigan, Sarah Chera, Miriam Herrell
<b>No:</b>	None
<b>Absent:</b>	

c. **Material Delivery Policy**

**Presenter:**

Mel Poole, Library Manager

Library Manager Poole presented a revised Material Delivery Policy, originally discussed in January 2025, noting that basic guidelines had existed since around 2020 during COVID but had never been formally adopted. The updated policy clarifies eligibility requirements, delivery expectations, and safety protections for both library staff/volunteers and recipients. It also combines home delivery services and institutional courier services (such as daycare centers) into a single policy to streamline procedures.

Library Manager Poole confirmed that deliveries currently include ETJ residents and that institutions may receive up to 50 items, while home delivery patrons typically receive one bag of

approximately 10 items. Deliveries are limited due to staff capacity, with 10 home delivery patrons currently served, which was indicated is the current operational limit. Institutions currently receiving deliveries include daycare centers and the Planning Center for Active Aging. Materials may also be requested through the Cardinal system. For lost or damaged materials, institutions are billed, while home delivery patrons are subject to the library’s circulation policy, which allows consideration for hardship cases.

The policy specifies that staff do not enter homes, and deliveries are typically left on porches during a scheduled window, with bags exchanged at pickup. Board members also discussed liability considerations related to potential future volunteer delivery drivers, which will require additional review with legal counsel.

Following discussion and questions regarding delivery procedures, lost materials, health

considerations, and language accessibility, the board voted to approve the Material Delivery Policy. Ms. Poole noted the policy will still require legal review and approval through the Town’s chain of command and Town Council before final adoption.

**Approval of Adoption of Policy**

<b>Result:</b>	<b>Passed 12-0</b>
<b>Mover:</b>	Julia Curran
<b>Secunder:</b>	Patrice Hardy
<b>Yes:</b>	Makayla Walden, Meredith Sewell, Julia Curran, Amanda Gawthorpe, Eugene Wheeler, Amber Revels-Stocks, Lucy Bianchi, Jill King, Patrice Hardy, Christine Jernigan, Sarah Chera, Miriam Herrell
<b>No:</b>	None
<b>Absent:</b>	

**5. Observations from the Library Board**

- a. Observations from the Library Board Members

**Presenter:**  
Julia Curran, Library Advisory Board

The library recently hosted the Santa Center program, where children could write letters to Santa, which were collected by the Junior Woman’s Club elves. Santa sent back personalized responses, and a total of 172 letters were collected from the library, the Downtown Development Association (DDA) box at the tree lighting, and other locations.

In other library updates, the seed library was promoted to a local gardening group. Expansion is planned once additional space becomes available. New seed batches are expected in February 2026. The library’s promotion on local Facebook groups generated significant engagement, with posts viewed approximately 17,000 times over 118 likes.

The fiber arts group has seen renewed interest due to broader promotion. While previous attendance fluctuated around 12–15 participants, recent outreach brought 22 attendees to the last meeting. Expanding the group to all fiber artists (not just knitters/crocheters) appears to be attracting new participants and fostering a more inclusive environment. Staff are hopeful these efforts will continue to rejuvenate community engagement.

**6. Update on Friends of The Library**

- a. Update on Friends of The Library

**Presenter:**  
Julia Curran, Library Advisory Board

Discussed were opportunities for community members to become a Friend of the Library or renew their membership. Membership is \$10, and interested individuals can join or renew online through the library's website.

## 7. Librarian's Report

### a. Librarian's Report

#### **Presenter:**

Mel Poole, Library Manager

Library staff are currently reorganizing the adult fiction collection by assigning genres, updating shelving locations, spine labels, and call numbers in preparation for the library's move. Genres will include romance, sci-fi/fantasy, horror, historical fiction, inspirational, literary/general fiction, and mystery/thrillers. This reorganization aims to improve browsing and circulation, making it easier for patrons to find books by category. Major shelving changes will occur once the library reopens.

Renovation remains on schedule for a summer reopening, likely in June or July. Staff will begin packing and relocating materials in the spring, with plans for a brief closure during the move.

The library is exploring community engagement activities, such as an honorary "book passing" event, a grand re-opening, and a ribbon-cutting, with opportunities for volunteers and Friends of the Library involvement. Marketing efforts, including social media and local press, are being coordinated to attract new patrons and highlight programs.

Current programs include the Winter Reading Challenge, which continues through February 28 and features activities that can be completed simultaneously. The fiber arts group has expanded its membership with broader promotion, now welcoming all fiber artists. The seed library is preparing for a limited expansion, with new seed batches expected in February.

Efforts are also underway to document African American history in Clayton, including partnerships with local Black churches and the transcription of oral histories. The library is focused on preserving history accurately through careful collection, cataloging, and volunteer support. Current initiatives include digitizing newspapers and processing oral histories from the early 2000s.

Volunteers and Friends of the Library continue to support programs, fundraising, and special events, including the grand re-opening and summer reading programs. All program and collection updates, including shelving reorganization and delivery policies, are designed to improve patron access while maintaining staff efficiency and safety.

**November 2025:**

Visits: 1,688; New Patrons: 114; Physical Checkouts: 8,917; Digital Checkouts: 3,215; Public Computer Sessions: 286; Early Literacy Program/Attendance: 2/23; Children Program/Attendance: 3/14; Teen Program/Attendance: 1/4; Adult Program/Attendance: 7/126; Meeting Room Usage Total Reservation/Total Attendance: 0/0

**December 2025:**

Visits: 1,625; New Patrons: 149; Physical Checkouts: 8,487; Digital Checkouts: 3,273; Public Computer Sessions: 239; Early Literacy Program/Attendance: 2/10; Children Program/Attendance: 2/15; Teen Program/Attendance: 1/5; Adult Program/Attendance: 6/81; Meeting Room Usage Total Reservation/Total Attendance: 0/0

**Outreach Events:**

Three outreach events were held in November and December.

**Upcoming Programs:**

- Storytime Theatre & Improv: January 29th and February 25th (K-5th Graders)
- Foam Marbled Valentines: February 14th (Preschool)
- From Think to Ink: February 19th (K-5th Graders)
- NC Reads Book Club: February 25th (Adult)
- Family Speed Game Night: February 26th
- Team Jigsaw Puzzle Competition: March 23rd (Teen and Adult)

**Popular Checkouts (Physical Books):**

- The Wedding People: A Novel by Alison Espach
- Dog Man: Grime and Punishment by Dav Pilkey
- James by Percival Everett
- The Killing Stones: A Detective Jimmy Perez Novel by Ann Cleeves
- The Women by Kristin Hannah
- All The Colors of the Dark by Chris Whitaker

**8. Other Business**

**9. Adjournment**

- a. Adjourn

With nothing further, the meeting was adjourned at 6:37 p.m.

**Motion to Adjourn**

<b>Result:</b>	<b>Passed 12-0</b>
<b>Mover:</b>	Julia Curran

<b>Seconder:</b>	Amber Revels-Stocks
<b>Yes:</b>	Makayla Walden, Meredith Sewell, Julia Curran, Amanda Gawthorpe, Eugene Wheeler, Amber Revels-Stocks, Lucy Bianchi, Jill King, Patrice Hardy, Christine Jernigan, Sarah Chera, Miriam Herrell
<b>No:</b>	None
<b>Absent:</b>	

Adopted by the Hocutt-Ellington Memorial Library Advisory Board on Thursday, March 19, 2026.

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Julia Curran  
Board Chair

**Attest:**

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Heidi L. Holland, MMC, NCCMC  
Town Clerk

# Community Information Policy

## Policy

This policy shall remain in effect until such time as amended by the Town Council.

## Purpose

As a resource for local information and community activities, the Hocutt-Ellington Memorial Library (“Library”) may provide display space for the posting of non-library materials of general community interest. The Library will have first priority to the use of all display areas. The Community Information Policy sets guidelines for the posting of information on the Library’s display areas and for the distribution of free publications by area organizations and publishers within the library buildings.

## Posting Guidelines

1. The community bulletin board and pamphlet display area(s) are designed and intended to provide information to the Library’s patrons about events or services of a cultural, educational, or community service nature. Publication materials regarding community events occurring within or immediately adjoining the boundaries of the Town of Clayton will be given priority.
2. Materials acceptable for posting include, but are not limited to course, school, and educational announcements; special non-profit events and activities; author appearances and/or book signings; and activities and services available through municipal, state, and federal offices relating to the needs of residents of the Town of Clayton.
3. All materials for potential display must be reviewed, approved, and posted by the Library Manager, or their designee.
4. Display materials may not exceed 8.5 x 11 inches in size. The Library does not provide free printing services for posting materials.
5. Materials will only be placed in designated locations.
6. Due to limited space, the Library reserves the right to prioritize the items posted based on community interest and timeliness of event. Items meeting the posting guidelines and approved will be added as space permits on a first-come, first served basis.
7. Items that have been on display longer than four weeks or past the date of the event will be removed.
8. Materials posted or left for free distribution without approval from the Library will be discarded.

## **Procedure**

Applicants wishing to submit items for potential display must deliver materials in person to the Library Circulation Desk. Submissions must include the applicant's name and current contact information

A maximum of two (2) postings on behalf of an individual or organization will be accepted per calendar month.

All submitted materials are subject to review and approval by the Library Manager or their designee.

Approval will be granted based on available space on a first-come, first serve basis and in compliance with the guidelines outlined above.

## **Endorsement**

The use of the Library's posting areas does not imply endorsement by the Library or its staff; nor will the Library accept responsibility for the content of the statements made in such materials.

## **Damages and Liability**

The Library is not responsible for making arrangements for any posted items to be returned. Any postings and publications left with the Library are subject to being discarded at the Library's discretion. The Library is not responsible for the loss of or damage to any item displayed.

## **Failure to Comply**

Failure to comply with the Community Information Policy may result in a loss of public posting privileges.