



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, October 18, 2018 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - September 20, 2018

[September 20, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of September 20, 2018 minutes

3. OLD BUSINESS

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Library Update
Presenter: Joy Garretson

6. OTHER BUSINESS

- a. From the Field: Board Suggestions
Presenter(s): Board Members
- b. 2019 Library Advisory Board Meeting Schedule
Presenter: Heidi Holland, Clerk to the Board
[Hocutt-Ellington Memorial Library Advisory Board 2019 Meetings](#)

POTENTIAL ACTION: Adoption of 2019 Library Advisory Board Meeting Schedule

7. ADJOURN



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, September 20, 2018 @ 5:00 PM
Wooten Room - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak
Etheleen Eason
Elizabeth Barber
Belle Allen
Caroline Daily
Elizabeth McLaurin
Lisa Brogdon **Arrived at 5:06 p.m.*
Natasha Ellis-Smith
Paul Taperek
Linda Hester

STAFF PRESENT:

Joy Garretson, Library Director
Laura McGuire, Children's Librarian
Art Holder **Arrived at 5:10 p.m.*
Nancy Medlin, Deputy Town Manager
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

1 CALL TO ORDER

- a) Ms. Satkowiak called the meeting to order at 5:03 p.m.

2 APPROVAL OF MINUTES

Draft Minutes

- a) Draft Minutes
- August 16, 2018

ACTION: Adoption of August 16, 2018 minutes

Motion: Board Member Lisa Brogdon
Second: Board Member Elizabeth McLaurin
Vote: Unanimous

3 OLD BUSINESS

- a) Demonstration of eBooks and RB Digital Apps
Presenter: Joy Garretson

Ms. Garretson gave her presentation on the library's eBooks and RB Digital apps. The app is called Libby powered by Overdrive. She demonstrated how to sign in and choose a book to read digitally. Ms. Garretson shared detailed information regarding the process

for checking out and requesting books. Ms. Garretson stated she spends \$100 a year to be part of the consortium but will budget additional funds next year to be able to contribute to purchasing more titles for the library.

4 NEW BUSINESS

- a) Ms. Satkowiak discussed ideas about the library using their van as a mobile library van. Ms. Garretson stated currently the van was used for small courier runs and was not used on a large scale. Ms. Satkowiak stated she would send photos of a mobile library van she recently saw. Ms. McLaurin asked if we deliver to Senior Centers or daycares. Ms. Garretson stated that Mardia does an outreach once a month to the senior centers but they have asked the library not to bring too many books due to lack of space. Ms. Garretson said we also deliver to daycares as an outreach program.

Ms. Satkowiak asked about the book sale numbers, Belle Allen stated it went off well, however Monday was slow due to bad weather. Ms. Garretson said the library raised a little under \$3,000. Elizabeth Barber said there was a good turnout as well as good volunteer turnout.

Ms. Satkowiak asked the members to start thinking about the Holiday Appreciation Event and Luncheon for the staff. She asked everyone to think about plans and dates and she would send a follow up email out to everyone.

5 LIBRARIAN'S REPORT

- a) Introduction to Laura McGuire, New Children's Librarian
Presenter: Joy Garretson

Ms. Garretson introduced the members to Laura McGuire who has been with the library for one month. Before joining the library Laura was a school media specialist for three years with an elementary school in Wake County. Ms. Garretson stated Laura is a big asset, she has already written policies and researched strategic topics for the library with her. Ms. Garretson discussed that she and Laura had a Home School Interest Meeting with approximately 5 families that were interested in working with the library. Laura discussed a new program that is being launched on October 6th called Books with Buddy. Books with Buddy is a program that allows children to read with a certified therapy dog team. The goal of this program is to help children overcome any lack of confidence and improve reading and communication skills. The dog that will work with the library is named Colden, he is a 7-year old German Shephard mix. The library may think about adding another dog team in the future if this program goes well.

- b) Library Update
Presenter: Joy Garretson

AUGUST UPDATE

Library Services: 4,511 Visits; 5,734 Physical items circulated; 171 E-Audio Checkouts; 196 E-Book Checkouts; 467 Public Computer uses.

Programs were canceled in August to prepare for the fall programs.

FISCAL YEAR 2018, YEAR IN REVIEW

53,114 Visits; 5,576 uses of personal computer; 31,876 Wifi Sessions; 28,447 Adult Circulation, 3,097 Youth Circulation; 53,099 Juvenile Collection - 10,000 of these were non-fiction.

ONLINE RESOURCES

Ebooks checkouts: 2,294; Audio books: 2,267; Database use: 33,790

PROGRAMS

66 Adult Programs (1500 in attendance)

94 Youth Programs (898 in attendance)

239 Children's Programs (5660 in attendance)

The best attended program was the Eclipse Viewing Program which 811 people attended. The library had fewer programs which resulted in the numbers being down this year compared to last year, the staff is happy about this decision as it made for more quality programs.

6 OTHER BUSINESS

- a) Ms. Garretson discussed that Margaret Sullivan will be back at the library on October 15th and 16th. On the 15th Margaret will hold a focus group for the library and on the 16th she will be showing a presentation to Nancy, Adam, Planning and Economic Development departments that will present information on what other small town libraries are doing and what trends are out there. Ms. Garretson said she is pulling together an additional group and would like to include members of Downtown Development Advisory Board, the focus of this group will be for educators. Ms. Garretson asked the board members if they are interested in spending more time with Margaret to email her to let her know if they were available during the day or evening on the 15th.
- b) The Teen Advisory Block will not do the Rock the Book this year. They are pushing a new teen book club as well as leadership activities.
- c) Ms. Garretson reported on last month's inquiry by Ms. McLaurin about the use of the public computers since they were relocated to the front of the library. Ms. Garretson stated that from July - December of 2017, 2700 people used the computer (300 of those uses were in one day in July when people researched the eclipse). From January to June of 2018, there were 2200 uses of the public computer.

7 ADJOURN

- a) Adjourn the Meeting

ACTION: Motion to adjourn was made at 6:09 p.m.

Motion: Board Member Elizabeth McLaurin

Second: Board Member Elizabeth Barber

Vote: Unanimous

Duly adopted this 18th day of October, 2018.

Stephanie Satkowiak
Chair

ATTEST:

Heidi L. Holland
Deputy Town Clerk & Clerk to the Board

September 20, 2018
Minutes



TOWN OF CLAYTON

HOCUTT-ELLINGTON MEMORIAL

LIBRARY ADVISORY BOARD

2019 MEETINGS

January 17, 2019

February 21, 2019

March 21, 2019

April 18, 2019

May 16, 2019

June 20, 2019

July 18, 2019

August 15, 2019

September 19, 2019

October 17, 2019

November 21, 2019

December 2019 – No Meeting*

Meetings are held on the THIRD Thursday of the month 5:00 p.m. in the Wooten Room in Town Hall located at 111 East Second Street, unless otherwise noted.*

In accordance with NC GS 143-318.10, this is an official meeting of the board and is open to the public.

ADOPTED BY HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD: OCTOBER 18, 2018

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