



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, November 15, 2018 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - October 18, 2018
- [October 18, 2018 Minutes](#)

POTENTIAL ACTION: Adoption of October 18, 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

7. ADJOURN



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

BOARD MEMBERS PRESENT:

Stephanie Satkowiak
Etheleen Eason
Elizabeth Barber
Belle Allen
Caroline Daily **Arrived at 5:04 p.m.*
Elizabeth McLaurin
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Art Holder
Kimberly Moffett, Town Clerk
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Lisa Brogdon
Natasha Ellis-Smith
Linda Hester

1 CALL TO ORDER

- a) Ms. Satkowiak called the meeting to order at 5:00 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
• September 20, 2018

ACTION: Adoption of September 20, 2018 minutes

Motion: Board Member Belle Allen
Second: Board Member Elizabeth McLaurin
Vote: Unanimous

3 OLD BUSINESS

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Library Update
Presenter: Joy Garretson

Ms. Garretson shared that Margaret Sullivan met with the library teens on Monday night and before that she met with some of the friends of the library, some board members, and also a few people from the community. About 10 people were in attendance from The

Women's Club, Partnership for Children, Chamber of Commerce and Public Information Officer Stacy Beard. Ms. Garretson presented pictures to the members of projects that Ms. Sullivan presented while she was here. She shared a project that Ms. Sullivan did not have time to finish that evening, about the needs, challenges and opportunities that would like to be seen at the library. Ms. Garretson passed out a form and asked the board members to fill it out. She stated Ms. Sullivan will record these and enter them into her report.

Ms. Sullivan will be back on December 13th and 14th. On one of those days (which has not yet been determined) the library will be taking a field trip to South Carolina to visit a library that Ms. Sullivan has designed. Ms. Garretson invited the board members to come along on this trip. On December 13th there will be another meeting, which Ms. Garretson stated she is hoping to pull in a few people from the Chamber and business owners. She then asked board members to reach out to church members that are involved with outreach in the community, there will be an invitation mailed out for the community building event. If someone fits this description, send Ms. Garretson their information, she will reach out and invite them. Ms. Garretson mentioned she invited 50 people to the last meeting and about 10/12 people attended. She then stated the big idea is to let people know the library doesn't have to be only about getting a book, it's about creating a place where people are comfortable and stay connected.

Caroline Daily suggested the library could mimic the atmosphere of Barnes and Noble to attract more people to the library. Ms. Garretson mentioned there had been discussion of having a café, smoothie bar or coffee bar. It was also suggested to replace the tables and chairs with sitting on the floor, rug, etc., to make it feel like a multi-generational living room where people of different ages and races can get together.

Ms. Satkowiak expressed Margaret Sullivan was very interesting. She talked about an exercise Ms. Sullivan led that asked people to talk about what they wanted to see, what they were most proud of and most concerned about in Clayton. Ms. Satkowiak stated most people had the same idea about Clayton, most people stated they felt this was a close knit community, with a small town feel but with acknowledgement the town is growing.

SEPTEMBER UPDATE

There were no programs in August because of preparation of the fall programs and during the month of September the hurricane knocked out some of the normally planned programs.

Library Services: 4,204 Visits; 6,706 Physical items circulated; 147 E-Audio Checkouts (*It was reported the library has added some new titles to the Audio books*); 176 E-Book Checkouts; 349 Public Computer uses.

PROGRAMS

2 Adult Programs (23 in attendance) One of the adult programs was an outreach program to the Senior Center and the other was the adult coloring program.

2 Youth Programs (20 in attendance)

13 Children's Programs (200 in attendance)

Ms. Garretson reported the Code Club is back up. There is not enough room for Steam Story time and Code Club to occur at the same time so they are alternating weeks between the two. On the weeks that the library does not have the Steam Story time there will be an activity for the kids in the children's room. Ms. Garretson stated that Laura McGuire has arranged for the National Science Museum to come on October 24, 2018 for a special story time. She stated the Books with Buddy program turned out good, it launched on October 6th with about 15 children in attendance. The program will be back on November 10.

Also on November 10th will be the Opening Ceremony for the Little Free Library dedication at the Main Street Garden at 12:30 p.m. Ashtin Gill, Miss Clayton 2016, donated this to the library to use as part of the town-wide literacy project. There will be an opportunity for pictures as well as coffee and hot chocolate available.

The library now has a safe to lock the money up nightly, the cash register will arrive on Monday. Ms. Garretson stated she sent out notices for lost books (last week about 17 notices were sent out for book fees of over \$50, some were over \$300). Ms. Garretson stated that everyone had been contacted by phone and/or email and had received a bill. If there is no response at all in two weeks it then goes to Ann and then to collections. There was discussion about lost or overdue books, if there is a book that is long overdue or lost, then the account is locked until the book is returned or paid for. The library will be holding a Cans of Food for Fines event the whole month of December, the food will be donated to Clayton Area Ministries. One can of food, will erase \$1 of library fees. Fees are different than the lost books, the lost books will not qualify for the canned food event.

Ms. Garretson shared photos from different events during the past month at the library. One of the events was from Fire Safety Day where the Clayton Fire Department stopped by the library with the firetruck.

6 OTHER BUSINESS

- a) From the Field: Board Suggestions
Presenter(s): Board Members

Elizabeth Barber suggested that the meetings be kept under an hour because of upcoming cold weather and the time change resulting in getting darker earlier. The board agreed.

- b) 2019 Library Advisory Board Meeting Schedule
Presenter: Heidi Holland, Clerk to the Board

ACTION: Adoption of 2019 Library Advisory Board Meeting Schedule

Motion: Board Member Elizabeth McLaurin
Second: Board Member Caroline Daily
Vote: Unanimous

- c) Ms. Satkowiak stated that Linda Hester notified her and she would not be in attendance at

today's meeting. Lisa Brogdon told her she also would not be able to make tonight's meeting.

7 ADJOURN

a) Adjourn the Meeting

ACTION: Motion to adjourn was made at 5:44 p.m.

Motion: Board Member Paul Taperek

Second: Board Member Joy Garretson

Vote: Unanimous

Duly adopted this 15th day of November, 2018.

Stephanie Satkowiak
Chair

ATTEST:

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

October 18, 2018
Minutes