



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, March 15, 2018 @ 5:00 PM
GS 223 - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - January 11, 2018
 - February 15, 2018

[January 11, 2018 DRAFT Minutes](#)
[February 15, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of January 11, 2018 & February 15, 2018 Minutes

3. OLD BUSINESS

- a. Writing Contest - Update
Presenter: Library Staff
[Writing Contest Flyer](#)
- b. Wishes & Dreams
Presenter: Board Members

4. NEW BUSINESS

- a. FY 2019 Budget Request - Changes from Previous Budget
Presenter: Joy Garretson, Library Director
- b. April Board Meeting Date Change
Presenter: Joy Garretson, Library Director
- c. ETJ Board Member Position
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. Update
Presenter: Joy Garretson, Library Director
- b. Teen Programming
Presenter: Joy Garretson, Library Director

6. BOARD MEMBER COMMUNITY ENGAGEMENT

- a. Community Needs
Presenter: Board Members

7. OTHER BUSINESS

8. ADJOURN



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, January 11, 2018 @ 5:00 PM
Conference Room GS223 Location Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak
Belle Allen
Linda Hester
Etheleen Eason
Elizabeth Barber
Elizabeth McLaurin
Lisa Brogdon
Natasha Ellis-Smith
Caroline Daily

STAFF PRESENT:

Joy Garretson, Library Director
Nancy Medlin, Deputy Town Manager
Kimberly Moffett, Town Clerk
Christy Anastasi, Clerk to the Board
Art Holder, Council Member

MEMBERS ABSENT:

1 CALL TO ORDER

- a) Ms. Allen called the meeting to order at 5:11 p.m.

2 ADJUSTMENT OF THE AGENDA

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Introduction of New Board Members
Presenter: Joy Garretson, Library Director
- Caroline Daily
 - Natasha Ellis-Smith

Ms. Garretson welcomed Ms. Daily and Ms. Ellis-Smith. All board members introduced themselves to the new members. Both new members provided some information to the board about themselves.

- b) Orientation for New Board Members
Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett provided each board member with a Volunteer Board Information/Orientation booklet. Ms. Moffett highlighted areas of the booklet such as what is a public body, official meeting, notice requirements for board meetings and what is a public record.

4 APPROVAL OF MINUTES

- a) November 16, 2017 Draft Minutes

ACTION: Approval of November 16, 2017 Minutes

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

5 ELECTION OF NEW OFFICERS

- a) Election of 2018 Board Officers
Presenter: Stephanie Satkowiak, Chair

- Chair
- Co-Chair

Ms. McLaurin made a motion to elect Stephanie Satkowiak as chair. Ms. Satkowiak accepted the nomination.

Ms. McLaurin made a motion to elect Belle Allen as Vice-Chair. Ms. Allen accepted the nomination.

ACTION: Approval of the 2018 Board Chair and Co-Chair Officers

Motion: Board Member McLaurin
Second: Board Member Eason
Vote: Unanimous

6 OLD BUSINESS

- a) Update - Moving of the Children's Room
Presenter: Joy Garretson, Library Director

Ms. Garretson provided an update on the moving of the children's room. The painting is almost complete. All most all of the books in the children's room have been moved and organized. An additional three sets of shelving should arrive late January early February. Some of the large print and the audio books have been moved closer to the front of the library for convince. Staff has been working on pulling out books that have not circulated in a long time to make room for new ones. Staff has also, been working on new displays for the front area. Ms. Garretson would like to have an official opening of the children's room along with a reception. The date has not yet been determined. Ms. Garretson stated that due to staff support everything has been going very smooth.

- b) Update - Grant Opportunities
Presenter: Joy Garretson, Library Director

Ms. Garretson stated she has begun the process of writing a grant for the feasibility study. The grant is due at the end of February. The Planning Department is assisting with proposals for the consultant library. Four proposals for Library Consultant have been received. Ms. Garretson stated she has reached out to other towns for feedback on Library Consultants. Ms. Garretson has been in contact with the Library Director in Kings Mountain for assistance with grant information. There was an overview of the process of a facility study. Ms. Garretson stated that there is a cash match at a percent. Ms. Satkowiak stated that she would like more information on the grant information. Ms. Medlin asked if future Federal funding is indeed the money that must be in jeopardy. Ms.

Garretson stated yes these funds were in possible jeopardy until many Library Directors came together and the government overturned the decision. The funds are safe at this time. It was suggested that a letter be sent to all state representatives stating the concerns of the need of money for libraries.

- c) Update - Annual Report to Town Council
Presenter: Christy Anastasi, Deputy Town Clerk

Ms. Anastasi stated each advisory board will attend a town council work session on an annual basis and provide the council with an update of accomplishments and highlights during the past year as well as suggestions and recommendations for the future. Ms. Anastasi stated the report should last no longer than 10 minutes. It was suggested the board chair present the report to council. However, all board members are encouraged and welcome to attend the meeting. Ms. Anastasi provided a template of the report as well as a tentative schedule. The Library Advisory Board is scheduled to present the annual update at the June 18, 2018 Town Council meeting.

7 NEW BUSINESS

- a) New Item Heading for the Agenda - Board Member Community Engagement Update
Presenter: Joy Garretson, Library Director

Ms. Garretson asked that the board members to continue introducing her to other organizations in the community. Ms. Garretson stated that she would like to add a standing item to the monthly agenda. This would be an update from board members in regards to any useful information for the library or possibly information being received throughout the community. Ms. Garretson stated she would like board members to obtain feedback throughout the community by asking citizens the needs of the community. Possibly certain programs, program times, books etc. Ms. Moffett stated that with the type of information that may come back from the board could lead to a possible project for the board. Ms. Ellis-Smith stated that she was aware of several girls in the community that are interested in Code Club, however, due to the time the club meets it's difficult for the students and parents. Ms. Ellis-Smith stated she would like to see the Code Club possibly meet on the weekend. Ms. Garretson stated she would look into a possible change and or addition.

8 LIBRARIAN'S REPORT

- a) Programs & Reports
Presenter: Joy Garretson, Library Director

Ms. Garretson provided an overview for the month of December 2018. The carpet installation is complete and the painting is almost complete. The final shelving installation will be complete by the end of January 2018. The total visits to the library were 3,675; items circulated were 3,291 and 121 uses of the public internet via computers.

Ms. Garretson will be assisting with the Battle of the Books and Clayton Middle School.

Ms. Garretson stated that a field trip could be provided with staff to visit another library to see how their story-time works for them.

Ms. Daily asked for clarification on the Code Club. Ms. Garretson stated the Code Club Program is a computer learning process program. Ms. Daily provided additional information on different ways to make Code Club more interesting. Ms. Ellis-Smith provided a couple of websites for Coding. Ms. Brogdon stated it would be great to have an adult mentor for the Code Club.

9 OTHER BUSINESS

10 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 6:04 p.m.

Motion: Board Member Allen
Second: Board Member Brogdon
Vote: Unanimous

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board



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GS 223 - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak
Caroline Daily
Linda Hester
Elizabeth McLaurin
Etheleen Eason
Elizabeth Barber
Lisa Brogdon

STAFF PRESENT:

Christy Anastasi, Clerk to the Board
Art Holder, Council Member

MEMBERS ABSENT:

Belle Allen
Natasha Ellis-Smith
Nancy Medlin, Deputy Town Manager

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

3 OLD BUSINESS

- a) Update - Grant Opportunities
Presenter: Joy Garretson, Library Director

Ms. Garretson provided a brief update on the grant application process. Ms. Garretson stated that the grant is not due yet. Several consultants responded to the request for qualifications (RFQ) for the Consultant Library. Out of the consultants that responded, the applications have been narrowed down to two. A letter was drafted to the two consultants in regards to the scope of services they can provide. Hopefully, this information will be received back from the consultants in time for this information to be included in grant application. Ms. Garretson stated she has completed most of the information needed to write the grant. This information will be sent over to the state library for their input and suggestions.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Programs & Reports

Presenter: Joy Garretson, Library Director

Ms. Garretson provided an update on programs and reports. The stats for January are as follows the total visits to the library 3,588; items circulated 5,046 and uses of public internet 391.

Baby story-times are now broken into two groups with shorter times in order to provide smaller groups. On average, there are 20 children at the baby story-time. At the pre-k story-time there are on average 45-50 children attending.

The Clayton Youth Theater visited the library and provided a sneak-peak of *Anne of Green Gables*.

Clayton Chamber of Commerce has reached out to the Clayton Library to be part of the Sip & Shop, A wine tasting and shopping event that will be held on Tuesday, March 13th from 6:00 p.m. - 9:00 p.m. This event will be part of the Main Street Conference. Participating in this event will be 20 Downtown businesses with the library being included. The March artwork will be displayed in the library for this event.

Ms. Garretson stated the library staff has been visiting the Clayton Center for Active Aging to assist in craft events. During the last visit, Ms. Garretson was asked to provide assistance in adding the Clayton Center for Aging to a service that is offered to the Blind & Physically handicapped. This program is to assist the blind and anyone with reading challenges. The program will provide a player to play tapes. Ms. Garretson stated she has contacted the state library and a presentation on how and what the program has to offer as well as training on the equipment can be provided at the Center for Active Aging.

The Teen Advisory Board will host a creative writing contest. The contest will be open to middle and high school students. Writing prompts will be provided. Members of the Teen Advisory Board will be the judges of the contest. Winners will be announced at the Rock the Block event on April 14, 2018 in Town Square. Winners of the contest will receive a \$50 Amazon gift card. The Friends of the Library provided the Amazon gift cards. Ms. Brogdon asked if the contest is only open to Clayton residents or if the contest is open to students in Johnston County. Mr. Holder stated that his opinion is the contest should be open to Clayton residents. Ms. Garretson stated she would confirm if students could be outside of Clayton.

Ms. Garretson stated is working on an internet policy. The policy will address inappropriate internet use. The policy has yet to be completed and Ms. Garretson will keep the board informed as to the progress. There was a lengthy discussion about the inappropriate usage of the computers in the library.

Ms. Satkowiak stated that the board previously have felt they have been in the

dark when it came to the budget process. The board would like to be part of the process and provided prior knowledge of where money will be used within the budget. There was much discussion about the library charging a fee for services. Ms. Garretson stated she would like to educate the community about such fees.

The board would like to have a wishes and dreams list for the library. Discussion will continue at the next meeting.

- b) Updated Policies & Procedures
Presenter: Joy Garretson, Library Director

- Circulation
- Meeting Room

Ms. Garretson stated that the circulation policy renewal-lending period would be extended to 3 weeks.

The shelving installation is partially completed in the children's room. As part of the budget, Ms. Garretson stated additional tables are needed.

The small meeting room will be opening soon. This meeting room will be able to accommodate up to 60 people. Staff will receive room reservation training prior to the opening of the meeting room.

6 BOARD MEMBER COMMUNITY ENGAGEMENT

- a) Update
Presenter: Joy Garretson, Library Director

Ms. Garretson stated that this is a time for the board to share any comments, concerns and feedback from the community. The board discussed filling the current open ETJ position on the board.

7 OTHER BUSINESS

8 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 6:19 p.m.

Motion: Board Member Satkowiak
Second: Board Member Hester
Vote: Unanimous

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board



CREATIVE WRITING CONTEST

Sponsored by Clayton Library Teen Advisory Board

ATTENTION ALL MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS!

The Clayton Library Teen Advisory Board is hosting a creative writing contest that is open to all Middle School and High School students.

Winners will be chosen from High School and Middle School!

All entries must meet the following criteria:

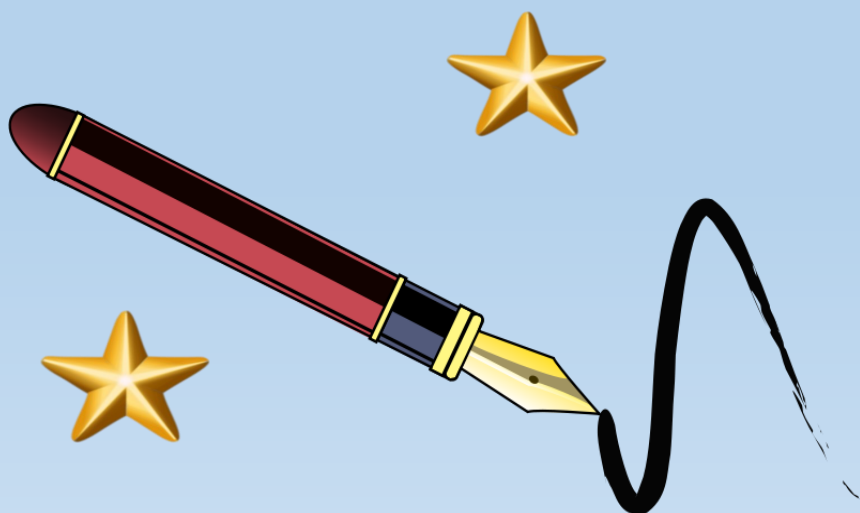
- ♦ You must choose one of the five prompts listed below.
- ♦ Your entry should be no more than 5 pages and be typed in Times New Roman 12pt or Arial 11pt.
- ♦ Include a title page with your name, school, grade and contact email & phone number.
- ♦ Do not use profanity, keep writing school appropriate.
- ♦ 2 entries maximum per person.
- ♦ You must sign a waiver allowing Hocutt-Ellington Memorial Library to post your work & photo on Social Media/ Library Display.

Choose one of the following prompts:

- 1) *It is a regular school day, until a bizarre rumor breaks out: Aliens have landed on Earth! Write about the day from the teacher's point of view*
- 2) *Create a fantasy world! You must write from a villain's point of view*
- 3) *You stumble across a cabin in the woods. Write about how you got there and what you found.*
- 4) *You are running from the Mafia. What happened? What did you do to get into this situation?*
- 5) *You wake up one day and find that you are trapped in your favorite book. You only have 24 HOURS to escape or you will be trapped forever. Write about your journey to escape.*

Deadline : Friday, March 23, 2018

All entries must be submitted by email to claytonlibrarywritingcontest@gmail.com or you may drop off a hard copy to the Hocutt-Ellington Memorial Library located at 100 S. Church St. Clayton.



***Winners will be presented
with prizes on Saturday, April 14th
at 1:00pm at "Rock the Block"
Teen Advisory Board event
held at the Town Square.***

Good Luck!