



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, July 19, 2018 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - May 17, 2018 Minutes
- [May 17, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- a. LTSA Grant Update
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. Summer Reading Program
Presenter: Joy Garretson, Library Director
- b. Library Update
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

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

7. ADJOURN

- a. Adjourn the Meeting
- POTENTIAL ACTION:** Motion to Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, May 17, 2018 @ 5:00 PM
GS 223 - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak * Arrived at 5:18 p.m.
Etheleen Eason
Belle Allen
Caroline Daily
Linda Hester

STAFF PRESENT:

Joy Garretson, Library Director
Nancy Medlin, Deputy Town Manager
Jennifer Proctor, Sr. Admin. Assistant

MEMBERS ABSENT:

Lisa Brogdon
Elizabeth Barbour
Natasha Ellis-Smith
Paul Taperek

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- April 12, 2018

ACTION: Adoption of April 12, Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

- a) State Library of NC Training
Presenter: Tanya Prokym, Library Development Director

Ms. Prokym, who serves as the Library Development Director for the State Library of North Carolina, was present to provide board training. Ms. Prokym stated there are three separate parts of the State Library. She shared information regarding how state aid is determined. She stated it's based on population as well as per capita income. She also advised regional systems have governing boards; while all others have advisory boards. Ms. Prokym provided sheets that outlined descriptions regarding the role of advisory boards. It is important to know that an advisory board has no legal responsibilities

except those that may be delegated by a local government. Advisory Boards serve their community by informing them of the Library's long range planning, participating in advocacy and sharing information with local officials as to how the library can meet the needs of the community. She stated the State Library of North Carolina holds the Library Director fully responsible for the management of the library and stated interactions will always take place directly with the Library Director.

Everyone agreed the presentation was very informative and offered their thanks to Ms. Prokym for attending and sharing.

5 LIBRARIAN'S REPORT

- a) Update on Director Presentation to Town Council
Presenter: Joy Garretson, Library Director

Ms. Garretson stated attendance at the children's group reading has been great with the latest group having 56 kids in attendance, it is important to note, this was the smallest group. She stated the Teen Board had great success with the Rock the Block Program, which was well attended. Applications are being accepted for the Teen Advisory Board. Ms. Garretson was recently awarded a grant to attend the Research Institute for Public Libraries. Attending this institute will assist with telling the story of the Clayton Library.

Ms. Garretson recently provided an update to Town Council at a town council meeting; it was very well received.

It was reminded that the Library Advisory Board will provide their annual report to Town Council on June 18, 2018. The council meeting begins at 6:00 p.m. and Ms. Satkowiak will provide this update. Members of the advisory board were invited to attend and support.

- b) Summer Reading Events Calendar
Presenter: Joy Garretson, Library Director

Ms. Garretson provided flyers to everyone that included information and details regarding upcoming summer events.

6 OTHER BUSINESS

7 ADJOURN

- a) Adjourn the meeting

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

ACTION: Adjournment of the Meeting

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

Duly adopted this the 19th day of July 2018.

Stephanie Satkowiak
Chair

ATTEST:

Kimberly A. Moffett CMC, NCCMC
Town Clerk & Clerk to the Board

May 17, 2018
Minutes