



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

1. CALL TO ORDER

2. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Introduction of New Board Members
Presenter: Joy Garretson, Library Director
 - Caroline Daily
 - Natasha Ellis-Smith
- b. Orientation for New Board Members
Presenter: Kimberly Moffett, Town Clerk

3. APPROVAL OF MINUTES

- a. November 16, 2017 Draft Minutes
[November 16, 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of November 16, 2017 Minutes

4. ELECTION OF NEW OFFICERS

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

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

5. OLD BUSINESS

- a. Update - Moving of the Children's Room
Presenter: Joy Garretson, Library Director
- b. Update - Grant Opportunities
Presenter: Joy Garretson, Library Director
- c. Update - Annual Report to Town Council
Presenter: Christy Anastasi, Deputy Town Clerk
[Annual Report Template](#)

6. NEW BUSINESS

7. LIBRARIAN'S REPORT

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

8. OTHER BUSINESS

9. ADJOURN



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, November 16, 2017 @ 5:00 PM
Conference Room GS223 in Town Hall

BOARD MEMBERS PRESENT:

Belle Allen
Etheleen Eason
Elizabeth Barber
Elizabeth McLaurin
Lisa Brogdon
Linda Hester
Stephanie Satkowiak

STAFF PRESENT:

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

MEMBERS ABSENT:

1 CALL TO ORDER

- a) Ms. Allen called the meeting to order at 5:05 p.m.

2 APPROVAL OF MINUTES

- a) October 19, 2017 Minutes

ACTION: Approval of October 19, 2017 Minutes

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

- b) Approval of the minutes with the correct spelling of Ms. Satkowiak name in the "Board Member Present" and "Call To Order" sections of the October 19, 2017 minutes.

3 OLD BUSINESS

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

Ms. Garretson provided an update on the renovations of the children's room. An individual member from the Friends of the Library donated \$200 for the paint used for the children's room. The children's room will be closed from November 27th through the end of the year for renovations. Ms. Garretson stated the painting of the children's room would begin on November 27th. After the painting and renovations are completed shelving and books will be moved. Ms.

Garretson stated the Friends of the Library donated \$6,693 for additional shelving to be used in the children's room. Renovations will be completed at the first of January.

Ms. Garretson asked for feedback from teens in the community on an area for teens. Ms. Garretson stated it might be possible to use one of the small meeting rooms as a space for teens to use. However, these small rooms do not provide much privacy. Any suggestions are welcome.

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

Ms. Garretson provided an update on the grant opportunities. Ms. Garretson spoke with Ms. Sharon Stack the Library Director in Kings Mountain. The Town of Kings Mountain was in a similar situation in reference to a lack of space issues. The Town of Kings Mountain had received a grant for their library. Ms. Garretson stated Ms. Stack provided valuable information that can be of use when applying for a grant. Ms. Stack stated she worked with a group called the Margaret Sullivan Studio out of New York. The Town of Kings Mountain is in the beginning stages of construction. Ms. Garretson stated she has plans to visit the library in Kings Mountain to see the work in person. The Margaret Sullivan Group is an architectural design firm with a focus on civic and cultural institutions that specialize in libraries. The firm can come up with design concepts that meet the needs of the community. Ms. Garretson stated the Margaret Sullivan Group has submitted a statement of qualification, which will be given to Mr. David DeYoung, Planning Director. The Margaret Sullivan Group can be considered as a possible consultant to be added to the consultant library. Ms. Garretson stated that several other firms have also submitted as a possible consultant to be considered for the consultant library. The demographics and statistics are currently being collected for the writing of the grant application.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

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

Mr. Holder stated the Veteran's dedication was very touching. All board members agreed.

Ms. Allen asked the board members to pick a date and time for a Christmas gathering for the board members and library staff. The board members picked December 13, 2017 between 10:00 am - noon.

Ms. Satkowiak asked the board what date and time would work best to come to

her home for a Christmas party. The board members picked December 16, 2017 at 5:30 p.m. Ms. Satkowiak will provide an invitation.

Ms. Garretson provided a handout to include several stats on the library for the month of October 2017. A few of the stats included were as follows: 5,050 visits, 5,482 items circulated, 633 public internet computer uses, 648 attendees to the 17 children's program, 61 attendees to the 11 young adult programs and 40 attendees to the 5 adult programs. The upcoming event will be the annual Christmas Tree Lighting on November 30, 2017. Christmas story-time would be held outside every 30 minutes from 5:30 pm - 7:00 pm also on November 30, 2017. Beginning in January on the first Tuesday of each month a craft program will be held at the Center for Active Aging.

The teen advisory board will be holding a writing contest with middle and high school students. The contest will begin at the beginning of December 2017.

Ms. Garretson stated at the November staff meeting the staff was asked to provide suggestions and ideas on different programs to create a 2018 program plan. Ms. Garretson stated she is working closely with the staff that work with children. The staff members that provide story-time have not received much formal training. These staff members will be receiving training in 2018. Some of the training will be online free classes through the state library. Ms. Garretson stated in addition to the training there will be a few field trips to other local libraries to observe how other libraries provide their story-time. These field trips may provide new ideas to be incorporated in the Town of Clayton's story-time.

Ms. Nikki Dyke, Director of the Clayton Youth Theater has reached out to the library to provide a sneak preview of the upcoming show Anne of Green Gables. The show will be performed in February 2018.

A discussion was held about the lack of space of the library and how having a larger space would increase all of the programs the library offers. Mr. Holder stated he would like to see a space for seniors.

6 OTHER BUSINESS

- a) 2018 Library Advisory Board Meeting Schedule
Presenter: Christy Anastasi, Clerk to the Board

ACTION: Adoption of 2018 Library Advisory Board Meeting Schedule with the correction of January 18th meeting being changed to January 11, 2018 at 5:00 p.m.

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

7 ADJOURN

a) With there being nothing further, the meeting was adjourned at 6:12 p.m.

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

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board



ANNUAL REPORT

Parks & Recreation Advisory Board

Clayton of Caterpillar announced at primary and naming sponsor of the Universal Playground at East Clayton Community Park.

(Include blurb about recent accomplishment, etc.)

Parks & Recreation Advisory Board

Background

- Purpose/Duties of Board
- Current Membership
- Meeting Information (When & Where)
- Sub-Committee Information

Accomplishments/Milestones/Highlights

- Training Received
- Projects Completed
- Collaborations
- Donations

Looking Ahead

- Future Goals
- Upcoming Projects
- Suggestions

**Suggest that Advisory Board Chair provide report to Council on an annual basis. I would suggest above template be used for written report to be included in agenda packet. Presentation would take place at a work session and should take no longer than 5 minutes.*

Suggested Schedule:

Meeting

February Work Session
April Work Session
June Work Session
August Work Session
October Work Session

Advisory Board

Parks & Recreation
Public Arts Advisory Board
Library Advisory
Fire Advisory Board
Downtown Development Assoc.