



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.

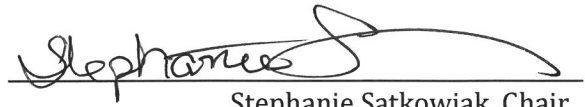
Ms. Daily asked for clarification on the Code Club. Ms. Garretson stated the Code Club Program is a computer learning process program. Ms. Daily provided additional information on different ways to make Code Club more interesting. Ms. Ellis-Smith provided a couple of websites for Coding. Ms. Brogdon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

9 OTHER BUSINESS

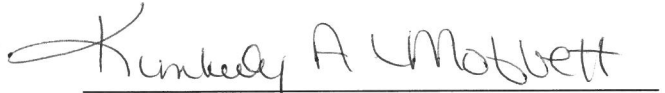
10 ADJOURN

- 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:


Kimberly A. Moffett, Town Clerk, CMC, NCCMC