



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, February 15, 2018 @ 5:00 PM
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

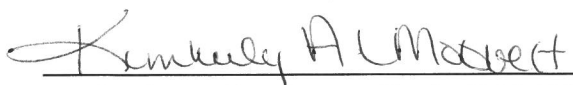
8 ADJOURN

- 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:


Kimberly Moffett, Town Clerk, CMC, NCCMC