



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, August 16, 2018 @ 5:00 PM
GS 223 - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Draft Minutes

- May 17, 2018
- July 19, 2018

[May 17, 2018 DRAFT Minutes](#)

[July 19, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

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
Elizabeth McLaurin
Elizabeth Barbour

STAFF PRESENT:

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

MEMBERS ABSENT:

Lisa Brogdon
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 16th day of August 2018.

Stephanie Satkowiak
Chair

ATTEST:

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



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

BOARD MEMBERS PRESENT:

Linda Hester
Elizabeth McLaurin
Etheleen Eason
Stephanie Satkowiak
Belle Allen
Caroline Daily
Elizabeth Barber
Paul Taperek

STAFF PRESENT:

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

MEMBERS ABSENT:

Lisa Brogdon
Natasha Ellis-Smith

1 CALL TO ORDER

- a) Stephanie Satkowiak called the meeting was at 5:05 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
 • May 17, 2018 Minutes

Due to a minor clerical error, minutes were not adopted at this meeting.

3 OLD BUSINESS

4 NEW BUSINESS

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

Ms. Garretson stated that the Town was awarded \$34,015 from the state with a match from the Friends of the Library in the amount of \$8,504. These funds will be used to complete a study regarding the library and needs of the community. A Capital Campaign will be set up by the Friends of the Library in order to assist in raising funds for the growing needs of the library. They will be meeting with and speaking to the community to explain the needs as well as sharing a rendition of what changes to the library might look like. A consultant will be meeting with staff as well as members of Friends of the Library to gather information and visions. Following that meeting Ms. Garretson will share details with the board to advise of what next steps would be. Ms. Medlin added we are most likely looking at an 18-24 month period process of the campaign. She reminded that neither they nor staff would be able to assist with fundraising. She also added that we are not anticipating a five year period before the doors to the new library open.

5 **LIBRARIAN'S REPORT**

- a) Summer Reading Program
 Presenter: Joy Garretson, Library Director

Ms. Garretson shared that they had Storytime in the Woods today (7/19/18). It was a huge success and there was a large turn out. There was approximately 80 kids and parents in attendance. Everyone had fun. Saturday, July 21 there will be a music therapist that will be visiting the library from Atlantic Music Therapy. The presentation will teach participants how music affects the brain and how credentialed professionals are using this in rehabilitation. Wednesday, July 25 the library will be hosting Painting with Music. It will start at 5:30 p.m. and run for an hour. On Saturday, July 28 there will be an end of the summer celebration. It will start at 1:00 p.m. Popsicles and prizes for the kids will be passed out which will include a brand new Kindle Fire. Awards for the Most Minute and Most Books will be awarded to the kids. There will also be a separate prize for the adults and they will also have a chance at a Kindle Fire.

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

Library had the highest circulation this year. Visits - 5223; Items circulated 8563. Attendance at programs - children's - 775; teens - 60; adults - 38. Ms. Garretson talked about the large amount of overdue items. She explained how the automated Overdue Notice system would work. She stated that all we are doing is really enforcing our policy. She stated that they have had a positive response to this system being implemented.

6 **OTHER BUSINESS**

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

Ms. Satkowiak made the suggestion to have a list of every board members name, address, phone number, and email. Need to update the website to reflect Paul as a board member.

7 **ADJOURN**

- a) Adjourn the Meeting

ACTION: Motion to Adjourn was made at 5:44 p.m.

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

Duly adopted this 16th day of August, 2018.

Stephanie Satkowiak
Chair

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk

July 19, 2018
Minutes