



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, April 12, 2018 @ 5:00 PM
AMENDED
GS 223 - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Draft Minutes

- March 15, 2018

[March 15, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of March 15, 2018 Minutes

3. OLD BUSINESS

- a. Annual Update to Town Council - June 18, 2018
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

a. Update(s)

- Unveiling of New Children's Room
- Parks & Recreation Advisory Board Meeting

Presenter: Joy Garretson, Library Director

6. BOARD MEMBER COMMUNITY ENGAGEMENT

- a. Community Needs
Presenter: Board Members

7. OTHER BUSINESS

8. ADJOURN



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, March 15, 2018 @ 5:00 PM
GS 223 - Town Hall

BOARD MEMBERS PRESENT:

Elizabeth McLaurin
Etheleen Eason
Belle Allen
Linda Hester
Caroline Daily

STAFF PRESENT:

Joy Garretson, Library Director
Nancy Medlin, Deputy Town Manger
Christy Anastasi, Clerk to the Board

MEMBERS ABSENT:

Stephanie Satkowiak
Lisa Brogdon
Natasha Ellis-Smith
Elizabeth Barber
Art Holder, Council Member

1 CALL TO ORDER

- a) Ms. Allen called the meeting to order at 5:00 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- January 11, 2018
 - February 15, 2018

ACTION: Adoption of January 11, 2018 & February 15, 2018 Minutes

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

3 OLD BUSINESS

- a) Writing Contest - Update
Presenter: Library Staff

Ms. Garretson provided an update on the Teen Advisory Board creative fiction-writing contest that will be open to Clayton middle school and high school students. The Teen Advisory Board members have designed posters to hang at the local schools to inform students of the contest. This information will be posted online to inform the community of the contest as well. Friends of the Library have donated two \$50 gift cards to be awarded to both middle school high school levels of the contest. Should there be a large number of entries possibly additional awards will be given for second and third place winners. The Teen Advisory Board will judge the entries. Deadline for entries will be

Friday, March 23, 2018. The contest winners will be presented at the Rock the Block event April 14, 2018.

- b) Wishes & Dreams
Presenter: Board Members

Ms. Garretson stated that she would like to remove this item from the agenda.

4 NEW BUSINESS

- a) FY 2019 Budget Request - Changes from Previous Budget
Presenter: Joy Garretson, Library Director

Ms. Garretson provided board members with a printout graphing an overview of the 2018 budget and the 2019 preliminary budget. The 2018 budget total was \$595,894, not including revenue just expenses with the breakdown being as follows: staffing, contractual agreements, books, building expenses, supplies/memberships and capital outlay. Ms. Garretson stated \$469,122 is staffing which includes salaries, health insurance, life insurance, workers compensation, FICA and everything associated with having a person on staff. Contractual agreements \$24,362, an example would be the alarm system, catalog system, computer software, copiers and ebook system. Supplies and memberships \$10,826, this category would include paper; training for staff membership dues belonging to organizations allows the library to purchase items at a discount. Books \$41,784, which includes books, magazines and magazine subscriptions. Capital outlay \$35,971, examples are book shelves, desk, chairs and display tables. Building expenses \$14,315, would include items such as heating, air conditioning, wiring and plumbing.

Ms. Medlin provided an overview of the budget process. Ms. Garretson stated the preliminary 2019 budget request is \$603,817, with a breakdown as follows: staffing \$456,057, contractual agreements \$15,915, books \$43,267, programs \$3000, building expenses \$14,607, supplies/memberships \$15,712, capital outlay \$20,600 and special projects \$50,000. Staff includes 7 full-time employees and 5 part-time employees. Building expenses stayed about the same as the previous year with the slight increase being gasoline for the van. The van is used for staff to attend training and transporting books to local nursing homes. The van is shared with the surveyors and engineering department. The contractual agreements are less than 2018 because the 2018 budget included a conceptual drawing of the library. The 2019 budget does not include a conceptual drawing because that is being done through a possible grant process. Supplies and membership will include things such as a cash handling process, cash drawer, and safe and possibly a credit-card machine. Books category is just slightly higher than 2018, the increase will include additional audio books. Ms. Garretson stated she would like to be able to poll the citizens to find out what types of books they would like to see in the library. This can be done by posting on social media. Ms. Garretson stated she would reach-out to the Public Information Office for assistance. Ms. Garretson asked the board for other suggestions on ways of the polling the community. The programs category will include \$1200 children's programs, \$600 family programs, \$600 adult programs and \$600 for teen programs. Capital outlay category will consist of items such as couches, chairs, end tables and study carrels. Special project category would consist of funding to have a consultant come in to do a study of the library and once the study is complete a conceptual drawing. The Friends of the Library will provide a 25% match on the cost of the consultant.

Ms. Garretson stated for next year's budget she would like input from the board members on items such as books, programs and the general needs in library.

Ms. Garretson stated she has had several people come in asking about e-books. Some people did not know that the library offered them. Getting the word out to the community that the library offers e-books would be something the Public Information Office can assist.

Board members asked if the library currently has the ability to allow patrons to check out iPads or Kindles for eBooks. Ms. Garretson stated not at this time. Ms. Medlin stated that in Wake County only about 20% are eBooks however, audio books are becoming more popular with children.

- b) April Board Meeting Date Change
Presenter: Joy Garretson, Library Director

Ms. Garretson stated she would like to change the April board meeting from April 19, 2018 to April 12, 2018 at 5:00 p.m. All board members agreed.

- c) ETJ Board Member Position
Presenter: Joy Garretson, Library Director

Ms. Garretson stated Mr. Paul Taperek would be recommended for appointment to the Library Board at the next Town Council meeting on Monday, March 19, 2018. Mr. Taperek attended the Library Board meeting. Ms. Garretson introduced Mr. Taperek to the current board members. Mr. Taperek provided the board with some information about himself. The board members introduced themselves to Mr. Taperek.

5 LIBRARIAN'S REPORT

- a) Update
Presenter: Joy Garretson, Library Director

Ms. Garretson provided the board with an overview of the stats for the month of February. Stats are as follows; total visits 4029, items circulated 6354, uses of the public internet via computers 419, children's attendance 368, teen attendance 52 and adult attendance 31.

Ms. Garretson stated Mary Creech a children's assistant librarian will be leaving the library at the end of the month and the full-time position will be posted in the next few weeks.

Ms. Garretson provided a handout to the board members on the meeting room policy for the library. The handout contained the process for reserving the meeting room, meeting room capacity, setup/breakdown regulations and procedures. The meeting room policy will be in effect by the end of March.

Ms. Garretson provided a handout to the board members on the internet use policy for the library. The handout included the policy statement and the acceptable use policy. The effective date for the internet policy was March 14, 2018.

Ms. Garretson provided a handout to the board members on the tutor policy. The handout contains tutoring guidelines and procedures and the use of the tutoring spaces.

- b) Teen Programming
Presenter: Joy Garretson, Library Director

The Teen Advisory Board will be hosting the Rock the Block event on April 14, 2018 from noon until 3:00 p.m. located in Town Square. The writing contest winners would be announced at 1:00 p.m. The Clayton Youth Council (CYC) would be joining the Teen Advisory Board for this event. A painting station, dancing, minute to win it games, crafts and food will be provided. Clayton Police department will be cooking hotdogs for this event.

There are several upcoming teen programs. One is the Music Rock and Read on Thursdays. These would be throwback Thursdays.

6 BOARD MEMBER COMMUNITY ENGAGEMENT

- a) Community Needs
Presenter: Board Members

Ms. Allen provided Ms. Garretson with a donation of \$200 from the Felicia Book Club.

The board members discussed ways of "getting the word out" about what the library has to offer. One suggestion was to post and share on Facebook. This would be a good way to inform the community of what the library has to offer such as programs and eBooks.

7 OTHER BUSINESS

8 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 6:17 p.m.

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

Stephanie Satkowiak, Chair

ATTEST:

Kimberly A. Moffett, Town Clerk, CMC,NCCMC