



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board
Agenda
Thursday, September 21, 2017 @ 5:00 PM
Conference Room GS223 in Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. August 17, 2017 DRAFT Minutes

[Library Advisory Board - DRAFT Minutes August 17, 2017](#)

POTENTIAL ACTION: Approval of August 17, 2017 Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- a. Introduction of New Library Director - Joy Garretson
Presenter: Nancy Medlin, Deputy Town Manager
- b. Discussion Change/Cancellation of October 19, 2017 Meeting
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. Update on Programs & Events
Presenter: Gabe Johnson, Catalog Librarian & Joy Garretson, Library Director

6. OTHER BUSINESS

7. ADJOURN



**The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, August 17, 2017 @ 5:00 PM
Conference Room GS223 in Town Hall**

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Gabe Johnson, Catalog Librarian
Art Holder, Council Member

STAFF ABSENT:

Christy Anastasi, Clerk to the Board

MEMBERS ABSENT:

1 CALL TO ORDER

- a) The meeting was called to order at 5:00 p.m.

2 APPROVAL OF MINUTES

- a) July 27, 2017 DRAFT Minutes

ACTION: Approval of July 27, 2017 Minutes

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

3 OLD BUSINESS

- a) Adopt New Meeting Calendar

It was noted that the November 2017 meeting calendar was listed, as November 17, 2017 however the correct date should be November 16, 2017.

ACTION: Adoption of Corrected Meeting Calendar

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

- b) Update on the Search for Library Director
Presenter: Nancy Medlin, Deputy Town Manager

Ms. Medlin stated she would like both Board Members who participated in the Interview Assessment Process to share with the group their experience. Mrs. Allen participated in the Round Table Group, which included three library staff members, and a Human Resources Generalist. A total of 21 different questions of each of the four applicants came to the group in a rotation system. It was stated that all candidates were well qualified. Each responded to a wide range of questions which were chosen to reflect experiences, situational approaches, management styles, involvement with boards, friends, community groups, and goals for the library should he/she be selected. Following each candidate, the group shared their notes, and agreed on a rating scale. Ms. Allen said she felt it was a great process and appreciated being a part of the process.

Mrs. Satkowiak participated in the Presentation Assessment. Ms. Satkowiak stated she was most impressed with the candidates. The group consisted of business/manufacturing community, education, including a school principal, Chamber of Commerce representative and other leading citizens. She, too, felt the Interview Assessment Process was great and expressed her appreciation to Ms. Medlin for this opportunity. Ms. Satkowiak stated it was apparent the candidates knew the Town was a unique thriving Town with much to offer and would be happy to be a part of it. Hearing their presentations provided some possible new ideas/programs that could be utilized even if the person voicing them was not selected.

Mr. Johnson participated in the Mock Staff Meeting group, along with other Town Staff Directors. He said it was very enlightening to see how the different candidates would interact with library staff, how they would react to staff or patron conflict, their style of resolution, and how they could work collaboratively with other Town departments. As in all groups, each was rated for their effectiveness.

At the conclusion of the day, each group met with Ms. Medlin, Mr. Lindsey; Town Manager, and Catherine Whitley; Human Resource Director, and provided their written notes and scores. Each group also, shared their individual impressions of each candidate.

Ms. Medlin stated it was a long and deliberate process however; it helps determine the best fit for the position. Ms. Medlin stated a written application, and even a personal interview does not always give the total picture of any possible hire. You are unable to see their strengths, weaknesses, conflict resolution, working cooperatively with the Town departments and in the community. Once the final decision had been made, the next process would be a background check, criminal, financial, and references then a selection would be made within the next week. Ms. Brogdon asked if the candidate's social media presence would be checked and Ms. Medlin stated yes it would be checked.

4 NEW BUSINESS

a)

Board Member Satkowiak stated she felt that with the change back to monthly meetings, and the change in time might allow someone to serve who otherwise would not with a morning time. Having a new Library Director, we would be ready to help move our library forward. Ms. Satkowiak stated that our board was a valuable asset, that we all serve because of our passion and she saw more collaboration with the director in the future. She also stated that as we move forward we would continue to be the champions of the Library. Space is still a major problem, and needs will be ongoing. Ms. Satkowiak stated we would be aggressive in presenting the needs to Town Council by justifying what our Library is doing. She asked that each board member read again the long-range plans and goals made when we became a separate municipal library. She asked that we bring a list of things we we feel strongly about for the library to the next meeting.

5 LIBRARIAN'S REPORT

a) Update on Programs & Events

Presenter: Gabe Johnson, Catalog Librarian

Gabe Johnson, Catalog Librarian, who has done an excellent job wearing two hats during this period without a director, (he received strong applause) spoke about events and programs.

He noted that August is a transitioning month, with the Summer Reading Program ended and plans underway for fall activities. The staff felt that a gap left the children open and they might not come back to the library so they decided to continue a Reading Program. They are not doing the special presentations but have invited the children to bring their books and "Let's Read Together. This is working out well. Mr. Holder stated this is another example of the commitment of the library staff. Others agreed, commenting on the excellent service and working relationship of our library staff.

Mr. Johnson stated the Coding class, which meets for 3 hours on Fridays, would be changed to Wednesdays and Fridays. This will help accommodate more students from Cooper Academy who are going to be learning coding to come straight from school on Fridays when they have early dismissal. This was arranged with the Academy Principal. The Principal looks forward to much collaboration with the library.

The first Teen Advisory Board has doubled in size; new chair this year is CHS Senior Alexis Cameron. They meet monthly and help decide their community activities, their contacts and their special projects some of which will necessitate probably several meetings during a month. The Teen Volunteers were treated with a pizza party and goodies on the regular Thursday Game Day. Each Teen

Advisory Board Member received a certificate. Mrs. Allen was there from the Board to thank the teens as well. Ms. Allen stated the Library Advisory Board members are volunteers just as if the Teen Advisory Board and she hoped they would maintain that spirit of volunteerism throughout life.

Mr. Johnson provided a report on the Foreign Exchange Students Program, which brought students to our Thursday Game Day in July. There was a large crowd of foreign and our local students. Mr. Johnson stated he was a bit apprehensive about how they would react, but the students spoke freely to each other sharing customs from their own countries, and local students were teaching the students how to play board games.

The next big event is the Eclipse Party scheduled for August 21, 2017 located at Town Square, from 1:00 p.m. - 4:00 p.m. The Library received a NASA grant and has already distributed 900 pairs of approved glasses (with just 300 to give out at the start of the event). There will be activities for the children and fun for all. Mr. Johnson stated that Clayton High School had also planned to observe the eclipse.

6 OTHER BUSINESS

- a) Ms. Medlin stated that the Library would again be closed on September 16, 2017 the day of the Harvest Festival.

7 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 6:10 p.m.

ACTION: Motion to Adjourn

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

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board

August 17, 2017
Minutes