



The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, October 19, 2017 @ 5:00 PM
Conference Room GS223 in Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. September 21, 2017 DRAFT Minutes
[September 21, 2017 Library Advisory Board DRAFT Minutes](#)

POTENTIAL ACTION: Approval of September 21, 2017 Minutes

3. OLD BUSINESS

- a. Moving of the Children's Room - Update
Presenter: Nancy Medlin, Deputy Town Manager

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Update on Programs & Reports
Presenter: Joy Garrettson, Library Director

6. OTHER BUSINESS

7. ADJOURN



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

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Joy Garretson, Library Director
Gabe Johnson, Catalog Librarian
Nancy Medlin, Deputy Town Manager
Christy Anastasi, Clerk to the Board
Council Member Art Holder

MEMBERS ABSENT:

Stephanie Satkowiak

1 CALL TO ORDER

- a) The meeting was called to order at 5:02 p.m.

2 APPROVAL OF MINUTES

- a) August 17, 2017 DRAFT Minutes

ACTION: Approval of August 17, 2017 Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

- a) Introduction of New Library Director - Joy Garretson
Presenter: Nancy Medlin, Deputy Town Manager

Ms. Medlin formally introduced the new Library Director Joy Garretson. Ms. Medlin along with the board stated how excited they are to have Ms. Garretson as part of the Clayton team. Ms. Garretson stated she is looking forward to this new chapter in her life. She looks forward to training opportunities, as this is a big part of being able to do your job and to do your job well. Ms. Garretson stated she would like to be part of several different civic organizations. A few of the board members provided a few suggestions. The Clayton Chamber, Rotary Club,

Women's Club, local book club and local school organizations. Ms. Garretson stated that she would like to go with the board members to introduce herself to these organizations as a way to provide information about the library to these organizations. Ms. Garretson asked the board members to look at their calendars as to a good date and time to attend some of these meetings.

- b) Discussion Change/Cancellation of October 19, 2017 Meeting
Presenter: Joy Garretson, Library Director

Ms. Garretson stated that the October meeting would be at the regular meeting day and time.

5 LIBRARIAN'S REPORT

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

Mr. Johnson provided an update on current programs and events. Mr. Johnson stated that this is a transformation time moving from summer programs to fall programs. The Friends of the Library had their Fall Book Sale, which was a success. The Fall Code Club schedule has been implemented. Game night has been moved due to school being back in session. Mr. Johnson stated that Ms. Caroline Mak attended an open house at Clayton Middle School. Mr. Johnson stated that no library cards were issued however; several questions were answered about teen activities and volunteer opportunities. Several of the younger siblings of the middle school children recognized Ms. Mak as being part of the Reading Pals Program. The month of October is when school groups will begin touring Town Hall and visiting the Library.

Ms. Garretson stated that in the Pre-K story-time there were 70 children. The library is expecting around 60 children to attend the book club. Ms. Garretson stated that due to the large numbers for some of the activities there would be a need to break into groups. This is something that is currently being looked into.

Ms. Garretson provided a handout to the board members. The handout provided an overview of the month of August 2017 and the number of visits, attendees, items circulated etc... Ms. Garretson stated almost 6,000 visits, 6,280 items circulated, 385 attendees to the 19 children's programs, 220 attendees to the 16 young adult programs, 39 attendees to the 9 adult programs and 725 uses of the public internet computers. Ms. Garretson provided overview of the top-circulating items. Ms. Garretson stated 811 people attended the Clayton Solar Eclipse viewing party. Ms. Medlin thanked the library staff for doing such a wonderful job with the Solar Eclipse Viewing Party. Ms. McLaurin asked if the library could have a collection box to collect the solar eclipse glasses so these glasses could be sent to under developed countries. Mr. Johnson stated he would research where and how these glasses could be distributed to other countries.

The children's room will be moving in the near future. Ms. Medlin stated an exact date has not yet been determined. As soon as the date is determined that information will be provided to the board.

Mr. Holder stated that a larger room is needed to handle the large groups that come in for different programs. Ms. Medlin stated that a facility study would be provided this year for the library. Ms. Medlin stated that the facility study would include strategic plans for the library. The town will provide the facility study's company with data such as the current concerns and issues as well as future concerns and issues. The plan would include things such as a study of the community and the needs of the community as well as addressing the communities that are under served. Concerns such as space and how to utilize the existing space, or possibly a different location or even a combination of the two. Ms. Medlin stated this would be a good way to identify a direction and begin to move in that direction. Mr. Holder asked would it be possible to add a second floor to the existing library. Ms. McLaurin asked could the second floor be used as an activity room. Ms. Medlin stated that modern libraries want to get away from a two-story model. The idea of a modern library is to have a line of sight across the entire library. A few of the downsides to have a multi-floor library is the line of sight, safety, collection would need to be on two floors, more staff to cover both levels as well as other issues. Ms. Medlin stated that in a modern library footprint discourages a second floor. Ms. Garretson stated that she wants to continue having a community and ways for people to get together. The board members agreed that as the Town continues to grow this becomes more difficult. Ms. Medlin stated that libraries are moving forward as places not to just about books. A library is a gathering place for people to have a feel of community.

6 OTHER BUSINESS

7 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 5:53 p.m.

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

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board

September 21, 2017
Minutes