



**The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, March 30, 2017 @ 11:00 AM
Hocutt-Ellington Library**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. January 26, 2017 Draft Minutes
[January 26, 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Update on Geocoding Map of Library Patrons
- b. Teen Advisory Board's Council Presentation

6. OTHER BUSINESS

7. ADJOURN



**The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, January 26, 2017 @ 11:00 AM
Hocutt-Ellington Library**

BOARD MEMBERS PRESENT:

Belle Allen
Elizabeth Barber
Etheleen Eason
Linda Hester
Elizabeth McLaurin
Stephanie Satkowiak

STAFF PRESENT:

Christie Starnes, Library Director
Nancy Medlin, Deputy Town Manager
Gabe Johnson, Catalog Librarian
Christy Anastasi, Clerk to the Board

MEMBERS ABSENT:

Lisa Brogdon

COUNCIL ABSENT:

Council Member Art Holder

1 CALL TO ORDER

- a) Call to Order

Ms. Belle Allen called the meeting to order at 11:02 a.m. Ms. Allen provided an update on Ms. Brogdon's health. She is doing well and is scheduled to have surgery on March 9, 2017.

2 APPROVAL OF MINUTES

- a)
 - September 29, 2016 Draft Minutes
 - December 8, 2016 Draft Minutes

Two corrections to the September 29, 2016 meeting minutes are as follows Art Holder and Christie Starnes were listed as members and should be listed under others.

Two corrections to the December 8, 2016 meeting minutes are as follows the following names needed to be under absent from the meeting: Elizabeth Barber, Elizabeth McLaurin, Dorothy Johnson and Emily Bagley. A clerical error in the spelling of Linda Hester's name from Hestor to Hester.

ACTION: Approval of September 29, 2016 Minutes with amendments as noted above

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

ACTION:

Approval of the December 8, 2016 Minutes with amendments as noted above

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

3 OLD BUSINESS

- a) Approval of the 2017 Meeting Date Schedule.

ACTION: Approval of 2017 Meeting Date Schedule

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

4 NEW BUSINESS

- a) Election of Officers

Ms. McLaurin nominated Ms. Satkowiak as Chair to the Library Advisory Board.
Ms. Hester nominated Ms. Allen as Vice Chair to the Library Advisory Board.

ACTION: Election of Chair to the Library Advisory Board.

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

ACTION: Election of Vice Chair to the Library Advisory Board.

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

5 LIBRARIAN'S REPORT

- a) Ms. Christie Starnes, Library Director, provided an update on the national conference. She stated she enjoyed the conference and gained much knowledge from attending. This was an opportunity for a soft launch of the North Carolina Kids Digital Library. The program offers Pre-K through 4th graders the access to ebooks. There are 3,755 titles for the launch and more titles will be added. This program also offers a read along tool. This would enable the story being read to be viewed on the big screen.

Ms. Starnes provided an update on the Out Reach Program for area daycares. There are now a total of four daycares located in-town enrolled in the program. Ms. Starnes stated she is working on securing a van to assist with this program for the delivery of books to the daycares.

Ms. Starnes and Ms. Medlin will be attending a meeting on February 9, 2017 to discuss the challenges the library may be facing in the upcoming year. Some of the challenges discussed were money, space, longer hours, communication and reaching the digital community. It was suggested to use social media tools as a way to reach out to teens, young adults and millennials. Ms. Medlin stated possibly joining with other town boards such as Downtown Development Advisory Board or Public Art Advisory Board and do joint events might be a good way to promote the library and its programs. Several board members were in agreement to this joint effort. Discussion was held about possibly having the library open later at night and more nighttime programs might attract more people. Ms. Starnes stated having nighttime hours is something she is currently working on. Some discussion was held about having the library open on

Sunday's and Ms. Starnes stated most likely there would be a better chance of being open later in the evenings instead of Sundays to try and increase patron membership.

6 OTHER BUSINESS

- a) Ms. Allen provided information on the Friends of the Library book sale audit. Ms. Allen stated the books are audited informally every other year and officially every five years. Ms. Starnes stated a lot of books were left over from the last book sale so she has reached out to Better World Books. This company will sell the books to other countries in need and will send the proceeds back to the Clayton Library. Discussion was held as to where the book sale could be held. Due to lack of space and parking at the library. Ms. Medlin suggested the possibility of using the Clayton Civitan building.

Ms. Starnes provided an update on patron membership. Data shows patrons who have purchased a three or six-month membership that has expired, come back to and purchase a one-year membership. There was some confusion about the figures provided for Johnston County and North Carolina columns in this report Ms. Starnes will get clarification and report back at the next meeting.

Ms. Allen asked for an update on the ABC building and the old town hall building. Ms. Medlin stated the town is working with a developer on the ABC building and the town is in negotiations with a private developer at the present time with regards to the old town hall building.

Ms. Satkowiak stated there are many homeschool students in her neighborhood. She would like to see more homeschool students come into Clayton to learn about the history of Clayton and while exploring Clayton come over to the library. Ms. Medlin stated there are lots of homeschool students that come to tour the Town Hall building and after the tour are sent over to the library.

7 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 12:16 p.m.

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

Stephanie Satkowiak, Chair
Library Advisory Board

ATTEST:

Christy Anastasi
Clerk to the Board