



**The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, May 25, 2017 @ 11:00 AM
Hocutt-Ellington Library**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. March 30, 2017 DRAFT Minutes
[March 30, 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of March 30, 2017 Minutes

3. OLD BUSINESS

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

6. OTHER BUSINESS

7. ADJOURN



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

BOARD MEMBERS PRESENT:

Stephanie Satkowiak
Belle Allen
Elizabeth McLaurin
Lisa Brogdon
Linda Hester

STAFF PRESENT:

Christie Starnes, Library Director
Christy Anastasi, Clerk to the Board
Art Holder, Council Member
Nancy Medlin, Deputy Town Manager (*Absent*)

MEMBERS ABSENT:

Elizabeth Barber
Etheleen Eason

1 CALL TO ORDER

- a) Ms. Allen called the meeting to order at 11:00 am.

2 APPROVAL OF MINUTES

- a) January 26, 2017 Draft Minutes

ACTION: Approval of January 26, 2017 Minutes

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

3 OLD BUSINESS

- a) Ms. Starnes stated that a possible joint meeting has been requested by Mr. Adam Lindsay, Town Manager and Ms. Nancy Medlin, Deputy Town Manager have asked to join possibly on Friday, April 7, 2017 at 11:00 am. This meeting would include the Library Advisory Board and the Friends of the Library. This joint meeting would be to discuss the future of the Library and possible expansion. Ms. Starnes stated that the meeting request would be finalized after the budget meeting being held on Tuesday, April 4, 2017. If in fact a joint meeting is still needed Ms. Starnes would contact everyone on both boards as to the date, time and place of the joint meeting.

4 NEW BUSINESS

- a) Discussion was held about filling the vacant positions on the Library Advisory Board. Currently there are two in-town positions and one ETJ position available. It was stated from the board that possibly people could be included that have purchased library cards and not just in-town or ETJ citizens. Ms. Starnes stated that the by-laws for the library advisory board states seven

members shall be chosen from within the corporate limits of the town and three from within the ETJ. The last update on the by-laws was October 2014.

5 LIBRARIAN'S REPORT

a) Update on Geocoding Map of Library Patrons

Ms. Starnes stated that the GIS team with the Town provided an updated copy of the number of patron's in-town, ETJ, Johnston County not in Clayton ETJ, North Carolina not in Johnston County, Out of State or not Geocoded and totals for all of these groups. A long discussion was held about the number of patrons and how to increase the membership. Discussion was held about contacting citizens that have not renewed their library membership. Board members would like these people to be contacted possibly by phone. Mr. Holder suggested talking to the Friends of the Library about taking on this task. Everyone was in agreement. There was discussion as to how to get the word out about the activities offered at the library. The board discussed what places would be good locations to provide the library newsletter. A few restaurants were chosen as possible places to display the newsletter.

b) Teen Advisory Board's Council Presentation

Ms. Starnes provided an update on the Teen Advisory Board's Town Council presentation held on March 6, 2017. Ms. Starnes stated how pleased she was with the teen's presentation at the Town Council meeting. Ms. Starnes stated she was very impressed by the teens as to how they represented themselves at the Town Council meeting. Ms. Starnes provided an update on the Rock the Block teen event. This event will include karaoke, face art, games, music and Snap Chat creations and more. The Clayton Police Department will be grilling hotdogs. The event will be held Saturday, April 29, 2017 from 3:00 - 6:00 pm. Ms. Starnes stated how excited she is about the Rock the Block and that several high school's in the area were contacted about this event. The Library Advisory Board members would like to have the Teen Advisory Board members provide a presentation. Ms. Starnes stated that she would discuss with the Teen Advisory Board members as to when this joint meeting might be possible.

6 OTHER BUSINESS

- a)** The board had a brief discussion about grants. There are many types of funding grants the library could apply for that would assist with many different programs the library has to offer. A couple of board members will research and report their findings at the next Library Advisory Board meeting on May 25, 2017.
- b)** The board held a discussion about changing the July 27, 2017 Library Advisory Board meeting to August 2017. A final discussion will be made at the May 25, 2017 Library Board meeting.

7 ADJOURN

a) With there being nothing further, the meeting was adjourned at 11:57 am.

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

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board

March 30, 2017
Minutes