



The Town of Clayton
Hocutt-Ellington Memorial Library
Advisory Board Agenda
Thursday, November 16, 2017 @ 5:00 PM
Conference Room GS223 in Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. October 19, 2017 Minutes

[Library Advisory Board DRAFT Minutes October 19, 2017](#)

POTENTIAL ACTION: Approval of October 19, 2017 Minutes

3. OLD BUSINESS

- a. Update - Moving of the Children's Room
Presenter: Joy Garretson, Library Director
- b. Update - Grant Opportunities & Facility Study
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Programs & Reports
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

- a. 2018 Library Advisory Board Meeting Schedule
Presenter: Christy Anastasi, Clerk to the Board
[2018 Library Advisory Board Meeting Schedule](#)

POTENTIAL ACTION: Adoption of 2018 Library Advisory Board Meeting Schedule

7. ADJOURN



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

BOARD MEMBERS PRESENT:

Stephanie Satowiak
Etheleen Eason
Elizabeth Barber
Belle Allen
Elizabeth McLaurin
Linda Hester
Lisa Brogdon

STAFF PRESENT:

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

MEMBERS ABSENT:

1 CALL TO ORDER

- a) Ms. Satowiak called the meeting to order at 5:04 p.m.

2 APPROVAL OF MINUTES

- a) September 21, 2017 DRAFT Minutes

ACTION: Approval of September 21, 2017 Minutes

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

3 OLD BUSINESS

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

Ms. Garretson provided an update on the moving of the children's room. Ms. Garretson provided a drawing on the whiteboard to provide a visual for the board members. Shelving has been installed however; the shelving was too tall for small children. The shelving will be lowered to accommodate the smaller children. Due to some of the installation and moving of the existing shelving, the moving of the children's room may need to be in phases. Ms. Garretson stated that flooring is currently being looked at and a quote should be in soon. Painting of the walls in the children's room will be bright colors as well as a chalkboard wall. There was a lengthy discussion about the current mural in the children's room and if another mural would take its place. There was some discussion about painting murals on boards that could be hung in the children's room. It was suggested as a possible

community engagement project or a contest where citizens could submit artwork for the children's room. Upon the completion of the moving there will be space for a teen area. It has been expressed by the Teen Advisory Board that they too would like to have a place to display artwork. Ms. Garretson stated it is possible that art could be hung in the small meeting room. There was some discussion about how the meeting room will be reserved in the future. Ms. Garretson stated she would be working on a new policy in the upcoming months for reserving the meeting room. The policy would be shared with the board once Ms. Garretson completes the policy. There was some concern as to where the large print would be located. Ms. Garretson stated the large print would be moved to the front of the library.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Update on Programs & Reports
Presenter: Joy Garretson, Library Director

Ms. Garretson provided a handout to the board. The handout included several stats on the library for the month of September 2017. A few of the stats included were as follows: 4,443 visits, 352 attendees to the 16 children's programs, 74 attendees to 12 young adult programs, 322 attendees to the 7 adult programs, 546 uses of public internet computers, 5,591 items circulated. The book sale brought in over \$3,000. Several board members had wonderful comments to say about the Teen Advisory Board teens that assisted during the book sale. The upcoming events would be the Main Street cleanup day and the Downtown Trick-or-Treat. Both events will be a family event. The Teen Advisory Board members will be involved in the cleanup. Some of the library staff will participate in the Downtown Trick-or-Treat.

Ms. Garretson stated that she has been invited by several board members to attend local clubs. Ms. Garretson has attended a book club and women's club. A meeting has been scheduled with Ms. Jocell Flores, Principal with Cooper Academy. A few other contacts that have been made are Ms. Kaitlin Russo, Downtown Development Coordinator, Center for Active Aging and the Rotary Club.

Mr. Holder asked when the facility study would be taking place. Ms. Medlin stated that the Town is currently looking for a consultant. Most likely, the study would take place in the spring of 2018. There was some discussion about using the current library parking lot and making that building space. Ms. Medlin stated the facility study needs to be completed and see what the findings may reveal. Ms. Garretson stated she has been researching grant opportunities and has spoken to several people at the State Library and it has been suggested to apply for a Planning Grant. The amount of the grant can be anywhere from \$5-\$50,000. The grant money would be used for a facility study and focus groups. Applications must be submitted by February 2018. However, the hiring for the study would not

happen until July 1, 2018. Ms. Garretson stated receiving a grant could be competitive. A long discussion was held about the grant process and what type of documentation would be needed for the application. Ms. Garretson stated that she would keep the board posted on the grant process.

Ms. Garretson stated that a library consultant would be added to the Town's consultant library. The Town's consultant library is used as a resource for consultants that specialize in specific professions. This will be the first time a library consultant would be added to the Town's consultant library.

Ms. Medlin stated that Mr. Lindsay, Town Manager, would like to hold a goal setting retreat in December 2017 or January 2018. This is where a discussion would be held to discuss issues such as these. During this meeting would be a time to find out where the Town Council priorities are when it comes to the facility study for the library. One discussion that would be held during the retreat would be a possible bond program. It is possible a bond could be used for the library.

Ms. Satkowiak stated that she had been informed that Johnston County is holding an event to honor local Veteran's at Smithfield Selma High School. Ms. Satkowiak suggested the library hold a similar event for Veteran's in Clayton. The Public Art Advisory Board is working on a sculpture for Veterans.

Ms. Satkowiak asked about the status of the Library Advisory Board applications. One application was received in addition to the three current board members applications that were received. Recommendations for appointment of our Advisory Boards will be presented to the Town Council on November 20, 2017. Confirmation of appointments will take place at the December 4, 2017 Town Council meeting.

6 OTHER BUSINESS

7 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 6:12 p.m.

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

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board

October 19, 2017
Minutes

**TOWN OF CLAYTON
HOCUTT-ELLINGTON MEMORIAL
LIBRARY ADVISORY BOARD
2018 MEETINGS**



January 18, 2018

February 15, 2018

March 15, 2018

April 19, 2018

May 17, 2018

June 21, 2018

July 19, 2018

August 16, 2018

September 20, 2018

October 18, 2018

November 15, 2018

December 2018 – No Meeting*

Meetings are held on the THIRD Thursday of the month 5:00 p.m. in GS223 Conference Room in Town Hall located at 111 East Second Street, unless otherwise noted.*

In accordance with NC GS 143-318.10, this is an official meeting of the board and is open to the public.

ADOPTED BY HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD:

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