



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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

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

[DRAFT Minutes - Library Board December 8 2016](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

- a. 2017 Meeting Date Schedule

[Library Advisory 2017 Meeting Calendar](#)

POTENTIAL ACTION: Approval of 2017 Meeting Schedule

4. NEW BUSINESS

- a. Election of Officers

POTENTIAL ACTION: Nomination/Election of 2017 Officers

5. LIBRARIAN'S REPORT

6. OTHER BUSINESS

7. ADJOURN



The Town Of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, December 8, 2016 @ 11:00 AM
Hocutt-Ellington Library

BOARD MEMBERS PRESENT:

Belle Allen
Stephanie Satkowiak
Etheleen Eason
Linda Hestor

COUNCIL PRESENT:

Council Member Art Holder

STAFF PRESENT:

Christie Starnes, Librarian
Kimberly Moffett, Town Clerk
Nancy Medlin, Deputy Town Manager
Gabe Johnson, Catalog Librarian

BOARD MEMBERS ABSENT:

Lisa Brogdon

1 ROLL CALL

- a) Ms. Belle Allen called the meeting to order at 11:05 a.m. Since a quorum was not present, no action could be taken at this meeting. Ms. Allen provided an update of Ms. Brogdon's health. She is recovering and doing well.

2 APPROVAL OF MINUTES

- a) September 29, 2016 Meeting

Ms. Allen stated she noted two corrections that need to be made to the minutes from the September 29, 2016 meeting. Art Holder and Christie Starnes were listed as members and they should be listed under others present. Additionally, there was uncertainty as to who approved the previous minutes that were presented for approval. Again, since no quorum was present, no action could be taken. Approval of these minutes will be placed on the agenda for the next scheduled meeting.

3 OLD BUSINESS

- a) Annual Volunteer Appreciation Event

Ms. Allen stated how enjoyable this event was. This is an annual event sponsored by the town to thank the members of all the volunteer advisory boards.

4 NEW BUSINESS

- a) 2017 Meeting Dates

There was brief discussion regarding the 2017 calendar of meetings. Ms. Allen stated that two of the 2017 meeting dates fall on the same date for the Friends of Library meetings to

be held on January 26, 2017 and July 7, 2017. Again, with no quorum being present, no action was able to be taken with reference to the adoption of the 2017 meeting schedule. This item will need to be placed on the next meeting agenda.

b) Board Vacancies & Reappointments

There was discussion regarding upcoming vacancies on the board. Three current member terms will expire on December 31, 2016 and include; Emily Bagley, Dorothy Johnson and Lisa Brogdon. Ms. Brogdon has applied for re-appointment. Her appointment was approved by the Town Council at the December 5, 2016 council meeting. This leaves a total of two vacancies to be filled. Currently, there are no applications on file. The Town Clerk will ask the Public Information Officer to push out information regarding vacancies on this and other volunteer boards.

5 LIBRARIAN'S REPORT

a) Mapped Library Patrons

Ms. Starnes shared information regarding patron location. Also provided was a map indicating actual location of Clayton's Library Patrons. This map includes all types of memberships. Discussion included that majority of patrons reside in both Riverwood and Cobblestone. Ms. Starnes stated that folks in Cobblestone are coming into library for membership as soon as they move to this area. Currently there are nearly 3,0000 active patrons that are renewing memberships. Ms. Starnes stated she would gather additional information regarding non-resident memberships from Flowers Plantation. Ms. Medlin stated she would like to see specific information regarding membership numbers from Riverwood. Mr. Holder spoke about possible expansion of a satellite location in the Riverwood area. Mr. Holder would like to see comparison of membership figures of both Riverwood and Flowers Plantation. Ms. Allen thanked Ms. Starnes for all the work that had gone into this informational update.

b) New Programs & Events

Ms. Starnes shared information regarding new two weekly yoga meet ups. These meet ups take place on Monday at 10:00 a.m. and on Tuesday at 5:45 p.m. These are not actual classes, but rather a group that is facilitated for stretching and meditation. Also continuing is the acoustic music meet up that takes place the second Saturday of each month from 10:00 a.m. until 12:00 noon.

c) Teen Advisory Board

Mr. Johnson provided information about the Teen Group, which consists of seven (7) members. The group is very excited to get to work and had lots of great ideas. They recently held a community service project where the group created holiday greeting cards for local nursing facilities as a way to give back to the community. Another of their other ideas would be visiting hospitals to read to patients. Mr. Johnson stated they would like to see a balance of smaller projects that could be accomplished during meetings and also taking on larger projects that could be ongoing throughout the year. There was discussion regarding the new charter school that will open in Clayton for the 2017-2018 school year. Ms. Starnes will reach out to administration and provide information regarding membership. Ms. Satkowiak spoke about the new knitting club being a great success.

d) Carpet Installation

Ms. Starnes provided updated information about the new carpet and dates of installation. The library will be closed for the holiday from December 23 - 27, 2016. When the library re-opens on December 28, 2016 there will be limited services available, as new carpet installation will take place. The Public Information Officer will get notification out to the public with regard to date closure and limited services dates and times.

6 OTHER REPORTS/BUSINESS

- a) Ms. Starnes reported that Caroline Mak's mother had recently passed away and Caroline would not be returning to work until January. It was suggested that the annual holiday celebration be held on January 6, 2017 so the whole staff could participate and celebrate. Members of the advisory board will bring refreshments to the celebration. Ms. Allen stated the Friends of the Library had raised \$3,650 at the last book sale. An official audit is completed every five (5) years.

7 NEXT MEETING

8 ADJOURNMENT

- a) With there being nothing further, the meeting was adjourned at 12:06 p.m.

Belle Allen, Chair
Library Advisory Board

ATTEST:

Kimberly Moffett, CMC, NCCMC
Town Clerk
Clerk to the Board

December 8, 2016
Minutes



TOWN OF CLAYTON

HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD

2017 MEETINGS

January 26, 2017

March 30, 2017

May 25, 2017

July 27, 2017

September 28, 2017

November 30, 2017

Meetings are held on the LAST Thursday of every other month for a total of six annual meetings at 11:00 a.m. in the Hocutt-Ellington Library, which is located at 100 South Church 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.

www.townofclaytonnc.org

ADOPTED by Hocutt-Ellington Memorial Library Advisory Board :