



**The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, July 27, 2017 @ 11:00 AM
Hocutt-Ellington Library**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. May 25, 2017 DRAFT Minutes
[May 25 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- a. Update on the Search for Library Director
Presenter: Nancy Medlin, Deputy Town Manager
- b. Advisory Board Annual Update
Presenter: Kimberly Moffett, Town Clerk
[Annual Report Template](#)
[Annual Report Tentative Schedule](#)

5. LIBRARIAN'S REPORT

- a. Update on Summer Programs & Events
Presenter: Gabe Johnson, Catalog Librarian

6. OTHER BUSINESS

7. ADJOURN



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

BOARD MEMBERS PRESENT:

Belle Allen
Etheleen Eason
Linda Hester
Elizabeth McLaurin
Stephanie Satkowiak

STAFF PRESENT:

Christie Starnes, Library Director
Kimberly Moffett, Town Clerk

MEMBERS ABSENT:

Elizabeth Barber
Lisa Brogdon
Council Member Holder
Nancy Medlin, D/Town Manager

1 CALL TO ORDER

- a) Stephanie Satkowiak, Chair, called the meeting to order at 11:06 a.m. A quorum was noted. Ms. Satkowiak shared an update on Lisa Brogdon.

2 APPROVAL OF MINUTES

- a) March 30, 2017 DRAFT Minutes
- Motion: Board Member Allen
Second: Board Member McLaurin
Vote: Unanimous

3 OLD BUSINESS

- a) Vacancies

There was discussion regarding current vacancies. Ms. Allen stated she has met someone she believes would be a great fit and will attempt to make contact. Ms. Satkowiak stated she knew of two persons who may have an interest. There was brief discussion regarding folks living in Flowers and ETJ. It was focus should be on the Riverwood area for possible volunteers. There was discussion about different recruitment possibilities.

- b) Grant Opportunities

Ms. Satkowiak stated most grant cycles will be upcoming shortly and she will look into what grants might be available. She stated grants are usually released in September and run on a fiscal year.

c) July Meeting Date

There was discussion and there is no need to change the July 2017 meeting date.

4 NEW BUSINESS

a) Archer Lodge & Wilsons Mills

There was discussion regarding municipalities and when both Archer Lodge and Wilsons Mills were incorporated.

b) Library Discussion

There was discussion about how busy the library has been recently. Members commented on how they enjoy seeing the children at the library and the excitement they exhibit about their books. There were many comments about how wonderful the Library Staff is. There was discussion regarding the history of Ms. Coats and also what a great job Ms. Starnes is doing.

5 LIBRARIAN'S REPORT

a) Summer Programs & Events

Ms. Starnes provided a handout to everyone regarding the 2017 Summer Reading Program. Kickoff date will be June 15, 2017 beginning at 6:00 p.m. with a Spaghetti Summer Supper. The Friends of the Library have donated \$300 to the program and Mr. Black has offered the group to use the lawn area of the Wagner House for the event. Ms. Starnes shared information about 200 gift bags that will be provided to children. These bags will be filled with snacks. There was discussion about getting the word out and Ms. Starnes stated that she will be meeting with the Public Information Officer to get the information out about all the summer events.

There was discussion about the upcoming coding club that will be in August. The time of this group has not yet been determined. Ms. Starnes is in conversation with local schools and homeschool groups. It appears that Friday seems to be the best day but logistics are still being worked out. There was also discussion regarding Chrome books and availability, it is hoped that most attending the group would bring their own.

There was brief discussion regarding the Little Pals Program and need for additional members.

Ms. Starnes provided an update on the Resource for NC Live.

Ms. Starnes provided 3D glasses for the upcoming solar eclipse. She stated a total of 1200 glasses are available.

Ms. Starnes provided an update on the Mother/Daughter Tea and stated it was a huge success. She stated there would be a Pizza/Pops event held.

Ms. Starnes provided a brief update on the budget and stated the figures in the book

budget will remain consistent. The '17-'18 budget for the town was approved at the May 15, 2017 Town Council meeting. There was discussion regarding the Inter Library Loan Program, which is working very well. It was stated that the Library membership fees are no longer an issue and renewal figures are up. There was discussion regarding security cameras. The new camera is on a 24 hour loop and saves for 30 days.

Ms. Starnes stated there will be two mobile hot spots that will be available. Capital outlay will be for mobile shelving, which will be children's colorful shelving.

6 OTHER BUSINESS

7 ADJOURN

- a) With there being nothing further the meeting was adjourned at 12:09 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Hester

Second: Board Member Allen

Vote: Unanimous

Chair

ATTEST:

Clerk to the Board

May 25, 2017
Minutes



ANNUAL REPORT

Insert Name of Advisory Board

Insert blurb regarding highlight/accomplishment, etc. of Board during the past year.

Example: Clayton of Caterpillar announced at primary and naming sponsor of the Universal Playground at East Clayton Community Park.

Insert Name of Advisory Board

Background

- Purpose/Duties of Board
- Current Membership
- Meeting Information (When & Where)
- Sub-Committee Information

Accomplishments/Milestones/Highlights

- Training Received
- Projects Completed
- Collaborations
- Donations

Looking Ahead

- Future Goals
- Upcoming Projects
- Suggestions

Volunteer Advisory Board
Annual Report to Town Council

Tentative Schedule

<u>Meeting</u>	<u>Advisory Board</u>
January Work Session	Parks & Recreation
March Work Session	Public Arts Advisory
May Work Session	Downtown Development
August Work Session	Fire Advisory*
October Work Session	Library Advisory

**To begin with August 21, 2017 Work Session (Fire Advisory)*