



**The Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, August 17, 2017 @ 5:00 PM
Conference Room GS223 in Town Hall**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. July 27, 2017 DRAFT Minutes
[DRAFT Minutes July 27, 2017](#)

POTENTIAL ACTION: Approval of July 27, 2017 Minutes

3. OLD BUSINESS

- a. Adopt New Meeting Calendar
[Library Advisory 2017 Meeting Calendar](#)
[2017-08-06 Amend Code Chapter 32 Library Advisory Board](#)

POTENTIAL ACTION: Approval of New Meeting Calendar

- b. Update on the Search for Library Director
Presenter: Nancy Medlin, Deputy Town Manager

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

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

6. OTHER BUSINESS

7. ADJOURN



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

BOARD MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Gabe Johnson, Catalog Librarian
Kimberly Moffett, Town Clerk
Christy Anastasi, Clerk to the Board

STAFF ABSENT:

Art Holder, Council Member

1 CALL TO ORDER

- a) The meeting was called to order at 11:00 a.m.
- b) Adjustment to the Agenda

Agenda was amended to include discussion regarding meeting schedule and duties of the Library Advisory Board. These items were added as 4a and 4b.

2 APPROVAL OF MINUTES

- a) May 25, 2017 DRAFT Minutes

ACTION: Approval of Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

- a) Duties of the Library Advisory Board

A lengthy discussion was held as to the duties of the library advisory board. Several members of the board stated their frustration in feeling that they are left out of things and members feel that they are told a plan instead of being a part of plan. Ms. Medlin stated that the roll of the library advisory board is to be ambassadors in the community, to interact with the community to understand the needs of the community and bring back those ideas to the board as recommendations. The library advisory board is not a policy making board. Ms. Medlin stated the only policymaking board within the town is the

Town Council. Ms. Medlin stated none of the advisory boards are designed to have input or control of operations.

The board had concerns about the current meeting room becoming a children's library. Ms. Medlin stated that the current meeting room space would need to be utilized and become the children's library in the future. What is currently the children's library will then become the meeting room. Due to the small size of that room, it was suggested that the Friends of the Library annual book sale be moved to the Council Chambers. Ms. Medlin stated that she had a recent conversation with Ms. Johnson with the Friends of the Library to discuss the issue of lack of space. Ms. Medlin stated that the September 2017 book sale would remain in the current meeting room in the library but moving forward, the book sale would be located in the Council Chambers at Town Hall

The board discussed ways to fill the current vacancies on the library advisory board. Three current members' terms will be expiring on December 31, 2017. Ms. Medlin stated that the long-term goals of the library had been discussed previously and a document had been by gathering input from the library advisory board and the community. Ms. Medlin stated this document could be reviewed to determine what is missing in the profile. Ms. Medlin stated for example programs and services designed to meet the needs of the business community, school system and the downtown community. People who bring those types of strengths, connections and ideas would be good candidates for the library advisory board

b) Meeting Schedule Change

Discussion was held about the current vacancies and ideas on how to gain new members. It was recommended that changing the time the meetings are held may be a way to attract new members. The board came to the decision the meetings would be held at 5:00 p.m. on the third Thursday's of the month with the exception of December when there will be no meeting. The change to the monthly meetings will begin August 17, 2017 at 5:00 p.m. the location will be determined. Final approval will be needed by Town Council. This item will be placed on the August 7, 2017 Council agenda for presentation and approval.

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

c) Advisory Board Annual Update

Presenter: Kimberly Moffett, Town Clerk

Ms. Moffett suggested each advisory board to attend a town council work session on an annual basis provide the council with an update of highlights and accomplishments during the past year, as well as suggestions and recommendations for the future. Ms. Moffett stated the report should last no longer than 10 minutes. It was suggested the board chair present the report to the council. However, all board members are encouraged and welcome to attend the meeting. Ms. Moffett provided a template of the report as well as a tentative schedule., The library advisory board will present at the May 2018 town council work session.

d) Update on the Search for a New Librarian

Presenter: Nancy Medlin, Deputy Town Manager

Ms. Medlin provided a brief update on the status of the hiring process of the new Library Director. Ms. Medlin stated a total of twenty applications were received and that five out of the twenty had received a telephone interview. The next step would be an assessment center to be held on August 7, 2017... Stephanie Satkowiak and Belle Allen will be part of the assessment center as well as staff members, citizens, school system employee and business owners. Ms. Medlin stated if any board members would like to submit any questions for consideration to be used during the assessment members they may do so and were asked to send them via email to Ms. Satkowiak no later than Tuesday, August 1, 2017. The questions received will be reviewed by the Human Resources Department and possibly used during the assessment center. The timeline of having a new director on board was discussed and it is thought most likely the position would be filled by mid-September.

5 LIBRARIAN'S REPORT

a) Update on Summer Programs & Events

Presenter: Gabe Johnson, Catalog Librarian

Mr. Johnson provided a brief update on the summer programs and events. Mr. Johnson provided a list of the summer programs and events. The list included the general, children, teen and adult programs. Mr. Johnson stated that there has been a trend where people that attend an event at the library will then purchase a library card. The feedback received from staff has been that the volunteers are a huge part of the programs and events and without the volunteers; some of these may not have been possible. Mr. Johnson stated another trend that has been identified that when once someone attends one event they return to another. Another trend identified with teens and adults is to make the library a third space (safe place to be) for people. Mr. Johnson stated most adult and teens have two spaces in their lives for example home and work or home and school. The trend is to get teens and adults to have a third space in their lives, with the library being the third space.

Mr. Johnson provided highlights on several programs and events that were offered and will be provided throughout the rest of the summer. Mr. Johnson asked the board to please share this information with anyone in the community. This will help promote the library.

6 OTHER BUSINESS

7 ADJOURN

a) With there being nothing further, the meeting was adjourned at 12:11 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Allen

Second: Board Member Hester

Vote: Unanimous

Stephanie Satkowiak, Chair

ATTEST:

Christy Anastasi, Clerk to the Board

July 27, 2017
Minutes



TOWN OF CLAYTON

HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD

2017 MEETINGS

August 17, 2017 at 5:00 p.m.

September 21, 2017 at 5:00 p.m.

October 19, 2017 at 5:00 p.m.

November 17, 2017 at 5:00 p.m.

NO December meeting

Meetings are held on the THIRD Thursday of every month at 5:00 p.m. in GS223 Conference Room in Town Hall, which is 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.

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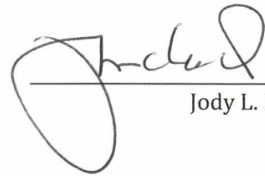
TOWN OF CLAYTON
Amendment to the Code of Ordinances: Chapter 32
Departments, Boards, and Commissions: Library Board

BEING HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON, NORTH CAROLINA that the following text shall be amended to the Code of Ordinances:

Amend Section 32.060 MEETINGS with the following:

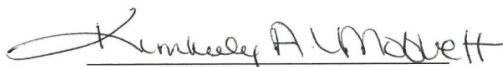
(E) (1) *As a public body, the Library Board shall hold monthly meetings, and all of its meetings shall be open to the public (G.S. 143-318).*

Duly adopted by the Clayton Town Council this 7th day of August, 2017 while in regular session.


Jody L. McLeod
Mayor

ATTEST:

APPROVED AS TO FORM:


Kimberly A. Moffett, CMC, NCCMC
Town Clerk


Katherine Ross
Town Attorney

