



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, March 20, 2025 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Adoption of Minutes
- January 16, 2025
- Presenter:* Sam Johnson-Phillips, Deputy Town Clerk
[January 16, 2025 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- a. Election of Chair and Co-Chair
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
POTENTIAL ACTION: Approval of Chair and Co-Chair Election
- b. Library Renovations
Presenter: Mel Poole, Library Manager

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. UPDATE ON FRIENDS OF THE LIBRARY

- a. Friends' Report
Presenter: Ellen Andruzzi, President of The Friends of the Library

7. LIBRARIAN'S REPORT

- a. Librarian's Report
Presenter: Mel Poole, Library Manager

8. OTHER BUSINESS

9. ADJOURNMENT

- a. Motion to Adjourn
POTENTIAL ACTION: Motion To Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, January 16, 2025 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Amber Revels-Stocks
Victoria Privette
Meredith Sewell
Amanda Gawthorpe
Sarah Chera
Miriam Herrell
Makayla Noel Walden
Eugene Wheeler
Jill King

Staff Present:

Gretchen Williams, Council Member
Mel Poole, Library Manager
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Katie Tompkins
Julia Curran
Lucy Bianchi

1 CALL TO ORDER

- a) Mr. Wheeler called the meeting to order at 5:30 p.m.

2 APPROVAL OF MINUTES

- a) Adoption of Minutes
- November 21, 2024

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Adoption of Minutes

RESULT:	CARRIED 8-0
MOVER:	Jill King
SECONDER:	Amber Revels-Stocks
YES:	Amber Revels-Stocks, Victoria Privette, Amanda Gawthorpe, Sarah Chera, Miriam Herrell, Makayla Noel Walden, Eugene Wheeler, and Jill King

NO:	None
ABSENT:	Katie Tompkins, Meredith Sewell, Julia Curran, and Lucy Bianchi

3 OLD BUSINESS

4 NEW BUSINESS

- a) Introduction of New Members
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

New Board members Sarah Chera, Amanda Gawthorpe, Miriam Herrell and Meredith Sewell were introduced and welcomed.

- b) Policy Review: Public Educator Card & School Courier Policy
Presenter: Mel Poole, Library Manager

Ms. Poole stated every 3-5 years, policies are reviewed to determine if they need to be updated. This year four policies have been selected to be reviewed and will be placed on the agenda to go before Council. It was reported, the Public Educator Card & School Courier Policies have been selected for review this month. The policy was created in 2018, it was originally created for the daycare/childcare facilities which allowed for a once a month drop off to accompany the materials they had, should their budget not allow them to purchase additional books to use in their classrooms.

Mentioned was shifting from the "Public Educator Card & School Courier" to "Institution Card and Courier Policy" which would include Senior Centers and other community organizations that might benefit for this purpose.

The basic foundation of the policy was updated, and the borrowing policies were defined and clarified. An eligible institution was defined to include childcare centers, preschools, senior centers, civic centers, and other community organizations. It was stated those eligible institutions would be able to apply for an institution library card. Institutional organizations in Clayton town limits and the ETJ are eligible to register as borrowers and would be considered on a case-by-case basis.

The institutional card could be used by multiple people if they are listed on the account. There must be at least one contact person listed on the account, and the institution would be responsible for keeping the library up to date. When checking out materials, the staff member must either have the library card or a photo ID. The institution would be fiscally responsible for all borrowed materials. It was stated as of now there aren't any fines for late materials, only a replacement cost if the material is lost or damaged. All lending rules and guidelines are to be followed. Institution cards are valid for one year and can be renewed annually.

Ms. Poole stated, as a service, a monthly courier service would be provided. The courier service policies were discussed:

- Institutions are required to complete a courier service application, which would be reviewed to verify eligibility.
- Participating institutions must have a Clayton library card.
- Institutions must be accessible to library staff at delivery time.

Ms. Poole discussed the lending rules:

- All checked out items are intended for classroom/professional use and must remain in the facility.
- Items can be checked out for 4 weeks, they may be renewed as needed.
- Institutions may check out up to 50 items at a time.
- Materials from the 7-day collection, technology, and resource sharing services are excluded from courier service.
- Individual titles cannot be requested, however reading levels or genre categories will be considered.

The Institution would not be allowed to request specific titles. The library would curate the materials according to the subject, age group, and/or format.

It was stated this would go before Council for adoption.

Ms. Poole asked if there were any questions. A board member asked how many institutions use the courier service. Ms. Poole responded there is currently one daycare that uses the service.

Ms. Poole mentioned they have "Books On The Go" which services the senior center.

With no further questions, Mr. Wheeler motioned to vote on the draft.

Motion to Adopt Public Educator Card and School Courier Policy

RESULT:	CARRIED 8-0
MOVER:	Victoria Privette
SECONDER:	Makayla Noel Walden
YES:	Amber Revels-Stocks, Victoria Privette, Amanda Gawthorpe, Sarah Chera, Miriam Herrell, Makayla Noel Walden, Eugene Wheeler, and Jill King
NO:	None
ABSENT:	Katie Tompkins, Meredith Sewell, Julia Curran, and Lucy

5 OBSERVATIONS FROM THE LIBRARY BOARD

6 UPDATE ON FRIENDS OF THE LIBRARY

- a) *Presenter:* Mel Poole, Library Manager

Ms. Poole explained to the new board members what the Friends of the Library are. It was stated most public libraries have one, they are separate from the library and their purpose is to fundraise for the library.

The Friends of the Library meet 4 times a year, the next meeting was held on January 23, 2025, from 1:00pm - 3:00 p.m. It was stated the meetings are open to the public. Membership to become a Friend of the Library would \$10 per individual.

It was reported fundraising book sales are held twice a year. Ms. Poole said, this year, due to the possible renovations and the attic not being a safe place to store a large amount of books, the book sales would be placed on hold.

7 LIBRARIAN'S REPORT

- a) Librarian's Report
Presenter: Mel Poole, Library Manager

Ms. Poole stated discussions have begun for Summer Reading and this year's theme is "Color Our World." Ms. Poole expressed excitement about it being an art theme. It was stated this theme would be a great way to utilize other departments, the Art Council, and to get businesses involved. Collaborations and community partnerships would be the focus.

The Circulation Supervisor position has been filed, the individual began on January 27, 2025. It was reported the library would be fully staffed.

Ms. Poole shared two Capital Improvement Projects that have been submitted. It was explained these are the same two for the past few years. The submissions are for the renovations of the library and a potential branch location at the Copper District.

Ms. Poole discussed the upcoming programming. She stated additional time has been added for Baby & Preschool Storytime due to high demand. The additional time slot added is 10:00 a.m. Conversational Spanish has returned; it is run by Johnston Community College. It was reported, this is an 8-week class, prior registration was required. It began on January 13, 2025, and will

run until March 17, 2025. A Jigsaw Puzzle Competition was held on January 27, 2025, and on February 10, 2025 "Bad Art Night."

Tax forms 1040 will return to the library soon.

November 2024

Visits: 4,677; New Patrons: 167; Physical Checkouts: 10,626; Digital Checkouts: 2,737; Public Computer Sessions: 392; Early Literacy Program/Attendance: 14/298; Children Program/Attendance: 1/17; Teen Program/Attendance: 0/0; Adult Program/Attendance: 6/75

December 2024

Visits: 4,348; New Patrons: 124; Physical Checkouts: 10,531; Digital Checkouts: 2,921; Public Computer Sessions: 375; Early Literacy Program/Attendance: 10/109; Children Program/Attendance: 1/2; Teen Program/Attendance: 0/0; Adult Program/Attendance: 6/83

8 OTHER BUSINESS

9 ADJOURNMENT

- a) Motion to Adjourn

With nothing further, the meeting was adjourned at 6:05 p.m.

Motion To Adjourn

RESULT:	CARRIED 8-0
MOVER:	Amanda Gawthorpe
SECONDER:	Sarah Chera
YES:	Amber Revels-Stocks, Victoria Privette, Amanda Gawthorpe, Sarah Chera, Miriam Herrell, Makayla Noel Walden, Eugene Wheeler, and Jill King
NO:	None
ABSENT:	Katie Tompkins, Meredith Sewell, Julia Curran, and Lucy Bianchi

Duly adopted this 20th day of March 2025.

Julia Curran
Board Chair

ATTEST:

Sam Johnson-Phillips
Deputy Town Clerk