



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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Adoption of Minutes
 - November 21, 2024

Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[November 21, 2024 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

- a. Introduction of New Members
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
- b. Policy Review: Public Educator Card & School Courier Policy
Presenter: Mel Poole, Library Manager
[Public Educator and Courier Service Policy 2018](#)

POTENTIAL ACTION: Motion to Adopt Public Educator Card and School Courier Policy

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. UPDATE ON 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, November 21, 2024 at 5:30 PM
Hocutt-Ellington Memorial Library

Board Members Present:

Julia Curran
Eugene Wheeler
Amber Revels-Stocks
Victoria Privette
Lucy Bianchi
Makayla Noel Walden
Katie Tompkins

Staff Present:

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

Board Members Absent:

Beth Inman
Jill King

1 CALL TO ORDER

- a) Ms. Curran called the meeting to order at 5:31 p.m.

2 APPROVAL OF MINUTES

- a) Adoption of Minutes
- October 17, 2024
- Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

Adoption of Minutes

RESULT:	CARRIED 7-0
MOVER:	Eugene Wheeler
SECONDER:	Amber Revels-Stocks
YES:	Amber Revels-Stocks, Julia Curran, Victoria Privette, Lucy Bianchi, Makayla Noel Walden, Eugene Wheeler, and Katie Tompkins
NO:	None
ABSENT:	Beth Inman and Jill King

3 OLD BUSINESS

4 NEW BUSINESS

5 OBSERVATIONS FROM THE LIBRARY BOARD

- a) *Presenter:* Julia Curran, Board Chair

Ms. Curran communicated she received great feedback from a candidate that was interviewed for the Library Board. It was also stated that the Library staff is very helpful and she's excited for the games and puzzles.

6 UPDATE ON FRIENDS OF THE LIBRARY

- a) *Presenter:* Julia Curran, Board Chair

During The Friends of the Library meeting, Ms. Curran stated they have released the new schedule, and the next meeting will be in January 2025. She stated she would encourage The Friends of the Library to have additional meetings outside of the board meetings. They had a successful book sale. Ms. Curran reported they are financially able to assist in the library renovation/building cost.

7 LIBRARIAN'S REPORT

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

Ms. Poole reported, a representative from NC Works came and provided job assistance. Five outreach initiatives were mentioned: The Harvest Festival, The Latino Festival and story time was provided at local preschool(s)/daycare(s).

Highlights and coming soon topics were discussed. The Circulation Supervisor position was posted and has since been closed. It was stated there were 31 applicants and applications have been reviewed. Interviews would be scheduled for the first two weeks in December. Ms. Poole stated she received candidates from out of State. It was mentioned, this position was posted on NC State Library Job Boards along with other Government Job postings. They are hoping to have the new candidate begin by January or February.

It was stated, the Angel Tree is up and located in the Adult room. The ornaments on the tree would have details about the donations. The donations would support iChoose Pregnancy Support.

Two employees were given recognition:

- 10 Years of Service - Gabe Johnson
- Employee of the Year Nominee - Caroline Mack

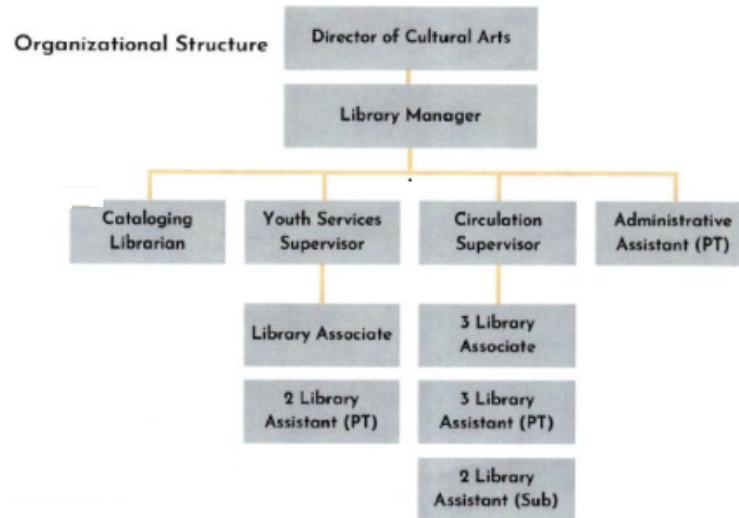
Ms. Poole communicated optimistically there would be updates in January, concerning the library renovations that she could share. Currently, she, along with staff are intricately in the planning phase of relocation of the library books, from where they are now to the temporary location. Those developing plans would go before the Executive Team. Most of the design renderings have been completed, those were shown to Council in October which was positively received.

It was stated, the large tree located in the front of the library would be cut down.

2025 Winter/Spring Programs:

- Canning, gardening, UFO contest, Sci-Fi reading challenge
- Conversational Spanish Class would be held in January
- Summer Reading Program: "Color Our World" art theme

Ms. Poole provided an overview of the library's organizational structure:



October 2024 Snapshot:

Library Visits: 5,701; New Patrons: 304; Public Computer Sessions: 453; Physical Items Circulated: 12,628; E-Book Checkouts: 1,552; E-Audio Checkouts: 1,037; E-Magazine Checkouts: 207; Kanopy/Craftsy Checkouts: 126/3

October 2024 Programs/Attendance:

15 Early Literacy Programs/Attendance: (380 attendees); 2 Elementary Programs/Attendance: (42 attendees); 0 Young Adult/Attendance: (0 attendees); 9 Adult Programs/Attendance: (99 attendees); 26 Total Programs/Attendance: (521 attendees); 5 Outreach Events/Attendance: (902 attendees)

Popular Digital Checkouts:

- Kristin Hannah "The Women"
- Lisa Jewell "None Of This Is True"
- Rebecca Yarros "Fourth Wing"
- Sarah J. Maas "A Court Of Mist And Fury"

8 OTHER BUSINESS

9 ADJOURNMENT

- a) Motion to Adjourn

With nothing further, the meeting was adjourned at 5:55 p.m.

Motion To Adjourn

RESULT:	CARRIED 7-0
MOVER:	Lucy Bianchi
SECONDER:	Amber Revels-Stocks
YES:	Amber Revels-Stocks, Julia Curran, Victoria Privette, Lucy Bianchi, Makayla Noel Walden, Eugene Wheeler, and Katie Tompkins
NO:	None
ABSENT:	Beth Inman and Jill King

Duly adopted this the 16th day of January, 2025

Julia Curran
Board Chair

Sam Johnson-Phillips
Deputy Town Clerk

Hocutt-Ellington Memorial Library
Public Educator Card & School Courier Policies

By completing an educator library card application, you agree to the following policies.

Any books/resources that are regularly checked out from Hocutt-Ellington Memorial Library are subject to the general library policies.

The following policies apply to educator cards and materials checked out via school courier:

- All books/resources are intended for classroom/professional use and must remain in the classroom.
- Books/resources can be checked out for 4 weeks. They may be renewed as needed.
- Teachers may check out 25 books at a time.
- Materials from 7-Day collection and Interlibrary Loan services are excluded from courier service.
- Educator library cards will expire after one year. They can be renewed for the following school year.
- There are no fines or fees for overdue items. However, card holders will be responsible for replacement costs of any lost or damaged items. We understand extenuating circumstances can occur and will assess fines for lost/damaged items that were checked out through school courier on an individual basis.

To use the courier system:

- E-mail **Children's Librarian** with material requests <insert email here.>
- Books/resources will be dropped off at a designated space in the Media Center.
- When you are ready to return books to Hocutt-Ellington, simply take books back to designated drop off place in your Media Center.

Adopted September 18, 2018.