



Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Agenda  
Thursday, May 16, 2024 @ 5:30 PM  
Hocutt-Ellington Memorial Library  
100 S. Church Street

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

- a. Adoption of Minutes
- April 18, 2024
- Presenter:* Heidi Holland, Town Clerk  
[April 18, 2024 DRAFT Minutes](#)

**POTENTIAL ACTION:** Adoption of April 18, 2024 Minutes

**3. OLD BUSINESS**

- a. Building Update  
*Presenter:* Mel Poole, Interim Library Director

**4. NEW BUSINESS**

**5. OUTREACH/VOLUNTEER OPPORTUNITIES**

- a. *Presenters:* Julia Curran, Library Board Chair and Mel Poole, Interim Library Director

**6. UPDATE ON FRIENDS OF THE LIBRARY**

- a. *Presenter:* Julia Curran, Library Board Chair

**7. LIBRARIAN'S REPORT**

- a. *Presenters:* Mel Poole, Interim Library Director and Grace Davis, Children's Director

**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, April 18, 2024 at 5:30 PM**  
**Hocutt-Ellington Memorial Library**  
**100 S. Church Street**

**Board Members Present:**

Julia Curran  
Eugene Wheeler  
Amber Revels-Stocks  
Gretchen Williams  
Beth Inman  
Jill King  
Katie Tompkins  
Makayla Noel Walden  
Kathyrn Turnbull  
Victoria Privette  
Lucy Bianchi

**Staff Present:**

Gretchen Williams, Council Member  
Joy Garretson, Library Director  
Mel Poole, Circulation Supervisor  
Sam Johnson-Phillips, Deputy Town Clerk

**Board Members Absent:**

None

**1 CALL TO ORDER**

Ms. Curran called the meeting to order at 5:30 p.m.

**2 APPROVAL OF MINUTES**

a) Adoption of Minutes

- March 21, 2024

*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

**Approval of Minutes**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Beth Inman
<b>SECONDER:</b>	Lucy Bianchi
<b>YES:</b>	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Gretchen Williams, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathyrn Turnbull, Victoria Privette, and Lucy Bianchi
<b>NO:</b>	None

**3 OLD BUSINESS**

a) Tutor Policy

*Presenter:* Joy Garretson, Library Director

Mrs. Garretson provided the updated draft which showed the mission and the name of the library. The guidelines and procedures were cleaned up and the language was amended to reflect the following:

- the tutoring sessions minutes should be limited
- should not disturb other patrons
- must follow all rules, regulations and conduct in the library
- the tutor is responsible with communicating with the students
- children under 10 must be under the direct supervision of the tutor

It was reported this would go before Council on the Consent Agenda on May 6, 2024

**Motion for the Tutor Policy to go on the Consent Agenda**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Makayla Noel Walden
<b>SECONDER:</b>	Amber Revels-Stocks
<b>YES:</b>	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Gretchen Williams, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, Victoria Privette, and Lucy Bianchi
<b>NO:</b>	None

b) Internet Use Policy

*Presenter:* Joy Garretson, Library Director

Mrs. Garretson provided an update on the Internet Use Policy. Updated the name in the policy from "library" to Hocutt-Ellington Memorial Library and also the mission. The verbiage "world wide web" was changed to "internet".

Ms. Curran inquired on the effective date, Mrs. Garretson stated that would be changed. It was reported this would go before Council on the Consent Agenda on May 6, 2024

**Motion for the Internet Use Policy to go on the Consent Agenda**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Lucy Bianchi
<b>SECONDER:</b>	Jill King
<b>YES:</b>	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Gretchen Williams, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, Victoria Privette, and Lucy Bianchi
<b>NO:</b>	None

**4 NEW BUSINESS**

**5 OUTREACH/VOLUNTEER OPPORTUNITIES**

a) *Presenter:* Julia Curran, Library Board Chair Joy Garretson, Library Director

Ms. Curran reported there was a Friends of the Library night last Tuesday in which 20

people attended. It was stated there was a general consensus between the new attendees and the current group that there should be more Friends of the Library events and outreach opportunities. Mrs. Garretson stated the Summer Reading Kickoff will be June 15, 2024 from 12 pm to 2 pm. It was mentioned that there would be another potential opportunity in June, details to come. Ms. Curran stated there may be another meeting at Deep River Brewing in June.

## 6 UPDATE ON FRIENDS OF THE LIBRARY

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

Ms. Curran provided an update to the board about the book sale last week. It was reported there would be a meeting Thursday April 25th at 1pm, an invitation was extended. It was communicated they are encouraging the Friends of the Library to have more events and more fundraising. It was stated they are still looking for more people to join the Friends of the Library. Ms. Curran reported that the book sale was successful and she would be able to provide more at the next meeting.

## 7 TOWN OF CLAYTON STRATEGIC PLAN UPDATE

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

Ms. Curran reported the Strategic Planning Company that was hired by the Town Council invited herself, Mr. Wheeler, Mrs. Privette and Mrs. Walden to attend the Strategic Planning Session. Mrs. Walden stated it was a productive meeting and that she was glad that citizens were there to provide their input. It was stated there were a lot of people educated about the library from the library board members. Ms. Curran stated there is a need to have more community members speaking to Council via emails and phone calls.

## 8 LIBRARIAN'S REPORT

### March 2024

Visits: 5,069; New Patrons: 274; Physical Items Circulated: 11, 297; Public Computer Sessions: 349; E-Book Checkouts: 1025; E-Audio Checkouts: 867; E-Magazine Checkouts: 265; Kanoy/Craftsy Checkouts: 117/12; Early Literacy Programs/Attendance 12/525 att; Elementary Programs/Attendance: 2/21 att; Young Adult Programs/Attendance: 1/8 att; Adult Programs/Attendance: 9/202 att; Outreach/Special Programs: 5/135 att; Total Programs/Attendance: 29/891; Study Room Request: 32

### Coming Up:

- We are launching 1,000 Books Before Kindergarten in early May! We'll be using the Beanstack app to track this and other reading challenges (including summer reading!). We were able to purchase this app with funds from Dollar General.
- You can still order a t-shirt for summer reading! If you'd like a shirt, please fill out this survey tonight. Tonight is the last night.
- We have 2 PT Children's Library Assistant Positions open and had some great candidates apply and interview. We hope to bring our new staff on board in early May.

### Highest Circulations In March:

Someone Else's by JoJo Moyes, The Tobacco Wives by Adele Myers, The Bean Trees by Barbara Kingsolver and the hotspots

Mrs. Garretson reported as she begins to transition from this roll, Ms. Mel Poole, Circulation Supervisor would be the Interim Director. Mrs. Garretson communicated to the board that she has spent time with Ms. Poole discussing the budget plan and what to do if the funds are provided. It was stated on May 6th, Ms. Poole will present alongside Chris Gallant, Town Engineer the Davis Kane architectural plan that was shared with the board.

Mrs. Garretson reported the biggest thing coming up for anyone in this seat would be the application for State Aide. It was stated the transition would be announced on Monday.

**9 OTHER BUSINESS**

**10 ADJOURNMENT**

- a) Motion to Adjourn

With nothing further, the meeting was adjourned at 6:09 p.m.

**Motion To Adjourn**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Lucy Bianchi
<b>SECONDER:</b>	Eugene Wheeler
<b>YES:</b>	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Gretchen Williams, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, Victoria Privette, and Lucy Bianchi
<b>NO:</b>	None

Duly adopted this the 16<sup>th</sup> day of May, 2024

\_\_\_\_\_  
Julia Curran, Chair

ATTEST:

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Heidi L. Holland, CMC, NCCMC  
Town Clerk