



Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Agenda  
Thursday, October 17, 2024 @ 5:30 PM  
Hocutt-Ellington Memorial Library  
100 S. Church Street

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

a. Minutes

- September 19, 2024 Minutes

*Presenter:* Heidi Holland, Town Clerk

[September 19, 2024 DRAFT Minutes](#)

**POTENTIAL ACTION:** Adoption of Minutes

**3. OLD BUSINESS**

**4. NEW BUSINESS**

a. 2025 Meeting Schedule

*Presenter:* Heidi Holland, Town Clerk

[2025 Meeting Schedule](#)

**POTENTIAL ACTION:** Approval of 2025 Meeting Schedule

b. Staffing Update

*Presenter:* Mel Poole, Interim Library Director

c. Policy Review Schedule

*Presenter:* Mel Poole, Interim Library Director

[FY2025 Policy Review Schedule](#)

**POTENTIAL ACTION:** Approval of FY2025 Policy Review Schedule

**5. OBSERVATIONS FROM THE LIBRARY BOARD**

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

a. *Presenter:* Julia Curran, Board Chair

**7. LIBRARIAN'S REPORT**

a. *Presenter:* Mel Poole, Interim Library 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, September 19, 2024 at 5:30 PM**  
**Hocutt-Ellington Memorial Library**  
**100 S. Church Street**

**Board Members Present:**

Julia Curran, Chair  
Amber Revels-Stocks  
Victoria Privette  
Makayla Noel Walden  
Beth Inman  
Jill King  
Katie Tompkins

**Staff Present:**

Gretchen Williams, Council Member  
Mel Poole, Interim Library Director  
Gabe Johnson, Cataloging Librarian  
Sam Johnson-Phillips, Deputy Town Clerk

**Board Members Absent:**

Lucy Bianchi  
Eugene Wheeler

**1 CALL TO ORDER**

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

**2 APPROVAL OF MINUTES**

a) Adoption of Minutes  
• August 15, 2024

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

**Adoption of Minutes**

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

**3 OLD BUSINESS**

**4 NEW BUSINESS**

**5 OBSERVATIONS FROM THE LIBRARY BOARD**

- a) There was discussion on potentially adding another baby story time and another preschool story time. Ms. Curran stated she was impressed with the turnout.

## 6 UPDATE ON FRIENDS OF THE LIBRARY

- a) *Presenter:* Julia Curran

It was stated the book fair will be November 1, 2024, and November 2, 2024.

## 7 LIBRARIAN'S REPORT

- a) *Presenter:* Mel Poole, Interim Library Director Gabe Johnson, Cataloging Librarian

Ms. Poole reported youth programs were paused during August but have resumed. She stated story times continue to be popular and have full attendance. The board was informed that materials would be reorganized to enhance findability and create space for expanding collections. It was announced, the new Part-Time Library Assistant began on September 24th. Ms. Poole shared the dates for upcoming outreach events and offered her email address for anyone interested in volunteering.

- Harvest Festival - October 26, 10am - 5pm
- Latin American Festival - October 27, 12pm - 5pm
- Downtown Clayton Trick-or-Treat - October 31, 1pm - 3pm

### **August 2024**

Visits: 5,584; New Patrons: 289; Public Computer Sessions: 438; Physical Items Circulated: 13,836; E-Book Checkouts: 1,539; E-Audio Checkouts: 1,079; E-Magazine Checkouts: 152; Kanopy/Craftsy Checkouts: 216/8; Early Literacy Programs/Attendance: 0/0; Elementary Programs/Attendance: 0/0; Young Adult Programs/Attendance: 0/0; Adult Programs/Attendance: 5/68; Total Programs and Attendance: 5/68; Outreach Events/Attendance: 0/0

### **Highest Checkouts:**

- Middle Of The Night by Riley Sager
- Hillbilly Elegy by J. D. Vance
- The Summer I Turned Pretty by Jenny Han
- Dog Man And Cat Kid by Dav Pilkey

### **Upcoming Programs:**

- Crockpot Meal Prep - September 25
- Hearing Health Seminar and Screenings - October 2
- Halloween Costume Swap - October 17
- Job Help - October 22
- Bad Art Night - October 23
- All Hallows Read - October 30
- Wrap It Up (Relax & Wrap Your Presents) - December 2
- National Friends of the Library Week - October 20-26

Mr. Johnson provided updates from the Cataloger's Desk. Discussed were the trends from the last few months. It was stated the material budget has increased. Mr.

Johnson noted that book prices have risen. It was reported, book repairs are being done to increase their circulation longevity. Mr. Johnson provided details about the records de-duplication process which is done quarterly and its purpose. Mr. Johnson stated there has been a large donation of DVDs and they are circulating well.

**8 OTHER BUSINESS**

**9 ADJOURNMENT**

- a) Motion to Adjourn

With nothing further, the meeting was adjourned at 5:59 p.m.

**Motion To Adjourn**

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

Duly adopted this the 17<sup>th</sup> day of October 2024.

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Julia Curran  
Board Chair

ATTEST:

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Heidi L. Holland, CMC, NCCMC  
Town Clerk

**TOWN OF CLAYTON**  
**LIBRARY ADVISORY BOARD**  
**2025 MEETINGS**



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January 16, 2025  
February 20, 2025  
March 20, 2025  
April 17, 2025  
May 15, 2025  
June 18, 2025\*  
July – No Meeting  
August 21, 2025  
September 18, 2025  
October 16, 2025  
November 20, 2025  
December – No Meeting

*Meetings are held every month on the THIRD Thursday of the month at 5:30 p.m. at Hocutt-Ellington Memorial Library located at 100 S. Church Street, unless otherwise noted.\**

*In accordance with NCGS § 143-318.10,  
this is an official meeting of the board and is open to the public.*

ADOPTED BY THE LIBRARY ADVISORY BOARD:

[WWW.TOWNOFCLAYTONNC.ORG](http://WWW.TOWNOFCLAYTONNC.ORG)

Hocutt-Ellington Memorial Library

**FY2025 Policy Review Schedule**

<b>Name of Policy</b>	<b>Last Updated</b>	<b>Proposed Review Date</b>
Child Safety Policy	May 2024	
Circulation Policy	April 2024	
Collection Management Policy	October 2022	March 2025
Co-Sponsorships & Exhibits Policy	September 2024	
Historical Collections Policy	November 2022	May 2025
Internet Use Policy	May 2024	
Meeting Room Policy	March 2024	
Programming Policy	September 2024	
Public Educator Card & School Courier Policy	September 2018	January 2025
Rules and Regulations for Conduct in the Library Policy	February 2023	
Tutor Policy	May 2024	
Technology Lending Policy	October 2024	

New Policies to Consider:

- Home Delivery Policy
- Gift & Memorial Policy
- Public Art Acquisition and Exhibit Policy