



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, November 21, 2024 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Adoption of Minutes

- October 17, 2024

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

[October 17, 2024 Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

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, October 17, 2024 at 5:30 PM
Hocutt-Ellington Memorial Library

Board Members Present:

Amber Revels-Stocks
Julia Curran, Chair
Victoria Privette
Lucy Bianchi
Beth Inman
Eugene Wheeler
Jill King

Staff Present:

Gretchen Williams, Council Member Liaison
Mel Poole, Library Manager
Heidi Holland, Town Clerk

Board Members Absent:

Makayla Noel Walden
Katie Tompkins

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Minutes
- September 19, 2024 Minutes
- Presenter:* Heidi Holland, Town Clerk

Adoption of Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

- a) 2025 Meeting Schedule
- Presenter:* Heidi Holland, Town Clerk

There was board discussion on holding these meetings every other month. It was decided to revise the schedule to meet on the third Thursday of the odd-numbered months (January, March, May, July, September, and November).

Approval of 2025 Meeting Schedule

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

- b) Staffing Update
Presenter: Library Manager

Ms. Poole stated she has been promoted to Library Manager effective Saturday. She stated she is excited to keep the library moving into this next phase. The Circulation Supervisor position would be filled very soon, hopefully by January.

- c) Policy Review Schedule
Presenter: Mel Poole, Library Manager

Ms. Poole shared the FY2025 Policy Review Schedule. She stated last year the library updated a lot of policies. She stated most of the time policies only have to be changed every 3 years. There were three that haven't been updated recently (Collection Management Policy, Historical Collections Policy, and Public Educator Card and School Courier Policy).

New policies the library are considering are Home Delivery Policy, Gift and Memorial Policy, and Public Art Acquisition and Exhibit Policy.

Approval of FY2025 Policy Review Schedule

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

- 5 OBSERVATIONS FROM THE LIBRARY BOARD**
- 6 UPDATE ON FRIENDS OF THE LIBRARY**

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

Ellen, President of the Friends of the Library, was present. She stated the Used Book Sale would be open to Town employees on October 31, 2024 from 11 a.m. – 2 p.m. in the Council Chambers. Books would be sold individually or by the bag full. She stated Lowe's Foods donated the paper bags. On November 1, 2024 from 12-7:00 p.m., it would be open to the public. She stated that she would be collaborating with Ms. Holcolm from the Clayton High School Media Center to recruit teenage volunteers for the event. Any leftover books would be donated to the charity Across Borders, based out of Angier, NC. Social Services Foster Care Program and the gift shop at the Johnston County Hospital on 42 receives the leftover children's books and the large print books go to the Senior Citizen centers.

This year there would be a table dedicated to Christmas books. She mentioned that they have come across several first-edition books, which will be priced separately to determine if they can bring in additional funds.

7 LIBRARIAN'S REPORT

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

Ms. Poole stated the library continues to see increases from last year. Patron signups are down but that is expected during this time of year. Story times remain highly popular, with some citizens having to be turned away due to space and safety limitations. There was discussion of possibly adding additional baby and preschool times beginning in January. Halloween Costume Swap was today; there were about 60 costumes and 40 accessories available for citizens to go through.

StoryWalk has a new book added: Old Rock (is not boring). These books are changed out quarterly. An Adult crockpot cooking class was held in September; this program received good attendance and feedback. She would look forward to adding more cooking events in the future. The History Walk was canceled but she plans on adding more in the future.

She discussed the staff created book-themed pumpkins which is part of ongoing efforts for staff appreciation and team building. These would be voted on for the best pumpkin. There would be a charity drive in November/December to support those in need. Last year they collected items for a personal care kit. She stated more information would go out about this. She stated they are in the process of buying new software for calendar events and booking which would streamline work for staff and eliminate the need for Eventbrite.

Letter for Santa would be held November 15 – December 15, this has been

done the past 4 years. Children can drop letters off for Santa and receive a personalized note back. Letters could also be dropped off at the Tree Lighting Event. G-Force Robotics would be at the library December 7th and a movie night would be held December 6th.

September 2024 Snapshot

Library Visits: 5,497; New Patrons: 229; Public Computer Sessions: 461; Physical Items Circulated: 13,454; E-Book Checkouts: 1,514; E-Audio Checkouts: 920; E-Magazine Checkouts: 180; Kanopy/Craftsy Checkouts: 180/6

September 2024 Programs/Attendance

18 Early Literacy Programs/Attendance: (489 attendees); 2 Elementary Program (35 attendees); 1 Young Adult Program (2 attendees); 9 Adult Programs (135 attendees); 3 Outreach Events (90 attendees)

8 OTHER BUSINESS

9 ADJOURNMENT

a) Motion to Adjourn

With nothing further, the meeting was adjourned at 6:12 p.m.

Motion To Adjourn

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

Duly adopted this 21st day of November, 2024.

Julia Curran, Board Chair

ATTEST:

Sam Johnson-Phillips
Deputy Town Clerk and Clerk to the Board