



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, March 21, 2024 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Adoption of Minutes
 - February 15, 2024

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

[February 15, 2024 MINUTES](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

- a. Safe Child Policy Update
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Election of Library Board Chair and Co-Chair Positions
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
- b. Internet Use Policy Introduction
Presenter: Joy Garretson, Library Director
[Internet Use Policy \(1\)](#)
- c. Tutor Policy Introduction
Presenter: Joy Garretson, Library Director
[Tutor Policy \(1\)](#)

5. OBSERVATIONS FROM THE LIBRARY BOARD

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

6. UPDATE ON FRIENDS OF THE LIBRARY

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

7. LIBRARIAN'S REPORT

- a. *Presenter:* Joy Garretson, Library Director

8. OTHER BUSINESS

- a. Outreach Opportunities
Presenter: Julia Curran, Library Board Chair

- b. Town of Clayton Strategic Planning Session
Presenter: Julia Curran, Board Chair
- c. Board Photographs During April Meeting
Presenter: Joy Garretson, Library Director

9. ADJOURNMENT

- a. Motion to Adjourn

POTENTIAL ACTION:

Motion To Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, February 15, 2024 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present: Julia Curran Eugene Wheeler Amber Revels-Stocks Beth Inman Jill King Katie Tompkins Makayla Noel Walden Kathyrn Turnbull Victoria Privette Board Members Absent: Lucy Bianchi	Staff Present: Gretchen Williams, Council Member Joy Garretson, Library Director Mardia Jacobs, Library Associate Heid Holland, Town Clerk
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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
- January 18, 2024
- Presenter:* Heidi Holland, Town Clerk

Adoption of Minutes

RESULT:	CARRIED 9-0
MOVER:	Beth Inman
SECONDER:	Katie Tompkins
YES:	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathyrn Turnbull, and Victoria Privette
NO:	None
ABSENT:	Lucy Bianchi

3 OLD BUSINESS

- a) Policy Review Schedule for FY2024
Presenter: Joy Garretson, Library Director

Ms. Garretson stated all should have received this schedule via email. In March the board would be reviewing the Internet Use Policy and the Tutor Policy.

- b) Safe Child Policy
Presenter: Joy Garretson, Library Director

Ms. Garretson stated everyone should have received a copy of this policy. Shared were changes that were made to the policy. She asked if anyone had any concerns on this, the board members stated they did not.

Shared was the new language in the responsibility statement. Another change was in number 3 of the supervision section. She decided to keep the caretaker age at 18 years old; this stays in line with other library policies.

A motion was made to Present Policy to Council.

Motion to Present Policy to Council

RESULT:	CARRIED 9-0
MOVER:	Eugene Wheeler
SECONDER:	Beth Inman
YES:	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, and Victoria Privette
NO:	None
ABSENT:	Lucy Bianchi

- c) Policy Manual
Presenter: Joy Garretson, Library Director

Ms. Garretson spoke about the policy manual. This is the first pass. The goal is to have this completed in the next month or so and then bring to Council. She asked the board to review this policy manual.

4 NEW BUSINESS

- a) FY25 Budget Request and Talking Points
Presenter: Joy Garretson, Library Director

Ms. Garretson spoke on the budget request. She stated she has not met yet with the Executive Team on these requests. A few things are up in the air depending on how projects go.

Shared was discussion for the need of three new positions: Support Specialist, Outreach and Program Coordinator and Library Associate - Youth Services. Shared were the duties of each requested position. Mardia Jacobs was present to speak on her duties at the library. She stated she does a lot of outreach and programming, but

help is needed.

Support Specialist position is more of an administrative position with extra duties. Ms. Garretson stated right now she is doing a lot of these duties. The Outreach and Program Coordinator position includes handling multiple program coordination with schools, apartment complexes, neighborhoods, to name a few. This position would also handle more marketing within the community. Ms. Garreston stated right now she does most of the outreach. The Program Coordinator and Library Associate position is needed because the library only has one; two are needed to handle all of the duties. This position would focus on programming. She stated there is only one teen program and there needs to be a staff member to focus on the teens.

Shared were talking points which included that having these positions would help the library become more efficient and would help coordinate outreach.

She asked board members if they had any input. Ms. Privette asked Council Member Williams the best way for these needs to be heard. Council Member Williams stated she would present these ideas to Council and make sure their thoughts are heard.

Shared were numbers on collections and circulation. She pulled data from other municipalities which included: High Point, Chapel Hill, Mooresville, Hickory, Pinehurst, Southern Pines, Roanoke Rapids, Kings Mountain, Washington, Gibsonville, Nashville and Farmville. It was shared that most of these municipalities, that have a lower population than the Town, spend more on collections than Hocutt does. She stated the library is not spending enough on collections according to the data.

She discussed the library could increase the circulation if there were more E-Books and E-Audio Books. She stated these are very expensive and their budget for these had already been spent this year.

She stated the library is working with engineering and an architect to work on plans for the library. She stated she would share these when they are ready. She stated the library is in the top 10 projects in the CIP but still would have to find the money to begin renovation. Council Member Williams stated she would bring up these concerns at the Council retreat next week.

5 OUTREACH OPPORTUNITIES

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

b)

Ms. Curran stated Ms. Garretson, Mr. Wheeler and herself met to discuss library outreach and how the Friends of the Library could expand and do more fundraising. Ms. Curran is attempting to meet with the President and treasurer of the Friends of the Library to get an online payment system set up. She stated there would be another outreach event at Deep River on March 7, 2024, from 5-8 p.m. There is discussion on this becoming a quarterly event.

6 OBSERVATIONS FROM THE LIBRARY BOARD

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

7 UPDATE ON FRIENDS OF THE LIBRARY

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

Ms. Curran stated the Friends of the Library book sale would be April 12-13, 2024 and Ms. Garretson would be doing another Author Expo this year during this time. There was discussion on Friends of the Library having more than one book sale a year. It was stated storage is currently the issue with that. The books are stored at the library, and they often run out of space for the books.

8 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson, Library Director Mardia Jacobs, Library Associate

Ms. Jacobs shared her involvement with the Conversational Spanish class the library is hosting. She stated it has been beneficial to help citizens in the community that need help with translation. About 18 people are attending this class.

Ms. Garretson stated the new patrons were higher in January than in November and December. The numbers for physical items circulated are up as well as the use of public computers. She stated the library would soon offer wireless printing services. E-Book and E-Audio book checkouts have increased, and E-Magazine are up as well. The chromebooks and hot spots are big for checkouts and they would soon be upgrading the hotspots.

January 2024

Visits: 3,855; New Patrons: 314; Physical Items Circulated: 10,755; Public Computer Sessions: 572; E-Book Checkouts: 1,145; E-Audio Checkouts: 738; E-Magazine Checkouts: 161; Kanopy/Craftsy Checkouts: 133/4; Early Literacy Programs/Attendance: 13/525 attended; Elementary Programs/Attendance: 2/32 attended; Young Adult Programs/Attendance: 1/6 attended; Adult Programs/Attendance: 7/94 attended; Outreach/Special Programs: 1/21; Total Programs/Attendance: 24/678.

9 OTHER BUSINESS

- a) Ms. Walden stated on other Town boards there are committees. She mentioned the library having committees for different subjects separate from the Library Advisory Board meetings and then these committees would come together at the main Advisory Board meeting. Ms. Curran and Ms. Garretson stated they like this idea. Ms. Walden stated she would brainstorm and bring this back to the next meeting.

10 ADJOURNMENT

- a) Motion to Adjourn

With nothing further, the meeting was adjourned at 6:27 p.m.

Motion To Adjourn

RESULT:	CARRIED 9-0
MOVER:	Victoria Privette
SECONDER:	Makayla Noel Walden
YES:	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, and Victoria Privette
NO:	None
ABSENT:	Lucy Bianchi

Duly adopted this the 21st day of March, 2024

Julia Curran, Chair

ATTEST:

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

Internet Use Policy

Hocutt-Ellington Memorial Library

Policy Statement

The Hocutt-Ellington Memorial Library is committed to its mission of fostering learning and connection to the community for Clayton residents. In keeping with this mission, the Library is offering public electronic resources available on the World Wide Web. In order to block access to those graphic images and materials defined as harmful to minors in the North Carolina General Statutes § 14-190.1–14-190.15, the library has installed filters on all public Internet terminals.

The Library has no control over content on the Internet and is not responsible for information that is inaccurate, incomplete or illegal. The Library is not responsible for any material transmitted electronically by users of its public Internet terminals. The monitoring of a minor's access to the Internet is the responsibility of that person's parent or legal guardian.

Acceptable Use Policy

Use of public computers to violate state or Federal laws regarding public display of pornography, cyber stalking, identity theft, fraud, etc., is forbidden and may result in revocation of your library use privileges. Failure to comply with HEML's Internet Use Policy will result in a warning to the patron. Repeated violations of library policy will be submitted to the library director for resolution, and may result in the patron being barred from using HEML's public Internet terminals and/or the facility.

Further, law enforcement officials having probable cause to suspect illegal usage of public use personal computers in the Library may obtain usage records for these machines in accordance with state law.

State law requires us to protect minor children from seeing any sexually explicit sites, even accidentally on library computers. Content and some websites are filtered and blocked on library computers and public WiFi service.

Effective Date: March 14, 2018

Effective Date: March 14, 2018

Tutor Policy

The Hocutt-Ellington Memorial Library premises are available for the use of members of the public to meet their needs in accessing information and enjoying library materials and equipment. As part of its educational mission to nurture library users of all ages, HEML permits tutoring on the premises in accordance with this policy.

HEML does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents.

Tutoring Guidelines and Procedures

- Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons or library staff. The Library Code of Conduct applies to all tutor teams.
- Tutors are responsible for the behavior of their students.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff is happy to assist tutor teams, just as they assist any other patrons.
- Tutors are responsible for establishing communication procedures for their students and the student's parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Children under the age of eight must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- No exchange of money may take place between student and tutor in the Library.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

Tutoring Spaces

- Tutors may use the study tables in the teen area during Library hours.
- When the meeting room is free, up to four tutor teams may use the tables in the meeting room.
 - Tutors may "check out" a space in the meeting room for one hour at a time. This "check out" will take place at the circulation desk. If nobody is waiting, the tutor may extend the tutoring session as needed.
 - According to our meeting room usage policy, all tutors must conclude their sessions and vacate the room at 15 minutes prior to regular library closing time.
 - Tutors must follow all other meeting room upkeep rules according to HEML Meeting Room Usage Policy. Tables and chairs must be returned to the position in which they were found.

HEML may deny use of public areas and meeting room facilities to any group that does not comply with the aforementioned regulations. Effective Date: March 14, 2018.

Signature

Date

Effective Date: March 14, 2018.