



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, June 20, 2024 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Minutes

- May 16, 2024

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

[May 16, 2024 MINUTES](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

a. Technology Lending Policy Review

Presenter: Mel Poole, Interim Library Director

[Technology Lending Policy - DRAFT June 2024](#)

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. UPDATE ON FRIENDS OF THE LIBRARY

7. LIBRARIAN'S REPORT

a. *Presenter:* Mel Poole, Interim Library Director Pam Taylor, Library Associate

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, May 16, 2024 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Julia Curran
Amber Revels-Stocks
Beth Inman
Jill King
Katie Tompkins
Kathryn Turnbull
Victoria Privette

Staff Present:

Mel Poole, Interim Library Director
Grace Davis, Library Supervisor
Heidi Holland, Town Clerk

Board Members Absent:

Eugene Wheeler
Gretchen Williams
Makayla Noel Walden
Lucy Bianchi

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
- April 18, 2024
- Presenter:* Heidi Holland, Town Clerk

Adoption of April 18, 2024 Minutes

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

3 OLD BUSINESS

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

Ms. Poole stated on May 6, 2024 Council was presented with an update on the library renovation. Project Manager Chris Gallant presented this to Council. He shared the architectural plans and where we are in the process. She stated nothing has been decided but the overall reception from Council was positive. It was the consensus of Council to move forward but staff wouldn't know a lot of information until after the budget process.

4 NEW BUSINESS

5 OUTREACH/VOLUNTEER OPPORTUNITIES

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

Ms. Curran stated she went to the Friends of the Library meeting at the end of April. They will be doing a volunteer fair outreach with the American Legion this weekend from 1-4:00 p.m.

She asked board members to stop by and show their support. A library staff member would be present to sign patrons up for library cards.

There was discussion of The Friends of the Library having another book sale in November. This past book sale was a success. There was discussion on high school students that volunteered for the book's sale, this worked out well. She asked board members if they could attend a Friends of the Library meeting to please do. There was also discussion of the process of donating money to the Friends of the Library that would funnel to the library. Ms. Curran stated she has been focusing on adding members to the Friends of the Library.

6 UPDATE ON FRIENDS OF THE LIBRARY

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

Ms. Curran stated she is working on another event at Deep River in June. She would like to have the Book Club attend this.

7 LIBRARIAN'S REPORT

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

Ms. Poole shared stated for the month of April. She stated physical items are up from last month and are up a couple thousand from last year. E-Books and

E-Audio checkouts are still up, and programs are going strong. Steam programs were at full capacity. She stated everything is increasing or holding steady.

April 2024 Snapshot

Library Visits: 6,181; Public Computer Sessions: 374; New Patrons Added: 232; Physical Items Borrowed: 12, 045; E-Audio Checkouts: 853; E-Book Checkouts: 1,070; E-Magazine Checkouts: 126; Kanopy/Craftsy Checkouts 73/7; Early Literacy Programs/Attendance: 14/539; Elementary Programs/Attendance: 2/28; Young Adult Programs/Attendance: 1/6; Adult Programs/Attendance: 9/137; Outreach/Special Programs: 3/42

The positions that were asked for in the budget were deferred to next year due to the vacancy of the Library Director position. She stated there is a new part-time employee that would start this week, they are excited to have her come on board. Summer Reading Program kicks off June 15. She stated a staff member from the NC Dept. of Natural and Cultural Resources would visit the library to talk about their services and a few programs in May and June and applications for the Reading Pals program would be accepted through May 31, 2024. She stated this program is where older children read to elementary school children to help build literacy skills and it teaches the older children how to teach others and learn patience.

Grace Davis, Library Supervisor, was present to talk about the Summer Reading Program. Calendars were distributed with dates of the programs. She stated there are lots of exciting things coming such as the symphony is coming back, reptile and bug hunts, outdoor story times, craft times, and yoga. The kickoff is June 15, 2024 from 12-2:00 p.m., she encouraged board members to attend. She discussed the adult Summer Reading Kick Off program also.

She shared the 1000 Books Before Kindergarten program. When children read 1,000 books, they get to pick out a kindergarten age book. She discussed the new Launch Pads and Wonder Books. The Wonder Books are audio and print in one. The Launch Pads are tablets that are preloaded with educational games on a certain age level. These are both available for checkout.

8 OTHER BUSINESS

9 ADJOURNMENT

a) Motion to Adjourn

With nothing further, the meeting was adjourned at 5:38 p.m.

Motion To Adjourn

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


Duly adopted this the 20th day of June, 2024

Julia Curran
Board Chair

Sam Johnson-Phillips
Deputy Town Clerk

HEML Technology Lending Policy

Town of Clayton Policy & Procedure Statement

	
Policy Number	LIBRARY 2021-01
Department	Library
Subject	Technology Lending Policy
Approved By	Town Council – Resolution #2021-41
Effective Date	September 20, 2021
Revision Date(s)	

Purpose:

Create guidelines and policies for lending of technology equipment.

Clayton Library Technology

The Hocutt-Ellington Memorial Library (“the Library”) is dedicated to connecting our citizens with innovative technology and access to meet their personal and professional needs. There is no charge to borrow equipment; however, fees/costs will be charged for late, damaged, lost, or stolen equipment.

Upon checkout, the borrower assumes full responsibility for the technology device and any accessories included in the kit. This includes financial responsibility for replacing an item if lost or stolen and/or for repair costs of damaged items.

Guidelines for Borrowing and Use of Technology (“Device Kit”)

1. Borrowers must be at least **18 years old**.
2. A valid Hocutt-Ellington Memorial Library card with current address information and no outstanding fines above \$25.00.
3. A valid government-issued ID must be presented at time of checkout.
4. Device Kits must be checked out and signed for at the circulation desk and must be returned to and signed back in at that same desk. **They CANNOT be returned in the afterhours book drop**. Device Kits must be returned to staff by the due date/time, in good working condition, and with all accessories. The Device Kit will not be considered returned until all components are present.
5. Borrowers are required to read and acknowledge the policy and sign the agreement at the circulation desk in the presence of a library staff member before each checkout.
6. Borrowers will confirm with library staff that all components of the Device Kit are present at the time of checkout.
7. The borrower must return the Device Kit to a library staff member who will confirm all parts and accessories in the Device Kit are present and in good condition. Device Kits will be held by staff for up to 48 hours upon return for cleaning and equipment maintenance.

Effective September 20, 2021; updated 6/2024

HEML Technology Lending Policy

Time Limits and Availability

- Each household may borrow only one Device Kit at a time.
- Device Kits can be borrowed for one 3-week (21-day) interval at a time. They are not renewable and must be turned in before another device is checked out. If a patron/household has a Device Kit checked out, they cannot put one on hold until the first kit is checked in.
- Patrons borrowing Device Kits for in-house use may borrow only one Device Kit at a time, for up to 10 hours, depending on the building's hours of service. Device Kits are due 30 minutes before closing on the date they are checked out. They cannot leave the building.

Fees and Costs

Library staff will review the contents of the device kits with borrowers upon return. Staff will notify borrowers if any part of the kit is missing and/or damaged.

- Lost or Damaged Device Kits or accessories: Patron will be charged cost of item. The borrower holds responsibility to protect against loss.
- The Device Kits CANNOT be returned in the afterhours book drop. Doing so will result in a \$10.00 fee, plus the cost of any damage to the device. If items are returned a second time to the book drop, device checkout privileges will be lost.
- If the Device Kit is not returned by the due date/time, Mobile Wi-Fi service will be disconnected on applicable technology, and the device in that kit will no longer be usable.
- Devices that are not returned in person by their due date will be subject to an extended-use rental charge of \$5/day, up to a maximum overdue fine of \$25.
- If the Device Kit is not returned within seven (7) days of the due date, it will be considered lost, and full replacement charges will be incurred. In-House Device Kits not returned by building closure will be considered lost, and full replacement charges will be incurred. Returning Device Kits undamaged and with all the pieces will remove replacement fees.

Care and Use Information:

- Device Kits must be kept in a temperature-controlled environment and must not be left in extreme temperatures, including vehicles.
- Applicable Device Kits run on the Verizon network and speed and availability of the connection will be dependent on the service area of Verizon towers. *Service connection is not guaranteed in all areas. Hotspots and Laptops have access to 25 GB of data per billing cycle. After the 25 GB threshold is exceeded, service may slow down during periods of high usage. Up to five devices may be connected to the hotspot.*
- There will be internet filtering on applicable Device Kit in compliance with the Children's Internet Protection Act (CIPA) and the Hocutt-Ellington Memorial Library Technology Policy. Caregivers are responsible for minors' use of devices.

Disclaimers:

1. The Library is not responsible for information accessed using these devices or for personal information that is shared over the Internet.

Effective September 20, 2021; updated 6/2024

HEML Technology Lending Policy

2. It is the responsibility of caregivers, not the Library, to determine what is appropriate for their minor children. Caregivers are responsible for any information accessed or observed by their minor children while using library devices.
3. The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection to other electronic devices, or data loss resulting from use of a device. Wireless security is not implied.
4. The Library is not responsible for any computer viruses that may be transferred to user storage devices.
5. Tampering with Library device kits, including bypassing security functions, is prohibited.
6. Patrons must abide by the Library's Internet Use Policy and are encouraged to follow safe internet practices.
7. The Library reserves the right to make changes to this policy as needed and to refuse/limit checkouts at the discretion of management.
8. The Library is not responsible for personal data left by the user on the device. It is the borrower's responsibility to ensure no personal data has been left on the device.

Policy:

This policy shall remain in effect until such time as amended by the Town Council.