



**Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, June 20, 2024 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street**

Board Members Present:

Eugene Wheeler
Amber Revels-Stocks
Jill King
Katie Tompkins
Makayla Noel Walden
Kathryn Turnbull
Lucy Bianchi

Staff Present:

Mel Poole, Interim Library Director
Pam Taylor, Library Associate
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Julia Curran
Gretchen Williams
Beth Inman
Victoria Privette

1 CALL TO ORDER

- a) Mr. Wheeler called the meeting to order at 5:37 p.m.

2 APPROVAL OF MINUTES

- a) Minutes

- May 16, 2024

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Adoption of Minutes

RESULT:	CARRIED
MOVER:	Lucy Bianchi
SECONDER:	Jill King
YES:	Eugene Wheeler, Amber Revels-Stocks, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, and Lucy Bianchi
NO:	None

ABSENT: Julia Curran, Gretchen Williams, Beth Inman, and Victoria Privette

3 OLD BUSINESS

4 NEW BUSINESS

- a) Technology Lending Policy Review
Presenter: Mel Poole, Interim Library Director

Ms. Poole communicated the Technology Lending Policy language was updated and the verbiage would be more generalized. A copy of the original policy was provided in addition to the revise policy. The changes to the guidelines were reported to the board. To reduce redundancy there would no longer be a need to check the valid government issued id with Clayton's address at the time of check out. The valid government id is verified during the application process. It was discussed that after the renovation there would be one desk to return the checked-out items. It was reported the verbiage of staff giving safety guidelines and walk through was removed. Added was when kits are returned, they would be held for 48 hours for cleaning and to allow others to have a chance to check them out. It was reported in the care and use statement, the verbiage was changed to reflect the third person. Most of the disclaimers will remain in the policy.

There was discussion on the technology items that could be checked out. Ms. Poole replied, hotspots, Chromebooks, cd players, portable DVD players, digital camera, go-pro camera, sound canceling headphones, and iPods. Ms. Poole stated her hopes are to continue to grow this collection. Ms. Poole stated she would like to do a survey to see what people would like to add to it.

Ms. Poole stated an itemized price list would be provided to the patron at the time of checkout of the technology items so that they will know the cost of the item. The policy would be reviewed at the time of the checkout.

It was stated this policy would be reviewed and voted on at the next meeting in August.

5 OBSERVATIONS FROM THE LIBRARY BOARD

- a) There was discussion and excitement were expressed about the new games that were added. It was reported Summer Reading sign up was great. Ms. Poole stated the turnout was great.

6 UPDATE ON FRIENDS OF THE LIBRARY

- a) Mr. Wheeler communicated there would be another interest session geared to those who might be interested in volunteering with the Friends Of The Library. It was reported the Friends Of The Library would meet the last Thursday in July at 1:00 p.m. in the library. At the time they would select their next committee and will vote in September/October.

7 LIBRARIAN'S REPORT

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

There was discussion concerning volunteers possibly being needed for children's programs. It was reported that the welcome brochure has been updated and there is new swag to pass out during library events.

May 2024 Snapshot

Library Visits: 5,539; New Patrons: 206; Physical Items Circulated: 12,055, Public Computer Sessions: 440; E-Book Checkouts: 1,156; E-Audio Checkouts: 896; E-Magazine Checkouts: 184; Kanopy/Craftsy Checkouts: 133/6; Early Literacy Programs/Attendance: 8/240; Elementary Programs/Attendance 2/11; Young Adult Programs/Attendance: 0/0; Adult Programs/Attendance: 7/75; Outreach Events: 0; Total Programs and Attendance: 17/326

Ms. Taylor reported the Clayton Historical Association has restarted. The Clayton Historical Association helped sponsored the Trail Blazing Women of History event that was held in March. There were 98 people in attendance not including the library or their staff. It was communicated that next Friday there will be a Clayton's Present and Past walking tour. The are tour's route will be Main Street, Church Street and back. It was communicated to the board that there will be 5 tours done. There will be set up at 5:00 p.m. and the first tour will begin at 5:30 p.m. and the last tour will be at 8:30 p.m. Ms. Taylor stated 4 of the 5 tours are sold out. At the end of the tour, a survey will be conducted. Ms. Taylor stated there would be a booth set up at the farmer's market and volunteers would be needed to sign people up for library cards. Clayton Historical Association will be present to help build and grow their foundation.

It was reported in July a basic genealogy class will be provided called "Finding your roots." Ms. Taylor reported that the activities coordinator from Carolina Overlook contacted her and requested that she do a History of Clayton program. That program will be 8/27/24 at 6:00 p.m. There will also be an oral history to expand the black history collection.

It was communicated that a t.v. show company from Canada visited Revival 1869 last month and filmed for two days about it being haunted. It was stated that will be aired the first of the year.

8 OTHER BUSINESS

9 ADJOURNMENT

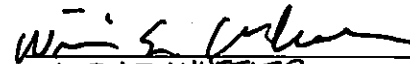
- a) Motion to Adjourn

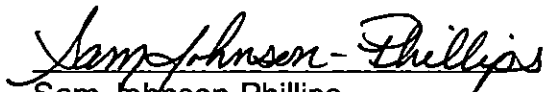
With nothing further, the meeting was adjourned at 6:08 p.m.

Motion To Adjourn

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

Duly adopted this the 15th day of August, 2024


EUGENE WHEELER Julia Curran
VICE - Board Chair


Sam Johnson-Phillips
Deputy Town Clerk