



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, January 18, 2024 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Adoption of Minutes
 - November 16, 2023

Presenter: Sam Johnson-Phillips
[November 16, 2023 DRAFT Minutes](#)

3. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Introduction of new members
Presenter: Julia Curran, Library Board Chair

4. OLD BUSINESS

- a. Policy Review Schedule for FY 2024
Presenter: Joy Garretson, Library Director

5. NEW BUSINESS

- a. Adopted By-Laws
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[LAB By-Laws ADOPTED 01022024](#)
- b. Advisory Board Member Requirements
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[Advisory Board Member Requirements](#)
- c. Code of Conduct for Members of Appointed Boards
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[Code of Conduct for Members of Appointed Boards](#)
- d. Child Safety Policy
Presenter: Joy Garretson, Library Director

6. OBSERVATIONS FROM THE LIBRARY BOARD

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

7. UPDATE ON FRIENDS OF THE LIBRARY

8. LIBRARIAN'S REPORT

- a. *Presenter:* Joy Garretson, Library Director Grace Davis, Youth Services Supervisor

9. OTHER BUSINESS

10. ADJOURNMENT

a. Motion to Adjourn

POTENTIAL ACTION:

Motion To Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, November 16, 2023 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Julia Curran
Eugene Wheeler
Amber Revels-Stocks
Kathryn Turnbull
Victoria Privette
Makayla Noel Walden
Lucy Bianchi

Staff Present:

Michael Sims, Council Member
Joy Garretson, Library Director
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Etheleen Eason

1 CALL TO ORDER

Ms. Curran called the meeting to order at 5:33 p.m.

2 APPROVAL OF MINUTES

a) Adoption Of Minutes

- October 19, 2023

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Approval of Minutes

MOVER: Lucy Bianchi

SECONDER: Makayla Noel Walden

3 OLD BUSINESS

a) Meeting Room Policy Update

Presenter: Joy Garretson, Library Director

Mrs. Joy Garretson stated that once the updates are approved, they will then be taken to the Town Attorney and from there it will go before the Council. Mrs. Garretson continued to state the red and purple in the Meeting Room Policy indicated changes or additions.

Reserving the Meeting Room (change/update):

- A valid, full-privileges Hocutt-Ellington Memorial Library card is required to reserve the meeting room. Rooms may only be reserved by adults 18+
- Applications to use the meeting room must be made 45 days in advance. This can be done online or in person.

Meeting Room Capacity, Setup and Breakdown (change/update):

- Library staff reserves the right to decline use of the meeting room or to ask patrons to leave if the number of people in the room exceeds its posted capacity. If the number of persons surpasses 60.
- The library has provided a binder with photos detailing the setup of the room. This binder is located on top of the grey shelving unit under the TV.
- Groups or individuals wishing to use the television and computer must indicate this on the application. Directions for use are included in the binder mentioned above.

Regulations and Procedures (change/update):

- All meetings must be open to the public. Allowing use of the public meeting room does not constitute the library's endorsement of the beliefs or ideas expressed by organizations or individuals using the space.
- Programs and exhibits may not disrupt the use of the library by others. People attending the meeting are subject to the library's Rules and Regulations for Conduct in the Library. The Library Director may deny use of meeting rooms for any program or meeting likely to disrupt the use of the library by others. The library reserves the right to decline any reservation for any reason.
- No fees, dues, or donations may be charged or solicited by the user for any program or exhibit. Solicitation for later sales and client contact is not allowed.

Mrs. Garretson stated once the Meeting Room Policy became effective, the date will reflect that on the policy.

Ms. Privette stated renting the room was a smooth process. It was clear how and who could use the room. Ms. Privette inquired if there was something in the official policy that should say that they must get a confirmation email. Mrs. Garretson stated that the updated policy will include receiving email confirmation.

It was stated on the form that the room isn't guaranteed unless you receive an email or a call back.

The board voted to adopt the policy with the one change about email confirmations.

Approval of Meeting Room Policy Update Changes

MOVER: Kathryn Turnbull

SECONDER: Lucy Bianchi

4 NEW BUSINESS

- a) Informational: Library projects funded by the Friends of the Library
Presenter: Joy Garretson, Library Director

Mrs. Garretson communicated in August of this year Dollar General donated \$15,000 to the Friends of the Library and the only stipulation is that it be used for Literacy programs. With some of the funds there was a giveaway of books for the Halloween program and a literacy component was added to that. There was further discussion on adding new collections to the adult room. Some of which will be Financial Literacy books, Digital Literacy books, Health Literacy books and different parts of the nonfiction section. It was communicated that the kid's collection will get Wonder books. These are books that have a player connected to the books so they can read and listen simultaneously. Those are good for kids that need to build literacy, adult learners and for second language learners.

Programs that were funded by Dollar General and the Friends of the Library:

- Spanish Conversation Classes with Johnston Community College. It will be an 8-week course taught at the library on Monday nights from 6:00 p.m. – 9:00 p.m.
This will last from January 22 - March 18 (no class March 4).
- English Conversation Club: Non-native English speakers can practice their English in a fun and low-pressure environment. This club will begin in February (date TBD). Each class will have a theme.
- Ancestry.com for patrons (for use within the library) beginning in January
- Christmas Crafting (children): December 7th
- A Hygge Holiday (tweens through adults): December 16th

Mr. Wheeler inquired is there an ongoing effort to document the classes, so that it would make it easier to plan things in the future. Such as taking photos. Mrs. Garretson responded photos will be taken of the classes and the different programs. It was also stated when they had the intern this past summer. She began a bank of photos on their SharePoint site for marketing.

Ms. Curran asked if there would be a newsletter. Mrs. Garretson replied yes, it is a work in progress.

- b) Volunteer Opportunities
Presenter: Joy Garretson, Library Director

Mrs. Garretson stated the opportunities will be with the English Conversation Club in February, date TBD

- c) Approval of 2024 Meeting Dates
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Approval of 2024 Meeting Dates

MOVER: Makayla Noel Walden
SECONDER: Eugene Wheeler

5 LIBRARIAN'S REPORT

a) *Presenter:* Joy Garretson, Library Director

Mrs. Garretson enthusiastically reported that 90 people signed up for new library cards at the Harvest Festival and 12 people at the Latin Festival.

October 2023 Snapshot

Library Visits:5,584; New Patrons 295; Physical Items Circulated: 11,518; Public Computer Sessions: 539; E-Book Checkouts: 906; E-Audio Checkouts: 655; E-Magazine Checkouts: 176; Kanoy/Craftsy Checkouts: 97/6

October 2023 Programs/Attendance

10 Early Literacy Programs/Attendance (338 attendees); 3 Elementary Programs/Attendance (53 attendees); 1 Young Adult Programs/Attendance (7 attendees); 6 Adult Programs/Attendance (69 attendees); 2 Outreach/Special Programs (525 attendees)

Total Programs and Attendance:

22 Programs (992 attendees)

6 OTHER BUSINESS

7 ADJOURNMENT

a) Motion to Adjourn

With nothing further, the meeting was adjourned at 6:04 p.m.

Motion To Adjourn

MOVER: Victoria Privette

SECONDER: Lucy Bianchi

Duly adopted this the 18th day of January, 2024

Julia Curran
Chair

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

**TOWN OF CLAYTON
BY-LAWS GOVERNING THE
HOCUTT-ELLINGTON LIBRARY ADVISORY BOARD**

ARTICLE I

NAME

- (a) Name. There is hereby established a Library Board of Trustees to be known as the Hocutt-Ellington Library Advisory Board, (hereinafter referred to as the "Board"). The Board shall continue to serve and exist unless official action is taken by the Town Council to abolish or modify the Board. No action other than majority vote of the Clayton Town Council shall have the effect of abolishing or otherwise ending the purposes, duties, responsibilities, or authorities of the Board.

ARTICLE II

PURPOSE/MISSION

- (a) Purpose/Mission. The Board shall serve as an advisory body for the Library and the Town. The Board shall serve as a liaison between the Library, Town Council, and citizens of the community. The Board shall consult with and advise the Library Director, Town Manager, Deputy Town Manager and Town Council in matters affecting library policies, programs, and related issues.

ARTICLE III

NATURE OF THE BOARD

- (a) Recommend to the Library Director programs, policies, capital projects, library facility changes, and regulations for the operation of the library.
- (b) Advise the Town administration on library matters generally.

ARTICLE IV

MEMBERSHIP

- (a) Appointments. Board Members shall be selected from applications submitted to the Town of Clayton. Members of the Board shall be appointed by the Clayton Town Council. Membership shall consist of thirteen (13) members, ten (10) regular members and two (2) alternates. Representation shall be provided for the extraterritorial jurisdiction (ETJ) with as broad a representation of the community as possible. In-town candidates shall have a preference over ETJ candidates. Appointments will be made for this Board through the established procedures in the Appointment to Advisory Boards Procedures policy. Prerequisite for appointment is all members must have a library card.

- (b) Interviews. Interviews for this Board shall follow the established procedures in the Appointment to Advisory Boards Procedures policy.
- (c) Ex-officio Member. The Town Council shall appoint a Council Member to serve as an ex-officio member. The ex-officio member will not have a vote on items coming before the Board. The Town Council shall also appoint a staff member (liaison) to this Board.
- (d) Alternates. The process for appointing alternates shall follow the procedures in the Appointment to Advisory Boards Procedures policy. The alternates appointed to the Board will fill the position of Board Members that are absent at a meeting. The alternates will not have a vote on items coming before the Board unless they are filling in for a Board Member. Alternates are required to attend each scheduled meeting. In the case there is a resignation, death or otherwise, an alternate will fill that vacancy automatically. The Board Chair will nominate an alternate to fill the vacancy; Board Members shall approve this nomination.
- (e) Length of Appointment. Terms for all members shall be for three (3) years. The terms will begin on January 1st and expire December 31st, except for the ex-officio from the Town Council who will serve concurrent with his/her term of office.
- (f) Terms of Office. Board Members may serve for no more than two consecutive terms. Board Members may be appointed to the Board once a single year has passed since last serving on the Board. Board Members appointed to fill a vacancy may serve two consecutive terms after the expiration of their term. Terms will run on a calendar year.
- (g) Vacancies. Whenever a vacancy occurs by resignation, death or otherwise, this vacancy shall be filled in June of each year by the Town Council, following the procedures in the Appointment to Advisory Boards Procedures policy. The appointee shall serve for the duration of the unexpired term.
- (h) Removal of Members. Any member of the Board may be removed with or without cause, at any time, through a request from the Board to the Town Council or directly by the Town Council.
- (i) Resignation. The resignation of Board Members must be provided in writing to the Clerk's Office.
- (j) Changes to By-Laws. With majority vote of the membership, proposed changes to the By-Laws shall be submitted to the Town Council for review and approval. Changes to the By-Laws do not take effect until final approval is granted by Town Council.
- (k) Conduct. Members of appointed boards shall, at all times during the course of their board membership, conduct themselves in a professional and ethical manner. Board

members shall be respectful to other board members, public officials, and members of the public. They further shall abide by any rules of procedures or other guidelines for the conduct of their boards. Board members shall not use their official positions for personal gain.

- (l) Conflict of Interest. A Board Member must publicly disclose any potential conflict of interest and shall not participate in deliberation or vote on any item where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the Board Member.

ARTICLE V

APPOINTMENT OF CHAIR AND VICE-CHAIR

- (a) Officers. The appointment of a Board Chair and Vice-Chair, for the ensuing year, shall take place at the pleasure of the Board such that they are named at the March meeting each year. The mention of new officers shall be on the January agenda of each year; no action will be taken at this meeting. The Chair and Vice-Chair shall be appointed upon majority vote of the Board. Nominations may be made by any Board member. Officers shall serve a one-year appointment with eligibility for reappointment. In the event an officer's appointment to the Board is terminated, a replacement to this office shall be appointed by the Board at the next meeting.

ARTICLE VI

DUTIES

- (a) Chair. The Chair shall preside at meetings and shall retain full voting rights. The Chair may call a special meeting with a minimum of forty-eight hours written notice to the Board. The Board Chair shall serve as an ex-officio member of standing committees. It shall be the duty of the Chair to provide information for the meeting agendas to the Clerk to the Board, or designee.
- (b) Vice-Chair. The Vice-Chair will serve in the absence of the Chair with all the same authority/rights of the Chair. Should the Chair resign or otherwise become unable to fulfill the duties of office during an elected term, the Vice-Chair shall assume the post.
- (c) Clerk to the Board. It shall be the duty of the Clerk to the Board, or designee, to record the minutes of each meeting. In accordance with G.S. § 143-318.10(e), the Board shall keep full and accurate minutes of all official meetings.

ARTICLE VII

MEETINGS

- (a) Meetings. Regular meetings shall be held by the Board on a date and time based on a calendar adopted annually by the Board and filed with the Town Clerk. This calendar shall be created by the Clerk to the Board or designee. This calendar shall be on the November agenda and voted on by a majority of the Board. In the event no business is pending and no agenda is developed, a meeting may be canceled. In accordance with NC GS 143-318.10, these are official meetings and are open to the public.
- (b) Business of the Board. Business of the Board shall take place in the course of an official meeting. An official meeting shall only take place in the presence of a quorum at regular scheduled or properly called special meetings.
- (c) Special Meetings. Special meetings may be called by the Board Chair or upon written request from a majority of the Board.
- (d) Quorum. A quorum shall consist of a simple majority of the total membership of the Board. A quorum of the Board shall be in attendance before action of an official nature can be taken.
- (e) Order of Business. The order of business, unless otherwise noted by the Board Chair, or designee, shall include:
 - 1. Call To Order
 - 2. Approval of Minutes
 - 3. Old Business
 - 4. New Business
 - 5. Observation From The Library Board
 - 6. Update On Friends of The Library
 - 7. Librarian's Report
 - 8. Other Business
 - 9. Adjournment

ARTICLE VIII

ATTENDANCE

- (a) Absences. All Board Members are expected to attend regular and special called meetings. An appointed Board Member who misses more than (3) unexcused consecutive regular meetings, or a total of four (4) such meetings during the year, loses his status as a member of the Board. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board, except that in the event of a long illness or other such prolonged absence, the member may be replaced. After a Board Member misses more than four unexcused meetings, the Clerk's Office will send a letter of termination to the Board Member and will notify the Town Council Liaison, Library Director, Clerk to the Board and Board Chair.

- (b) Attendance Record. The Clerk to Board, or designee, shall maintain the attendance record, including attendance at regular meetings, work sessions, and special called meetings.

ARTICLE IX

COMMITTEES

- (a) Establishment of Special Committees. Committees will be established by majority vote of the Board as needed to best conduct the business of the Board. The Board Chair will appoint committee members, and members of the committee may contain persons not serving on the Board. Each committee Chair shall be appointed by the Board Chair. Committees may be established as needed.

ARTICLE X

REPORTS

- (a) Board Chair Reports. The Board Chair will ensure an Advisory Board report is provided to the Town Council at least annually. This report will address activities, recommendations and/or issues of concern. In the event there is nothing to report to the Town Council, then the Board Chair will send an email or written memo to the Mayor with copies to the Town Manager and the members of the Advisory Board. This report shall be reported to the Town Council by August of each year.
- (b) State Library of North Carolina. In collaboration with the State Library of North Carolina, the Library Director shall complete the annual report on library operations (G.S. § 153A-266) to the Town of Clayton and an annual report to the Department of Cultural Resources as required by G.S. § 125-5. The Library Director will provide an overview of the report to the Board.

Hocutt-Ellington Library Board By-Laws, Resolution #2023-96 passed 12/4/2023;
Resolution #2024-01 passed 1/2/2024



TOWN OF CLAYTON

Advisory Board Member Requirements

The Town of Clayton requires each of the Advisory Boards to follow the same rules as the Town Council. Kindly read the summary and return a signed copy to the Clerk of the Board. Please contact the Clerk to the Board or the Town Clerk if you have any questions.

It is critical for the success of the Town's boards that all members attend the meetings regularly. Please be aware of our attendance policy. All Board Members are expected to attend regular and special called meetings. An appointed Board Member who misses more than (3) unexcused consecutive regular meetings, or a total of four (4) such meetings during the year, loses his status as a member of the Board. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board, except that in the event of a long illness or other such prolonged absence, the member may be replaced. After a Board Member misses more than four unexcused meetings, the Clerk's Office will send a letter of termination to the Board Member and will notify the Town Council Liaison, Clerk to the Board and Board Chair.

Please let the Clerk to the Board or the Town Clerk know if your address, phone number or email address changes.

Please note that all emails, texts or other writing regarding board business may be considered a public record. Public records must be provided upon request and in a timely manner to anyone who requests them.

Board meetings are public meetings and must comply with all open meetings laws. In consideration of the volunteers' time, we ask that you keep meetings to an hour or less.

I, _____, have read and understand the above requirements.

Name: (Printed): _____ Signature: _____

Date: _____ Board: _____



TOWN OF CLAYTON

Code of Conduct for Member of Appointed Boards

WHEREAS, advisory boards are an integral part of the process of good local government and, through their advisory role, they help ensure that the Town Council is better informed when making decisions; and

WHEREAS, in order for advisory boards to serve their intended function and purpose, it is critical that the members thereof conform to those standards of ethical and professional conduct that warrant the trust of the Mayor and Town Council members and the citizens of Clayton.

NOW, THEREFORE, each advisory board member for the Town of Clayton shall be expected to maintain the highest ethical standards and to conform his or her conduct to those specific standards set forth herein.

Code of Conduct

Section 1.

Board members should obey all laws applicable to their official actions. Board members should be guided by the spirit as well as the letter of the law in whatever they do and shall never use their position for personal gain.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. However, in doing so, board members:

- a) shall be mindful that they were appointed by the Mayor or Town Council to a Citizen Advisory Board and, therefore, if they are advising or advocating a position that is contrary to a Council policy, that they notify the Mayor, Town Council, and Town Manager of such as soon as practicable;
- b) who serve in an advisory capacity shall be mindful that their chief responsibility is to advise the Mayor, Town Council, Town Manager, and appropriate Department Director rather than to advocate to the public at

large, particularly when the position of advocacy is contrary to or inconsistent with a Council policy;

- c) shall understand that they hold a position of trust on behalf of the Town and its citizens; and
- d) shall assert policy positions and opinions on matters within or related to the jurisdiction and subject matter of the body on which they serve only through the transparency of official proceedings of the body or in a capacity and manner appropriate for a member of such body. Board members shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so.
- e) These requirements are particularly important to chairpersons who must recognize that they are authorized to speak for the body only to the Mayor, Town Council, Town Manager, or Department Directors.

Section 2.

Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Exhibiting trustworthiness;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- For board members who act in a quasi-judicial capacity, disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;
- Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly; and

- Abiding by any rules of procedures or other guidelines for the conduct of their boards.

Section 3.

- a) Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official position for personal gain. Although opinions may vary about what behavior is inappropriate, the Town Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.
- b) If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the official should seek the advice of the Town Manager and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the Town Manager).

Section 4.

Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should meet attendance expectations and be prepared for all meetings. Board members should be willing to bear their fair share of the body's workload. To the extent appropriate, they should be willing to put the Town's interests ahead of their own.

Section 5.

Board members should conduct the affairs of their board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to them or Town's employees. In order to ensure strict compliance with the laws concerning openness, the Mayor and Town Council have made it clear that an environment of transparency and candor is to be maintained at all times in the governmental unit.

Section 6.

Sanctions

Following any review of an allegation against a member of a citizen advisory board, the Town Council may choose to remove a member in their sole discretion.

ACKNOWLEDGEMENT

I acknowledge that I have received, read and understand this Code of Conduct for Members of Appointed Boards. I further acknowledge and understand that failure to comply with this requirement hereof shall be grounds for having my appointment rescinded. Finally, I acknowledge and understand that as a member of an appointed board of the Town of Clayton, I am to hold myself to the highest ethical standards. If I am unsure whether an action that I have taken or may take is consistent with this code of conduct, I will promptly notify the Clerk to the Board.

Name: (Printed): _____ Signature: _____

Date: _____ Board: _____