



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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Adoption of Minutes
 - January 18, 2024

Presenter: Heidi Holland, Town Clerk

[January 18, 2024 MINUTES](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

- a. Policy Review Schedule for FY2024
Presenter: Joy Garretson, Library Director
- b. Safe Child Policy
Presenter: Joy Garretson, Library Director
- c. Policy Manual
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

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

5. OUTREACH OPPORTUNITIES

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

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

8. LIBRARIAN'S REPORT

- a. *Presenters:* Joy Garretson, Library Director and Mardia Jacobs, Library Associate

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, January 18, 2024 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present: Julia Curran Eugene Wheeler Beth Inman Jill King Katie Tompkins Amber Revels-Stocks Kathryn Turnbull Victoria Privette Lucy Bianchi Board Members Absent: Makayla Noel Walden	Staff Present: Joy Garretson, Library Director Heidi Holland, Town Clerk
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1 CALL TO ORDER

- a) Ms. Curran called the meeting to order at 5:27 p.m.

2 APPROVAL OF MINUTES

- a) Adoption of Minutes
- November 16, 2023
- Presenter:* Sam Johnson-Phillips

Adoption of Minutes

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

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Introduction of New Members

Presenter: Julia Curran, Library Board Chair

Three new board members were introduced. Beth Inman, Katie Tompkins and Jill King. Board members welcomed all.

4 OLD BUSINESS

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

Ms. Garretson discussed the process of the policy review for the new board members and stated she would email the schedule out.

5 NEW BUSINESS

- a) Adopted By-Laws
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Ms. Holland spoke about the changes in the by-laws and the new code of conduct that is in place.

- b) Advisory Board Member Requirements
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Ms. Holland spoke on the member requirements. She asked that all members sign this sheet.

- c) Code of Conduct for Members of Appointed Boards
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Ms. Holland spoke on the code of conduct. She asked that all members sign this sheet.

- d) Child Safety Policy
Presenter: Joy Garretson, Library Director

She stated the Child Safety Brochure has been used for a long time. Provided was a marked up of the old version. She stated she pulled samples from neighboring communities. In the new policy it discusses goals for children in the library and the responsibility of the children. This has been mentioned to ensure safety and explain guidelines that need to be followed.

Children 10 or younger must be supervised by an 18-year-old. The reason for the age change from 16 to 18 is because they have dealt with book challenges where children may pick up an age-inappropriate book without the supervisor being aware. The age change also keeps it consistent with the rest of the policies.

Another change is the leaving of children unattended. If a child is left unattended, staff would try to find their guardian. If a guardian cannot be contacted, then staff would call the police. If the child is left after closing, staff would attempt to call a family member. If staff is able to contact a guardian, they will stay with them until the guardian comes. If they can't get in touch with guardian, staff would call the police and parents would

have to pick them up at the police station.

6 OBSERVATIONS FROM THE LIBRARY BOARD

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

Ms. Curran discussed the results of the board survey. One thing to note is the board desires more community engagement and volunteer opportunities. It was mentioned there should be information of each board member with pictures to get to know one another. She stated she would put together a google doc and sent that out for all members to fill out. She stated for community engagement, to make sure everyone knows you can get a card for free. There was mention of a broader selection of newer books in print. It was mentioned for the Library to have a jingle or rhyme to make the Library different and more in the spotlight. It was also mentioned to make citizens visiting the Library aware of Kanopy, Libby, the board games, and wifi hotspots.

It was suggested to give a refresher to board members of all the library offers.

There was discussion about the previous event at Deep River where citizens could sign up for library cards. It was suggested to do this event more frequently, maybe every quarter. Ms. Curran stated she would send out the results of the survey to the board members.

Ms. Garretson discussed partnering with the Clayton Clovers baseball team. She stated they have had good conversation, and she would be circling back with them.

Ms. Garretson stated they are scheduled to do a bill backer with customer service. It was stated the Library does their own marketing; she would like to do a sticker, flyers need to be put out, and she is working with social media to do more posts. There was discussion of new the communication staff member that would like to help the Library with their social media.

7 UPDATE ON FRIENDS OF THE LIBRARY

- a) Ms. Curran stated the next Friends of the Library's next meeting would be on Thursday, January 25, 2024 at 1:00 p.m. She asked if anyone could go please do.

8 LIBRARIAN'S REPORT

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

Ms. Garretson shared information on the UFO Contest as well as the Winter Reading Challenge. She discussed "Language Learning in the Library" which includes a Spanish Conversation class that would start in January. This has been popular, and another session would start in March. The English Conversation Club would begin in February.

She stated in November and December the visits were down; that goes with this time of year. The circulation of items have been steady. She discussed working with the ESL teachers at Elementary Schools. She stated there was an interpreter and a virtual tour of the Library. The first shipment of Wonderbooks have arrived and they have

rekindled their relationship with the Clayton Historical Association; Pam Taylor has been working with the historical collection and they hope to build this up over time.

November 2023

Visits: 4,664; New Patrons: 136; Physical Items Circulated: 10,119; Public Computer Sessions: 432; E-Book Checkouts: 887; E-Audio Checkouts: 681; E-Magazine Checkouts: 234; Kanopy/Craftsy Checkouts: 103/2; Early Literacy Programs/Attendance: 13/394; Elementary Programs/Attendance: 2/25; Young Adult Programs/Attendance: 1/6; Adult Programs/Attendance: 6/71; Outreach/Special Programs: 0; Total Programs/Attendance: 22/496.

December 2023

Visits: 3,855; New Patrons: 211; Physical Items Circulated: 8,526; Public Computer Sessions: 390; E-Book Checkouts: 930; E-Audio Checkouts: 622; E-Magazine Checkouts: 147; Kanopy/Craftsy Checkouts: 117/4; Early Literacy Programs/Attendance: 3/44; Elementary Programs/Attendance: 3/58; Young Adult Programs/Attendance: 2/21; Adult Programs/Attendance: 5/70; Outreach/Special Programs: 1/49; Total Programs/Attendance: 14/242.

9 OTHER BUSINESS

10 ADJOURNMENT

- a) Motion to Adjourn

With nothing further, the meeting was adjourned at 6:38 p.m.

Motion To Adjourn

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

Duly adopted this the 15th day of February, 2024.

Julia Curran, Chair

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