



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 Kathryn 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, Kathryn 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. Garretson 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

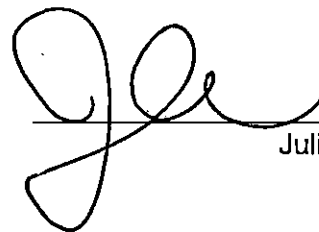
- a) Motion to Adjourn

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

Motion To Adjourn

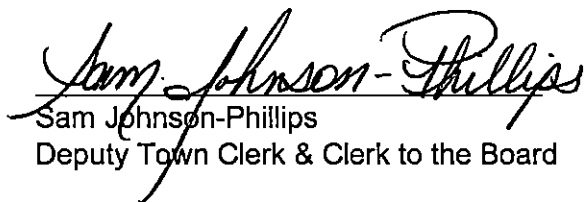
RESULT:	CARRIED 9-0
MOVER:	Victoria Privette
SECONDER:	Makayla Noel Walden
YES:	Julia Curran, Eugene Wheeler, Amber Revels-Stocks, Beth Inman, Jill King, Katie Tompkins, Makayla Noel Walden, Kathryn Turnbull, and Victoria Privette
NO:	None
ABSENT:	Lucy Bianchi

Duly adopted this the 21st day of March, 2024



Julia Curran, Chair

ATTEST:



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

