



Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Agenda  
Thursday, August 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

- May 16, 2024
- June 20, 2024

*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

[May 16, 2024 DRAFT Minutes](#)

[June 20, 2024 DRAFT Minutes](#)

**POTENTIAL ACTION:** Adoption of Minutes

**3. OLD BUSINESS**

a. Technology Lending Policy Review

*Presenter:* Mel Poole, Interim Library Director

**4. NEW BUSINESS**

**5. OBSERVATIONS FROM THE LIBRARY BOARD**

**6. UPDATE ON FRIENDS OF THE LIBRARY**

**7. LIBRARIAN'S REPORT**

a. *Presenter:* Mel Poole, Interim Library Director Grace Davis, Youth Services Supervisor

**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  
Kathyrn 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**

<b>RESULT:</b>	<b>CARRIED 7-0</b>
<b>MOVER:</b>	Katie Tompkins
<b>SECONDER:</b>	Jill King
<b>YES:</b>	Julia Curran, Amber Revels-Stocks, Beth Inman, Jill King, Katie Tompkins, Kathyrn Turnbull, and Victoria Privette
<b>NO:</b>	None
<b>ABSENT:</b>	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**

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

Duly adopted this the 20<sup>th</sup> day of June, 2024

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Julia Curran  
Board Chair

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Sam Johnson-Phillips  
Deputy Town Clerk



**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**

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

<b>ABSENT:</b> Julia Curran, Gretchen Williams, Beth Inman, and Victoria Privette
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**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**

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

Duly adopted this the 15<sup>th</sup> day of August, 2024

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Julia Curran  
Board Chair

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Sam Johnson-Phillips  
Deputy Town Clerk