



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

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

a. Adoption of Minutes

- March 21, 2024

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

[March 21, 2024 DRAFT Minutes](#)

**POTENTIAL ACTION:** Approval of Minutes

**3. OLD BUSINESS**

a. Tutor Policy

*Presenter:* Joy Garretson, Library Director

[Tutor Policy DRAFT](#)

b. Internet Use Policy

*Presenter:* Joy Garretson, Library Director

[Internet Use Policy DRAFT](#)

**4. NEW BUSINESS**

**5. OUTREACH/VOLUNTEER OPPORTUNITIES**

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

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

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

**7. TOWN OF CLAYTON STRATEGIC PLAN UPDATE**

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

**8. LIBRARIAN'S REPORT**

**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, March 21, 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  
Makayla Noel Walden  
Amber Revels-Stocks  
Kathryn Turnbull  
Victoria Privette  
Lucy Bianchi

**Staff Present:**

Gretchen Williams, Council Member  
Joy Garretson, Library Director  
Sam Johnson-Phillips, Deputy Town Clerk

**Board Members Absent:**

None

**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  
• February 15, 2024  
*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

**Adoption of Minutes**

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

**3 OLD BUSINESS**

a) Safe Child Policy Update

*Presenter:* Joy Garretson, Library Director

Mrs. Garretson stated she received information from the Town Attorney, and she would move that on to Town Council.

**4 NEW BUSINESS**

- a) Election of Library Board Chair and Co-Chair Positions  
*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

In the area of electing a Board Chair and a Co-Chair, the Board unanimously voted via two separate motions to re-elect Julia Curran in the position as Board Chair and Eugene Wheeler in the position as Co-Chair.

**Election of Library Board Chair**

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

**Election of Library Co-Chair**

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

- b) Internet Use Policy Introduction  
*Presenter:* Joy Garretson, Library Director

Mrs. Garretson communicated a change to the policy. It was stated the verbiage "World Wide Web" would be changed to "Internet." Mrs. Garretson stated she would look at the statute to confirm there hasn't been any major changes. Mrs. Garretson asked if there were any questions, no questions were asked.

- c) Tutor Policy Introduction  
*Presenter:* Joy Garretson, Library Director

Mrs. Garretson stated they would update the top portion of the policy which refers to Tutoring Guidelines and Procedures. The policy would state children under the age of 10 will need to be under the direct supervision of a tutor. The Library Code of Conduct title would be changed to The Rules and Regulations of Conduct in the Library. The Tutoring Spaces portion of the policy would be removed, and it was reported that an update would be provided as to what

would go in place of that portion. Mrs. Garretson communicated to the board her intentions on making one of the rooms a private silent study space. It was stated a few tables would be set up and a sound machine would be placed in the room. The room would be for those individuals who are of age or old enough to come in by themselves. Mrs. Garretson stated they would consider putting the private study hours on the event calendar and it would be first come, first serve. There would be a reminder posted in the room that would state the room is a quiet space for studying. It was reported the next meeting would have an updated tutoring policy without the signature portion. Mrs. Walden asked if there were waivers the parents would need to sign for the child to be left alone with the tutor. Mrs. Garretson replied the parents have taken care of that and the parents would stay on site or be close by. Ms. Curran stated the library hasn't sanctioned this. Mrs. Garretson responded in the affirmative and stated if it was a library program the tutor would be background checked.

Mrs. Garretson stated they will begin to lend launch pads soon. The launch pads are like tablets for kids. The funds were provided by Lumen, 20 launch pads were purchased for the kid's room. It was stated the launch pads are not to be returned in the book return because they could be damaged. The same fine as the chrome book and hotspot would be assessed if the launch pad is returned in the book drop. The launch pads will be added into the Circulation Policy.

## **5 OBSERVATIONS FROM THE LIBRARY BOARD**

a) *Presenter:* Julia Curran, Library Board Chair

Ms. Curran was excited to report she saw a couple of people from the board at the Women's Historical event and the turnout was great. Ms. Curran communicated Mrs. Garretson's staff, the Historical Society and the volunteers did a great job. Ms. Curran enthusiastically expressed gratitude and appreciation to everyone that attended the event.

A question was asked about the final attendance headcount at the Deep River event. Ms. Curran responded there were 35-37 people in attendance. Ms. Curran also stated a few Town's employees were attendance. Mr. Wheeler reported the JoCo report had a picture.

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

a) *Presenter:* Julia Curran, Library Board Chair

Ms. Curran provided an update which stated the Friends of the Library would now accept PayPal and electronic payments.

The board was made aware of the book sale on April 13, 2024, and that it is Library Appreciation week. Ms. Curran stated April 3rd is National Library Giving Day. Mr.

Wheeler asked if the Library sale was only on Saturday. Mrs. Garretson responded no; it would also be on that Friday April 12, 2024. Mrs. Walden asked if help would be needed to set it up. Mrs. Garretson replied she would ask.

Council Member Williams asked what the hours of the library book sale are. Ms. Curran replied from 1 P.M. to 7 P.M. in the Town Council chambers and on Thursday there would be hours for the Town employees. Mrs. Garretson stated those hours are typically 11 A.M. to 1 P.M. Ms. Curran stated electronic payments should be able to be received.

## 7 LIBRARIAN'S REPORT

a) *Presenter:* Joy Garretson, Library Director

Mrs. Garretson reported:

### **February 2024**

Visits: 5,475; New Patrons: 255; Physical Items Circulated: 11,091; Public Computer Sessions: 406; E-Book Checkout: 1,050; E-Audio Checkouts: 794; E-Magazine Checkouts: 228; Kanopy/Craftsy Checkouts: 154/8; Early Literacy Programs/Attendance: 12/476; Elementary Programs/Attendance 2/25; Young Adult Programs/Attendance: 1/7; Adult Programs/Attendance: 10/124; Outreach/Special Programs: 1/34; Total Programs and Attendance: 26/666

- National Library Week was April 7-13
- The Friends of the Library annual book sale took place on Friday April 12th and Saturday April 13th
- The Local Author Fair in conjunction with the book sale was Saturday April 13th from 10 A.M. - 2 P.M.
- Evening with Friends was held at Deep River on April 16th from 6-7 P.M.

### **Highest Circulation in February**

- The Tobacco Wives by Adele Myers
- The Music of Bees by Eileen Garvin
- Hem Lock by Kiersten Modglin
- Last Night by Luanne Rice
- Fourth Wing by Rebecca Yarros
- Iron Flame by Rebecca Yarros
- Hotspot

It was reported an employee retired and the Library Technician position has been reclassified to Library Associate, which is what many of the full-time associates are that aren't managers. Upon reclass approval Ms. Caroline Mack, who previously worked in the Children's Department, has moved into the Circulation Department. Her position was opened internally. Mrs. Garretson stated they are working on creating a differential job description between the Circulations Department and the Children's Department. It was stated the current expectations of a Librarian in the Children's Department is to do multiple Children's programs per month. Ms. Valetchka stepped into that role that began that Saturday. Mrs. Garretson stated their work week begins on Saturday. There was further discussion on different programs they wished to begin:

STEM Programming and book clubs to name a couple. It was stated in April there would be program evaluations and expect to see Summer Reading programs on the calendar by May 1, 2024.

It was reported the Town has been working with an architectural company out of Raleigh and they have been working with Mrs. Garretson and the Town's Engineer. There were a few conversations regarding the needs of the library and the challenges. It was communicated there has been a structural assessment done by their firm. There was a tour of different libraries in the area, and they got ideas from the different libraries: such as their fixtures, the layouts and other things of interest that could be tried at the library.

Mrs. Garretson shared the different ideas for the library. Mrs. Garretson stated the plans could not be shared because they are not in the final stages. Mr. Wheeler suggested explaining to the new members why walls cannot be knocked down. Mrs. Garretson agreed and explained when the building was originally built, it was built on the site of a house. It was shared, the library wasn't a house. There was further discussion that all the perimeter walls are load bearing. It was stated they would reuse as much of the furniture as possible. Ms. Curran asked if the library would shut down during the renovation. Mrs. Garretson responded they are still in discussion regarding that topic. The Council would have to approve the renovation.

## **8 OTHER BUSINESS**

- a) Outreach Opportunities  
*Presenter:* Julia Curran, Library Board Chair

Ms. Curran stated the Friends of the Library will hold an evening meeting on April 16, 2024, at 6 P.M. at Deep River. Ms. Curran communicated that if the board knew anyone that has expressed an interest in event planning and/or community outreach, or fundraising tell them about this event.

- b) Town of Clayton Strategic Planning Session  
*Presenter:* Julia Curran, Board Chair

Some of the talking points for the Strategic Meeting Mrs. Garretson mentioned was that the library is a great third space where people can come into study, get resources and to bring children in to learn and to have fun. Discussion continued about, the need for additional space for books and the need for better access points for the internet. Mrs. Garretson stated the Strategic Planning meeting would be April 3, 2024, and four people from the board would be sent. The Library Building Project will go before the Council on May 6, 2024.

- c) Board Photographs During April Meeting  
*Presenter:* Joy Garretson, Library Director

Mrs. Garretson stated at the next meeting, Ms. Emily Stolle will be present to take photos. These photos will be used along with a bio so that everyone and staff will know who is on board.

**9 ADJOURNMENT**

- a) Motion to Adjourn

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

**Motion To Adjourn**

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

April 2024 Draft

### Tutor Policy

The Hocutt-Ellington Memorial Library (“Library”) premises are available for the use of members of the public to meet their needs in accessing information and enjoying library materials and equipment. As part of its educational mission to be a welcoming space for building community and connecting people to ideas and resources, the Library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents.

### Tutoring Guidelines and Procedures

- Tutoring sessions must not disturb other library patrons or library staff. The [Rules and Regulations for Conduct in the Library](#) policy applies to all tutor teams.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff is happy to assist tutor teams, just as they assist any other patrons.
- Tutors are responsible for establishing communication procedures for their students and the student’s parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Children under the age of ten must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- No exchange of money may take place between student and tutor in the Library.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

# Internet Use Policy

## Hocutt-Ellington Memorial Library

### **Policy Statement**

The Hocutt-Ellington Memorial Library ("Library") is committed to its mission to be a welcoming space for building community and connecting people to ideas and resources. In keeping with this mission, the Library offers public electronic resources available on the Internet.

In order to block access to those graphic images and materials defined as harmful to minors in the North Carolina General Statutes § 14-190.1–14-190.15, the library has installed filters on all public Internet terminals. The Library has no control over content on the Internet and is not responsible for information that is inaccurate, incomplete or illegal. The Library is not responsible for any material transmitted electronically by users of its public Internet terminals. The monitoring of a minor's access to the Internet is the responsibility of that person's parent or legal guardian.

### **Acceptable Use Policy**

Use of public computers to violate state or Federal laws regarding public display of pornography, cyber stalking, identity theft, fraud, etc., is forbidden and may result in revocation of your library use privileges. Failure to comply with the Library's Internet Use Policy will result in a warning to the patron. Repeated violations of Library policy will be submitted to the library director for resolution, and may result in the patron being barred from using the Library's public Internet terminals and/or the facility.

Further, law enforcement officials having probable cause to suspect illegal usage of public use personal computers in the Library may obtain usage records for these machines in accordance with state law.

State law requires us to protect minor children from seeing any sexually explicit sites, even accidentally, on Library computers. Content and some websites are filtered and blocked on Library computers and public WiFi service.

Effective Date: March 14, 2018

Effective Date: March 14, 2018