



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, September 21, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Adoption of Minutes
- August 17, 2023
[August 17, 2023](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

- a. Programming Policy
- Voted on by Council, September 18, 2023
Presenter: Joy Garretson, Library Director
[Programming Policy](#)

4. NEW BUSINESS

- a. Policy Review Schedule for FY 2024
Presenter: Joy Garretson, Library Director
[Policy Review Schedule](#)

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. UPDATE ON FRIENDS OF THE LIBRARY

7. LIBRARIAN'S REPORT

- a. *Presenters:* Joy Garretson, Library Director & Mel Poole, Circulation 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, August 17, 2023 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Julia Curran
Amber Revels-Stocks
Kathryn Turnbull
Victoria Privette
Makayla Noel Walden
Lucy Bianchi
Michael Sims, Council Member Liaison

Staff Present:

Joy Garretson, Library Director
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Etheleen Eason
Eugene Wheeler
Cynthia Wood

1 CALL TO ORDER

- a) Ms. Curran called the meeting to order at 5:35 p.m.

2 APPROVAL OF MINUTES

A revision to the minutes was presented by Ms. Joy Garretson which entailed the Summer Reading kick-off was reported to have approximately 300 people versus the 400 people reported during the June 15, 2023 meeting.

- a) Adoption of Minutes
Presenter: Julia Curran, Library Board Chair

Motion to Approve Minutes

MOVER: Lucy Bianchi
SECONDER: Makayla Noel Walden

3 OLD BUSINESS

- a) Policy Review: Circulation Policy Updates
Presenter: Joy Garretson, Library Director

Per Ms. Garretson she communicated not much has changed. It was reported children ages 5-17 can be issued a library card with the consent of a parent/guardian. The parent/guardian must be a card holder. Items are available for everyone, it was stated this would be solely under the parents/guardian discretion.

There was discussion by Ms. Garretson that more will be done with the senior center. Ms. Garretson expressed expanding the courier service.

Ms. Garretson announced games are now available to be loaned out for up to 21 days at a time, with two game loans per account. It was reported 8-9 games have been checked out. Ms. Lucy Bianchi asked where the games are located. Ms. Garretson responded, next to the graphic novels in the adult circulation room (Main Library). Ms. Garretson informed the board that technology lending is the only fines collected.

Ms. Curran requested clarification on Fines and Fees language regarding children's loaned items. It was stated the fines and fees are placed on the adult/guardians account, the child will not be charged.

There were no other questions. Ms. Garretson advised this policy will go into effect immediately.

Adoption of Circulation Policy Updates

MOVER: Kathryn Turnbull

SECONDER: Lucy Bianchi

4 NEW BUSINESS

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

There was discussion regarding changes in the building. Ms. Garretson provided handouts and presented slides. Ms. Garretson communicated items have been moved over to storage spaces. It was expressed that when shipments arrived they were processed in the main area on the floor. The old space had enough room for one person to work. It was stated six people are now able to work in that space.

Discussion continued regarding staffing. Ms. Garretson communicated how staffing has affected the operations:

Circulation Department:

- Consistent application of policy
- Streamlined processes
- Staff questions/issues are addressed quickly and regularly
- Patron communications made on a regular schedule (lost item notice, etc)

Outreach and Marketing:

- With Community Engagement Intern Meredith has been able to create templates for posts for an entire year of special holidays/events
- Created a bank of photos to pull on throughout the year
- Able to gather survey responses for our programs

This information was shared on 8/21/2023 at the Rotary, Ms. Garretson sent invitations.

Changes in our Resources:

- Between March 3 and June 30, users borrowed 857 items from Cardinal libraries and the library 852 items to patrons from other Cardinal libraries.
- Added Kanopy streaming video to our e-collections.
- Added Craftsy tutorials to our e-collections.
- Went fine free for all book/audiobook resources.

Hocutt-Ellington Memorial Library**July 2022-June 2023**

<u>Service Measure</u>	<u>FY 23 Total</u>	<u>Change From</u>
<u>FY 2022</u>		
Visits	54,176	+42.89%
Physical Circulation	117,210	+36.4%
E-Circulation	16,029	+28.9%
*Public Computer Use	5,001	+114.6%
Registered Users	8,252	+96.3%
Early Lit Programs Held	97	+155.3%
Early Lit Program Attendance	2,922	+154.5%
Children's Programs Held	52	+36.84%
Children Program Attendance	2,118	+95.6%
Teen Programs Held	18	-10%
Teen Program Attendance	151	+23.7%

Adult Programs Held	77	+14.9%
Adult Program Attendance	999	+61.7%

**The Library Managers and Library Board Completed the Following:
Policy Updates:**

- Collection Management Policy (October 2022)
- Library Disruptive Behavior Policy (Changed to Rules and Regulations for Conduct in the Library)
- Circulation Policy (Some Updates February 2023)

New Policies:

- Historical Collections Policy (September 2022)
- Programming Policy (June 2023)
- Co-Sponsored Programs and Exhibits Policy (June 2023)

Ms. Garretson stated there were three new policies, two of which will go to Town Attorney Cauley.

5 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson, Library Director; Meredith Murphy, Community Engagement Intern
*Photo opportunity for Library Board Members

Ms. Garretson enthusiastically introduced Ms. Murphy and explained what she accomplished as the Community Engagement Intern. It was reported that Ms. Murphy attended 17 programs. It was also stated that Ms. Murphy created a hashtag #didyouknow that referenced historical post. There was discussion regarding the different templates Ms. Murphy created for social media.

6 UPDATE ON FRIENDS OF THE LIBRARY

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

Ms. Curran stated she was not able to attend because of the time change. It was reported Tuesday September 19th there will be voter registration. It was stated that the voter registration will not be in regard to any candidate.

There was discussion on possibly doing another Deep River event.

7 OBSERVATIONS FROM THE LIBRARY BOARD

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

It was discussed Johnston County individuals can reserve a tech to assist with technical devices.

8 OTHER BUSINESS

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

Ms. Garretson went to ALA, stated there are programs open to individuals with dementia and their helpers. Ms. Garretson has expressed an interest and may partner with Smithfield. Discussion continued on to do some conversations clubs.

9 ADJOURNMENT

With nothing further, the meeting was adjourned at 6:21 p.m.

- a) Motion to Adjourn
Presenter: Julia Curran, Board Chair

Motion To Adjourn

MOVER: Lucy Bianchi
SECONDER: Kathryn Turnbull

Duly adopted this the 21st day of September 2023.

Julia Curran, Board Chair

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

Town of Clayton Policy & Procedure Statement

	
Policy Number	LIBRARY – 2023-03
Department	Library
Subject	Programming Policy
Approved By	Town Council – Resolution #2023-69
Effective Date	September 18, 2023
Revision Date(s)	

Purpose:

The Hocutt-Ellington Memorial Library (“Library”) is a welcoming space for building community and connecting people to ideas and resources. The Library aims to provide high-quality, engaging programs that reach people of all ages and backgrounds. Our informative programs portray a variety of viewpoints in order to meet the needs of Clayton’s diverse community. All programs are created to support the Library’s mission, vision, and goals. The Library provides free and open access to services, resources, and programs. Library-planned programs are available to all community members regardless of age, race, religion, gender, or political affiliation.

Policy:

This policy shall remain in effect until such time as amended by the Town Council

Programming Policy

The Hocutt-Ellington Memorial Library ("Library") is a welcoming space for building community and connecting people to ideas and resources. The Library aims to provide high-quality, engaging programs that reach people of all ages and backgrounds. Our informative programs portray a variety of viewpoints in order to meet the needs of Clayton's diverse community. All programs are created to support the Library's mission, vision, and goals. The Library provides free and open access to services, resources, and programs. Library-planned programs are available to all community members regardless of age, race, religion, gender, or political affiliation.

Purpose of programming

Library programs are developed to reflect our community, respond to emerging community interests, and sustain demonstrated interests and demand. Library programs extend and promote the role of the Library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the Clayton community.

Programs also reflect equitable outreach and engagement to a diverse community while promoting a culture of inclusion and accessibility. The Library supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association. The Library upholds the right of individuals to access information, even though the content may be controversial or unacceptable to others.

Programming guidelines

All programs will contribute to the Library's aim to create a welcoming space, whether in the Library or at outreach events. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Ultimate responsibility for programming at the Library rests with the Library Director, who designates staff to create and implement programming. Programs will be developed in adherence to the following guidelines:

- Relation to Library mission and service goals
- Community needs and interest
- Presentation quality and appropriateness of content for intended audience
- Presenter expertise, qualifications, and reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

Library programs are not used for commercial, religious, recruitment, or partisan purposes or for the solicitation of business. However, educational programs such as candidate forums that include invitations to all recognized candidates, may be offered. Library programs may address religious themes to educate

or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

Outside presenters, volunteers, and co-sponsors

The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, educational, and cultural institutions as well as with qualified individuals to develop and present co-sponsored programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

Library selection of a co-presenter does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will be made on the merits of the program in serving the interests of community members. Co-sponsors should adhere to the [Co-sponsored Programs and Exhibits Policy](#).

Evaluation

Periodically, evaluation forms will be distributed to program participants so that staff may know what has been successful and so that staff may receive ideas for new programs. Recurring programs, such as story times, book discussions, and regularly scheduled programs with repeat attendees, should receive a program evaluation at least once per quarter.

Patron and registration guidelines

Library programs will be posted via online calendar at least 60 days prior to the start of any program.

Some programs may be developed for a particular audience, i.e., attendees should be within the appropriate age group (such as children, teens, or adults) or may require an accompanying adult. All program participants must comply with the Library's Rules and Regulations for Conduct in the Library. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format, and program presenters and the relevance and suitability of topic, messages, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. In each program, staff will provide participants an opportunity to opt out of photographs.

The Library will require registration for some events to allow for planning purposes or space limitations. In some cases, the nature and success of a program may limit attendance. The Library Director will have final approval.

Programs may be canceled due to inclement weather, low registration, technical difficulties, presenter absence, or at the discretion of the Library Director. Canceled programs are not necessarily rescheduled.

Challenging a program

The Library welcomes expressions of opinion from Library cardholders concerning programming. Patrons who have concerns about a program should first share their concerns with the Library staff member in charge of the event.

Any Library cardholder who wishes for the Library to reconsider the presentation of a Library program must fill out a "Request for Review of Library Program, Co-sponsorship, or Exhibit" form, either by contacting the Library Director for the form or by picking up a copy of the form at the front circulation desk. The request will be considered by a committee composed of the Library Director, the Library Management Team, and other staff as appropriate. The committee will communicate its decision in writing within 30 days to the person making the request.

If the person requesting the change is not satisfied with the decision, he or she may send a written appeal to the Director, who will present the appeal to the Library Advisory Board for their ultimate decision. The Library Advisory Board will review the appeal at their next regular meeting and will issue a final written decision to the person in question. The decision of the board is final.

Name of Policy	Last Updated	Priority/Schedule	FY24 Review date
Historical Collections Policy		Aug-22	
Internet Use Policy	Mar-18	Feb-23	Mar-24
Meeting Room Policy	Mar-18	Jun-23	Oct-23
Technology Lending Policy	Sep-21	Aug-23	Jun-24
Child Safety Policy (Brochure)	2019	Jun-23	Jan-24
Tutor Policy	Mar-18	Feb-23	Mar-24
Circulation Policy	Feb-22	Jun-23	
Collection Management Policy*	Mar-21	Sep-22	
Courier Service Policy	Sep-18	Staff review during Cardinal Migration	
ILL Service Policy	2016	Staff review during Cardinal Migration	N/A. We no longer do ILL apart from NC Cardinal.
Library Disruptive Behavior Policy	2016	Nov-22	
Public Educator/Courier Services Policy	2018		
Needed Policies/Procedures:			
Policy review procedures		Staff recommendation fall 2022	
Programming Policy		Jul-23	
Community Inclusion Statement		Staff will develop by end of FY 23	

Highlighted policies may be affected by NC Cardinal Agreements.

Proposed Process for Reviewing Policies:

1. Review Policy at regularly-scheduled meeting in month designated. Board will receive original policy and suggested changes at meeting.
2. Board will consider changes and policy between meetings.
3. Board will discuss and approve/deny passage/take further action regarding policy at following regularly-scheduled meeting.