



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, October 19, 2023 @ 5:30 PM
Wooten Room, Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Approval of Minutes

- September 21, 2023

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

[September 21, 2023 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

a. Meeting Room Policy Update

Presenter: Joy Garretson, Library Director

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. UPDATE ON FRIENDS OF THE LIBRARY

7. LIBRARIAN'S REPORT

a. *Presenter:* Joy Garretson, Library Director & Gabe Johnson, Cataloging Librarian

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, September 21, 2023 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Eugene Wheeler
Amber Revels-Stocks
Kathyrn Turnbull
Makayla Noel Walden
Lucy Bianchi

Staff Present:

Joy Garretson, Library Director
Mel Poole, Circulation Supervisor
Heidi Holland, Town Clerk

Board Members Absent:

Etheleen Eason
Julia Curran
Victoria Privette

1 CALL TO ORDER

- a) Mr. Wheeler called the meeting to order at 5:36 p.m.

2 APPROVAL OF MINUTES

- a) Adoption of Minutes
• August 17, 2023

Approve Minutes

MOVER: Lucy Bianchi

SECONDER: Kathyrn Turnbull

3 OLD BUSINESS

- a) Programming Policy
• Voted on by Council, September 18, 2023
Presenter: Joy Garretson, Library Director

Ms. Garretson stated the board discussed this policy in June. The Town Attorney looked at this and Council approved it at their September 18, 2023 council meeting along with the Co-Sponsorships and Exhibits Policy. She discussed how the library has not yet had any formal complaints.

4 NEW BUSINESS

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

Ms. Garretson stated all members had a copy of the new Library Policy Review Schedule. She stated a lot of these policies were not able to be reviewed last year. The proposed year was indicated in red. Discussed were the policies and their new dates. She stated the goal is to approve 5 policies this year, reviewing one every couple of months. A motion was made to approve this schedule.

Motion to Approve Policy Review Schedule for FY 2024

MOVER: Lucy Bianchi

SECONDER: Kathryn Turnbull

5 OBSERVATIONS FROM THE LIBRARY BOARD

- a) Mr. Wheeler asked if anyone had anything they wished to speak about the library. He did state that one thing that surprised him as talking to citizens is they all mention they would like the library to be a comfortable place to hang out, similar to possibly Barnes and Noble. Ms. Garretson stated this is part of the future plans for the library.

6 UPDATE ON FRIENDS OF THE LIBRARY

7 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson, Library Director
Mel Poole, Circulation Supervisor

Ms. Garretson stated the library had over 5400 visits which was up from 2022, she stated the library continues to see an increase. The number of patrons, computer uses, e-books and audio books are up as well. She is also happy to see Kanopy doing well. Fall programs did kick off in September and a new Open Gaming program has begun. She discussed a Halloween Costume Swap coming up in October. Banned Books Week is October 1- 7 and National Hispanic Heritage Month is September 15 – October 15th.

She stated the Storywalk at East Clayton Park would be opening hopefully the first week of October. She is hoping to confirm a groundbreaking for October 6th.

Mel Poole stated September is Library Card sign-up month. She stated this month there have been 194 new patrons. Board games were added to the collection with 24 checkouts in August and 22 so far in September. Lost item notices were mailed out to patrons that have overdue materials over 28 days. About 45% of patrons that received a notice have returned their items.

August 2023

Library Visits: 5,440; New Patrons: 268; Physical Items Circulated: 12,919; E-Book Checkouts: 977; E-Audio Checkouts: 705; E-Magazine Checkouts: 37; Kanopy/Craftsy Checkouts: 105/3; Public Computer Sessions: 393

August 2023 Programs/Attendance

Early Literacy Programs/Attendance: (No programs in August); Elementary Program (No programs in August); 1 Young Adult Program (8 attendees); 6 Adult Programs (62 attendees)

8 OTHER BUSINESS

9 ADJOURNMENT

a) Motion to Adjourn

With nothing further, the meeting was adjourned at 5:56 p.m.

Motion To Adjourn

MOVER: Lucy Bianchi

SECONDER: Kathryn Turnbull

Duly adopted this the 19th day of October, 2023.

Julia Curran
Chair

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