



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, March 16, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Approval of Minutes
 - February 16, 2023[February 16, 2023 DRAFT Minutes](#)

POTENTIAL ACTION: Motion to Approve Minutes

3. OLD BUSINESS

- a. Update on NC Cardinal
Presenter: Mel Poole, Circulation Supervisor
- b. Update on Circulation Policy
Presenter: Joy Garretson, Library Director and Mel Poole, Circulation Supervisor

4. NEW BUSINESS

- a. Volunteer Opportunities
Presenter: Joy Garretson, Library Director

5. OBSERVATIONS FROM THE LIBRARY BOARD

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

6. UPDATE ON FRIENDS OF THE LIBRARY

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

7. LIBRARIAN'S REPORT

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

8. OTHER BUSINESS

9. ADJOURNMENT

- a. Adjourn
POTENTIAL ACTION: Motion To Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, February 16, 2023 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Julia Curran
Amber Revels-Stocks
Katie Turnbull
Victoria Privette
Makayla Noel Walden
Lucy Bianchi
Etheleen Eason

Staff Present:

Michael Sims, Council Member Liaison
Joy Garretson, Library Director
Heidi Holland, Town Clerk

Board Members Absent:

Eugene Wheeler
Cynthia Wood

1 CALL TO ORDER

- a) Ms. Curran called the meeting to order at 5:31 p.m.

2 APPROVAL OF MINUTES

- a) Approval of Minutes
• January 19, 2023

Motion to Approve Minutes

MOVER: Lucy Bianchi

SECONDER: Katie Turnbull

3 OLD BUSINESS

- a) Library Fines Discussion
Presenter: Joy Garretson, Library Director

Ms. Garretson discussed a couple of articles that were published in result of the last meeting, most of the information published was inaccurate. The library would still charge for lost and damaged items and would maintain overdue fines on technology. The original goal was to have them in place and get materials back. Statistics show when fines are removed, more materials are returned than if you keep the fines.

Shared were stats on Fines and Fees in the Library. Ms. Garretson stated \$4700 was the

highest year of fines collected. Shared was an estimated amount of time staff has spent on fine retrievals.

Daily: Roughly 1 Hour

Lowest Paid Staff Member: \$15/hour

Days Open: 313 days/year

Staff Cost of Retrieving Overdue Fines: \$4,695

She stated this is not a revenue maker for the library. Shared was a map showing the location of citizens that have over fines. Ms. Curran asked how much it costs to send something to collections, Ms. Garretson stated they only are sent to collections when it is over \$50.00, and they owe the library an item. Ms. Walden asked at what point is an item considered lost, Ms. Garretson stated after 30 days past due it starts the process of sending bills; they then have two-week period, then sent to collections. There was discussion on patrons who use the library as a resource but can't if they owe a fine. Ms. Garretson stated she would pull the data to see how many of these are children's cards. It was stated most surrounding counties do not charge fines.

Motion Was Made This Item to Go Before Council

Motion Was Made For This Item to Go Before Council

MOVER: Makayla Noel Walden

SECONDER: Lucy Bianchi

4 NEW BUSINESS

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

This policy is actively changing as the library moves forward to Cardinal. This policy is cleaning up inconsistencies. Migration would be complete at the end of the next week or so. Ms. Garretson shared more of the changes in the policy. An updated policy would be sent to board members before the next meeting.

5 OBSERVATIONS FROM THE LIBRARY BOARD

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

Ms. Curran asked if anyone had any changes they wanted to see or any observations. Ms. Bianchi stated she has spoken to her friends, she stated none of them knew they could get a library card. We need to get the message out to let patrons know that anyone in Johnston County is able to get a library card. It was stated that marketing materials are being printed next week.

6 LIBRARIAN'S REPORT

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

Visits were up this month as well as new patrons. Computer sessions, E-Book, E-Audio, E-Magazine and Kanopy are also up. Programs and attendance are doing well. Total number of account signups represent a 521% increase over last year. Social media

influence grew 11.07% on Facebook and 2.31% on Instagram in January.

The library would be offline between February 26th through March 1, 2023, to prepare for Cardinal. On March 1st, the library will transfer all data to the new catalog and on March 2nd, everything would be up and running. E-Books and E-Audio items would not be affected during this transition.

January 2023 Snapshot

Library Visits: 4,236; New Patrons: 470; Physical Items Circulated: 8,561; E-Book Checkouts: 752; E-Audio Checkouts: 524; E-Magazine Checkouts: 57; Kanopy Checkouts: 70; Public Computer Sessions: 342

January 2023 Programs/Attendance

12 Early Literacy Programs/Attendance: (323 attendees); 3 Elementary Programs (42 attendees); 1 Young Adult Program (8 attendees); 5 Adult Programs (47 attendees)

7 OTHER BUSINESS

8 ADJOURNMENT

a) Motion To Adjourn

Motion To Adjourn

MOVER: Katie Turnbull

SECONDER: Lucy Bianchi

Duly adopted this the 16th day of March, 2023.

Julia Curran, Chair

ATTEST:

Heidi L. Holland, CMC, NCCMC
Clerk to the Board & Town Clerk

February 16, 2023
Minutes