



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

Board Members Present:

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

Staff Present:

Michael Sims, Council Liaison
Joy Garretson, Library Director
Mel Poole, Circulation Supervisor
Heidi Holland, Town Clerk

Board Members Absent:

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
• February 16, 2023

Motion to Approve Minutes

MOVER: Board Member Revels-Stocks

SECONDER: Board Member Eason

3 OLD BUSINESS

- a) Update on NC Cardinal
Presenter: Mel Poole, Circulation Supervisor

Ms. Poole was present to discuss this update. She stated this program went live on March 2, 2023. She has received a lot of positive feedback. There have been some issues but other than those, it is running smoothly. Resource lending would not happen until April 3, 2023. Soon, the website would have carousels that would show books that are best sellers or new arrivals.

- b) Update on Circulation Policy
Presenter: Joy Garretson, Library Director and Mel Poole, Circulation Supervisor

Ms. Garretson stated they have worked on this a lot. The original policy was inconsistent. She stated this would not be voted on tonight by the board because of the fine free conversation, which is part of this policy. She will be meeting with the Executive Team between now and the next board meeting to discuss the fine free with them and then present it to Council. The library is losing about \$2,000 a year because of these fines. She stated these fines make patrons upset and possibly turn away from the library. She would like board members to come to the Council meeting this would be presented at to speak about this. Once this goes through Council, this policy would be shared with the board.

4 NEW BUSINESS

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

Ms. Garretson shared the QR code for volunteer signup. She discussed future events that she would like board members to volunteer for. She discussed the Author Expo which would be held at The Clayton Center on March 25, 2023 from 10:00 a.m. – 2:00 p.m. She stated she would need two people that morning. 20 authors will be in attendance.

National Library Week is April 23-29, she will be at Boulevard doing outreach on March 25, 2023 from 7:00 a.m. – 12:00 p.m. Summer Reading Kick-Off will be June 10, 2023 from 11:00 a.m – 2:00 p.m.

5 OBSERVATIONS FROM THE LIBRARY BOARD

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

Ms. Curran asked bm if there was anything anyone wanted to share. Ms. Bianchi stated she has been talking to citizens about the library. She discussed getting more information about library cards. Ms. Curran shared information on the SEED program, held by the Clayton Jr. Woman's Club. She stated they would be available for pick up at the Farmer's Market. She has been in contact with the Johnston County Master Gardeners and hopes to have a few programs with them.

6 UPDATE ON FRIENDS OF THE LIBRARY

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

Ms. Curran stated a website is being worked on to attract more membership and communication. She hopes to present it in the next week or two to the Friends of the Library board. She discussed the times and dates the Used Book Sale would be held and asked if anyone wished to help out. She stated there would be a meeting in April at 4:00 p.m., she asked if any members could attend and how support that would be great.

7 LIBRARIAN'S REPORT

a) *Presenter:* Joy Garretson, Library Director

Ms. Garretson stated visits are up from last year. Prior to removing the out-of-town fee, the number of new patrons was an average of 75-80 per month; it is now steady at around 200. Physical circulation is well above last year's trends. Public computer sessions have gone up and Kanopy continues to rise. More patrons are also asking for private study room.

The library would be closed on March 23, 2023 to receive their new future and active shooter training for staff would be that day as well. Toddler Storytime is so popular it has been expanded to two storytimes each Tuesday.

February 2023 Snapshot

Library Visits: 4,455; New Patrons: 212; Physical Items Circulated: 8,167; E-Book Checkouts: 719; E-Audio Checkouts: 467; E-Magazine Checkouts: 33; Kanopy Checkouts: 84; Public Computer Sessions: 460

February 2023 Programs/Attendance

12 Early Literacy Programs/Attendance: (342 attendees); 4 Elementary Programs (71 attendees); 1 Young Adult Program (12 attendees); 7 Adult Programs (81 attendees)

8 OTHER BUSINESS

9 ADJOURNMENT

a) Adjourn

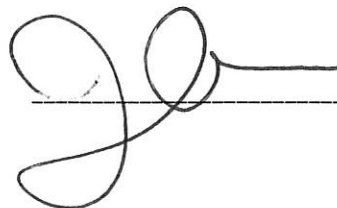
With nothing further, the meeting was adjourned at 6:05 p.m.

Motion to Adjourn

MOVER: Board Member Bianchi

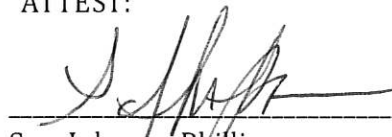
SECONDER: Board Member Turnbull

Duly adopted this the 20th day of April, 2023.



Julia Curran, Chair

ATTEST:



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