



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, May 18, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Adoption of Minutes

- April 20, 2023

[April 20 2023 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

a. Volunteer Opportunities

Presenter: Joy Garretson, Library Director

b. Policy Review: Programming Policy

Presenter: Joy Garretson, Library Director

[Working Draft Programming Policy](#)

POTENTIAL ACTION: Adoption of Programming Policy

c. Policy Review: Co-sponsored Programs and Exhibits Policy

Presenter: Joy Garretson, Library Director

[Co-Sponsored Programs and Exhibits Policy](#)

POTENTIAL ACTION: Adoption of Co-sponsored Programs and Exhibits Policy

4. NEW BUSINESS

a. 2024 Budget Hearing

Presenter: Joy Garretson, Library Director

b. June Board Training with the State Library

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; Grace Davis, Children's 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, April 20, 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
Heidi Holland, Town Clerk
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Cynthia Wood

1 CALL TO ORDER

- a) Ms. Curran called the meeting to order at 5:30 p.m.

2 APPROVAL OF MINUTES

- a) Approval of Minutes
• March 16, 2023

Approval of Minutes

MOVER: Kathryn Turnbull

SECONDER: Lucy Bianchi

3 OLD BUSINESS

- a) Collection Management Policy Update
Presenter: Joy Garretson - Library Director

Ms. Garretson provided background information on this policy. She discussed a situation in the library of a book a patron found objectionable. What came out of this situation resulted in digging back into the policy. Ms. Garretson stated the last page of the policy has been updated, she discussed these changes. Speaking with

staff, Ms. Garretson stated she may call this “Request for Review of Materials” versus “Request for Reconsideration”. Ms. Garretson discussed these changes and updates.

Ms. Garretson posed a question; do we want the patrons to come into the library to fill this form out or fill it out online. In the past if patrons wanted to talk to the Library Director, they would have a conversation about it. She stated when you talk about it with the patrons, it results in a positive situation. Her suggestion is to request this form to be reviewed by the Library Selection Team and the Library Director sends a written response within 30 days. She asked if anyone has questions or considerations.

Katie Turnbull and Julia Curran stated they felt like they should be cardholders at the library to file a complaint. They think it’s important for patrons to come in and speak with Ms. Garretson. There was further discussion on whether patrons should come in to pick up a form or be able to fill this out online. Ms. Garretson stated another piece is the book that should be in our collection. She stated we can’t challenge books the library does not own.

There was discussion on the Safe Child Policy.

Motion to Approve Collections Management Policy with Suggested Changes

MOVER: Victoria Privette

SECONDER: Makayla Noel Walden

b) Volunteer Opportunities

Presenter: Joy Garretson - Library Director

Joy Garretson stated there are volunteer opportunities available. There is one opportunity available this Saturday located at Corinth holders for Cultural Heritage Day. Ms. Garretson stated she would be there between 11:00 a.m. – 5:00 p.m. She asked Board Members to look at the signup form and see if there is an event anyone would like to volunteer for.

4 NEW BUSINESS

a) Downtown Strategic Plan Update

Presenter: Julia Curran - Board Chair

Julia Curran attended an event focused on rebranding downtown. There was discussion on revising the Think Clayton design to keep Clayton ahead of our competitors. One of the participants was with an HOA, he stated there is a lot of disconnect between neighborhoods and downtown. Another statistic is Clayton is called a “bedroom town”. 6,000 people come to work; 8,000 leave Clayton to go to work.

- b) Proclamation for National Library Week
Presenter: Julia Curran - Board Chair

At the April 17th Council meeting, Mayor McLeod read this proclamation into the record and presented this to Ms. Joy Garretson and Board Members.

Friends of the Library members, as well as Library Advisory Board members Victoria Privette, Eugene Wheeler and Julia Curran, were present.

- c) Policy Review: Programing Policy
Presenter: Joy Garretson - Library Director

Ms. Joy Garretson stated this is a new policy, she provided information on how this is being created. She shared what this policy defines.

She stated as the library builds its program, they need a policy for it. As a policy is created from scratch, Ms. Garretson stated she looks at how surrounding municipalities create their policies. Over the next month she would be working on this policy. She discussed her process of creating policies. She asked if there were any questions Board Members would like to have addressed in this policy. Ms. Curran thought if someone desired to have programming here to have them fill out a form, that way an outline is provided and if someone challenges the program, you have documentation of what was approved. There was discussion on the scope of programming.

5 OBSERVATIONS FROM THE LIBRARY BOARD

- a) Ms. Curran stated cardinal has launched and you can borrow books from all over. Ms. Garretson demonstrated how to search for books. It was suggested to have a how-to on this system.

6 UPDATE ON FRIENDS OF THE LIBRARY

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

Next Thursday, April 27 at 4:00 p.m., Friends of the Library would be meeting at the library. Ms. Curran stated the book sale was very successful.

7 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson - Library Director, Gabe Johnson - Cataloging Librarian

Ms. Garretson stated March was busy, visits have been up significantly since last year and new patrons have increased. There were 3,000 more physical items circulated than last month. All kids programs have increased.

March 2023 Snapshot

Library Visits: 4,236; New Patrons: 250; Physical Items Circulated: 11,618; E-Book Checkouts: 842; E-Audio Checkouts: 543; E-Magazine Checkouts: 38; Kanopy Checkouts: 77; Public Computer Sessions: 457

March 2023 Programs/Attendance

11 Early Literacy Programs/Attendance: (380 attendees); 2 Elementary Programs (15 attendees); 1 Young Adult Program (12 attendees); 6 Adult Programs (71 attendees)

8 OTHER BUSINESS

- a) *Presenter:* Gabe Johnson - Council Liaison

Council Member Mr. Sims discussed the renovations desired from the library. The library has made the cut for the top 10 CIP projects. Will be working out these details, hopefully will be able to begin next year.

Gabe Johnson spoke about how books are collected at the library. Purchases are primarily for adult collection. Gabe has a lot of guided data. He receives reports from vendors. If you buy an author, authors similar to them are suggested. Some data points are patron request, staff observation, and local interest. Another thing looked at is if it's available in another format. Vendors highlight things like most in demand, best sellers, etc. Mr. Johnson verifies if this comes from a reputable author or publisher. He spoke on cardinal requests.

9 ADJOURNMENT

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

With nothing further, the meeting was adjourned at 6:43 p.m.

Motion To Adjourn

MOVER: Kathryn Turnbull

SECONDER: Lucy Bianchi

Duly adopted this the 18th day of May, 2023.

Julia Curran, Board Chair

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

April 20, 2023
Minutes

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 to 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

Programming Policy Draft
May 2023

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

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, 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, or the absence of the presenter. Canceled programs are not necessarily rescheduled.

Challenging a program

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

Persons who disagree with the Library's decision to host a program or exhibit may complete a Request for Review of Program or Exhibit form. 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.

Co-sponsored Programs and Exhibits Policy

The Hocutt-Ellington Memorial Library ("Library") is a welcoming space for building community and connecting people to ideas and resources. The Library welcomes the opportunity to co-sponsor programs and exhibits with other organizations and individuals.

Co-sponsored programs and exhibits guidelines

The Library considers the following criteria in approving co-sponsorship of a program or exhibit:

- Relatedness of the program or exhibit to the mission of the Library
- Potential to promote the use of library materials and services
- Anticipated quality of program or exhibit; e.g., skilled presenters, interesting topics, timeliness of material, appropriateness of subject and approach; graphic and/or artistic quality
- Contribution to the variety and balance of pre-existing library programs and exhibits
- Likelihood of a successful collaboration
- Other demands for space and staff time

The Library provides staff assistance, meeting room and display space, and marketing support for programs and exhibits that meet the criteria for co-sponsorship, as agreed upon in advance with the co-sponsoring group. Co-sponsorship agreements must be pre-approved by Library staff.

Fees and Sales

Exhibits

No selling of goods or services is permitted through library exhibits, except in the case of Fundraising to benefit the Library or sponsored by the Friends of the Library.

Programs

All programs must be open to the public. Fees are permitted for co-sponsored programs when the fee is solely for materials provided to the participants. If there is a fee, the individual or group conducting the program may be required to enter into a contractual agreement with the Library.

Sales of goods during programs will be allowed only for fundraisers to benefit the Library or during Library-sponsored programs that featuring the sale of books, music, movies, or other items by authors, performers, or presenters (such as author readings and writing programs).

Liability:

Care will be taken to protect exhibit materials, but the Library cannot be responsible for loss, theft, or damage.

A. Applicability

This policy applies to all programs and exhibits co-sponsored by the Library with other organizations or individuals at all Library service locations.

B. Requests for Reconsideration of Decisions Regarding Programs and Exhibits

- Persons who disagree with a decision regarding co-sponsorship of a program or exhibit may appeal the decision by completing a Request for Reconsideration of Program or Exhibit form.
- 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 by letter within 30 days to the person making the request.
- If the person requesting the change is not satisfied by 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.