



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, May 18, 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
Cynthia Wood
Lucy Bianchi

Staff Present:

Michael Sims, Council Liaison
Joy Garretson, Library Director
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

None

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Adoption of Minutes
 - April 20, 2023

Approval of Minutes

Mover: Eugene Wheeler

Second: Lucy Bianchi

3 OLD BUSINESS

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

Ms. Garretson informed the staff where to find the volunteer sign-up information on the back of the Librarian's Report for Square-to-Square. It was stated that spots were available. Ms. Garretson informed the staff that shirts ordered can be worn at the Square-to-Square event. Ms. Garretson announced June 10 begins the big Summer Reading kick off. Ms. Garretson stated that all volunteer spots are full except for one spot. Council Member Mr. Jason Thompson, as well as other public officials, are sought to be in attendance. There was discussion regarding future volunteer spots throughout the summer.

- b) Policy Review: Programming Policy
Presenter: Joy Garretson, Library Director

Ms. Garretson updated the staff about the Programing Policy draft. After the review, she then asked if there were any questions. Ms. Lucy Bianchi inquired about cool down kits for individuals with sensory challenges. Ms. Garretson is interested but space is a challenge.

Mr. Eugene Wheeler inquired about where to find the programs posted. In addition, inquired on locating the programs information. Ms. Garretson stated that the programs are found on the library's website and calendar. Also stated should the program be challenged as controversial; the policy would have to be followed. The appeal would be filed with the Library Director.

Ms. Makayla Walden spoke on the "Challenging Program Section", stated it should be clearer as to where to send the challenge. Ms. Garretson stated the challenge and appeal must be on a form that the library has submitted.

- c) Policy Review: Co-sponsored Programs and Exhibits Policy
Presenter: Joy Garretson, Library Director

Ms. Garretson provided background information on this policy. Gave an example of a time someone came in and gave their own story time when the library didn't have story time scheduled. This is against the policy. Ms. Garretson reviewed the sales of goods during programs

Ms. Garretson stated presenters must have a contract, it would need to be submitted through procurement and a lawyer needs to review. Ms. Garretson has requested that this policy be continued until June's board meeting.

Adoption of Co-sponsored Programs and Exhibits Policy
Result: Continued to next Library Advisory Board Meeting

4 NEW BUSINESS

a) 2024 Budget Hearing

Presenter: Joy Garretson, Library Director

Budget hearing was held on Monday, May 15, 2023. Town Manager Rich Cappola gave presentation on the budget, there were no public comments. Ms. Garretson stated there are a few things that are critical things and need to be changed such as circulation desk wheelchair ramp.

Ms. Garretson stated she had requested to get ancestry.com but had to cut that out, will request that Friends of the Library help with that. The library would be doing more programs with "Girls Teach Tech" and asking for Grifols and Caterpillar to teach tech. Not a lot of change, once the budget is presented, Ms. Garretson would share with the staff. She stated to staff that the minutes from where Town Manager Rich Cappola spoke on would be found there. Ms. Curran asked if there were any questions. No questions from the staff.

b) June Board Training with the State Library

Presenter: Joy Garretson, Library Director

Ms. Garretson reported Ms. Linda Reynolds, Public Library Leadership Consultant at the State Library, would provide training, (Ms. Garretson ?) Library Director has requested Ms. Reynolds to provide training on how to become better advocates for the library, critical things to think about and other topics. Ms. Reynolds has worked several years in Oklahoma as a Library Director. Ms. Julia Curran asked staff if there were any questions. No questions were raised.

5 OBSERVATIONS FROM THE LIBRARY BOARD

a) *Presenter:* Julia Curran, Board Chair

Ms. Curran has restocked the seed library. There was discussion regarding different events board members attended. Ms. Curran stated that she's working on a website with Ms. Makayla Walden.

6 UPDATE ON FRIENDS OF THE LIBRARY

a) *Presenter:* Julia Curran, Board Chair

Ms. Curran stated that she's going to Clayton's Book Lovers Book Club next week to talk about Friends of the Library and the library in general. Ms. Curran asked if there were any questions pertaining to the Library Board. No questions were raised.

7 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson, Library Director; Grace Davis, Children's Librarian

Ms. Grace Davis spoke about summer reading, has shirts to pass out. Discussed were the different upcoming programs. The calendar for June/July with the shirts 3 sessions of yoga, one teen session of yoga, two sessions of family yoga, mini golf after library hours and the discussion continued various events. They will continue to provide a book and a reading bag in addition to swag for every kid that signs up. This is something that has been done for the past two years. Ms. Davis explained that they would receive prizes as different milestones are met. Ms. Davis discussed the growth of the program. Ms. Davis applied for the Army band and their saxophone quartet, to play at the summer reading.

Together We Read in 2021

346 Total R² Participants

223 Children Read: 22,173 Minutes

27 Teens Read: 8,768 Minutes

96 Adults

Read: 59 Books

23 Special Events; 437 Attendees

We played

530 R² Activities

261 R² Games

8 OTHER BUSINESS

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

Access to Craftsy is now available on Libby. She informed the different classes on the app. Ms. Garretson offered help if anyone needs it.

9 ADJOURNMENT

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

With nothing further, the meeting was adjourned at 6:29 p.m.

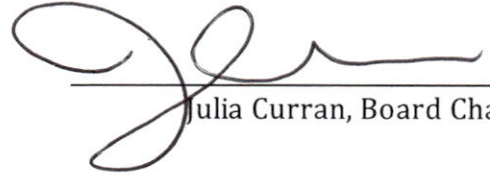
Motion To Adjourn

Mover: Lucy Bianchi

Second: Eugene Wheeler

Duly adopted this the 15th day of June, 2023


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


Julia Curran, Board Chair

