



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, November 16, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Adoption Of Minutes

- October 19, 2023

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

[October 19, 2023 DRAFT Minutes](#)

3. OLD BUSINESS

a. Meeting Room Policy Update

Presenter: Joy Garretson, Library Director

POTENTIAL ACTION: Approval of Meeting Room Policy Update Changes

4. NEW BUSINESS

a. Informational: Library projects funded by the Friends of the Library

Presenter: Joy Garretson, Library Director

b. Volunteer Opportunities

Presenter: Joy Garretson, Library Director

c. Approval of 2024 Meeting Dates

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

[Hocutt-Ellington Memorial Library Advisory Board 2024 Meetings](#)

POTENTIAL ACTION: Approval of 2024 Meeting Dates

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. LIBRARIAN'S REPORT

a. *Presenter:* Joy Garretson, Library Director

7. OTHER BUSINESS

8. ADJOURNMENT

a. Motion to Adjourn

POTENTIAL ACTION: Motion To Adjourn

Duly adopted this the 16th day of November 2023.

Julia Curran
Board Chair

ATTEST:

Sam Johnson-Phillips
Deputy Town Clerk



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, October 19, 2023 at 5:30 PM
Wooten Room, Town Hall
111 E. Second Street

Board Members Present: Julia Curran Eugene Wheeler Amber Revels-Stocks Kathyrn Turnbull Victoria Privette Board Members Absent: Etheleen Eason Makayla Noel Walden Lucy Bianchi	Staff Present: Joy Garretson, Library Director Gabe Johnson, Cataloging Librarian Sam Johnson-Phillips, Deputy Town Clerk
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1 CALL TO ORDER

Ms. Curran called the meeting to order at 5:32 p.m.

2 APPROVAL OF MINUTES

a) Approval of Minutes

- September 21, 2023

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Approval of Minutes

RESULT:	CARRIED
MOVER:	Eugene Wheeler
SECONDER:	Victoria Privette

3 OLD BUSINESS

4 NEW BUSINESS

a) Meeting Room Policy Update

Presenter: Joy Garretson, Library Director

Mrs. Garretson presented the highlights and changes to the meeting room policy update. Because the room is an open forum, there were slight variations needed to be made. Religious services are not allowed but a religious meeting will be allowed. In order to meet the full use of that room, the sentences were removed about political and religious uses. Mrs. Garretson then provided the updated statement.

Mrs. Garretson requested the Board Members to read and review the Meeting Room Policy so that they could discuss it and vote on it at the next meeting. Discussion continued the changes of the policy. It was stated when reserving the meeting room, a valid, full-privileges Hocutt-Ellington Memorial Library card is required to reserve the meeting room. Rooms may only be reserved by adults ages 18+. The application to use the meeting room must be made by submitting the attached application form online or in person up to 45 days in advance and Mrs. Garretson discussed where to find the application.

It was reported the number in attendance at a meeting must not exceed the seating capacity of the meeting room. The capacity is set at 60 people. Mrs. Garretson stated there will be a binder detailing the setup of the room. It was communicated to the board if groups or individuals wishing to use the television and computer it must be indicated on the application. Mrs. Garretson stated all meetings must be open to the public. It was stated public meeting room use does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Programs and exhibits may not disrupt the use of the library by others. People attending the meeting are subject to the Library's Rules and Regulations for Conduct in the library. Also stated in the Meeting Room Policy Update; no fees, dues or donations may be charged or solicited by the user for any program or exhibit. Solicitation for later sales and client contact is not allowed. Mrs. Garretson stated the liability portion would be revised by the legal team if needed.

Ms. Curran asked can the form be made available if it is ready.

Mrs. Garretson replied it isn't ready now but would be ready for the next meeting.

Mr. Wheeler inquired about the timeframe someone would have to apply to reserve the meeting room.

Mrs. Garretson stated some use the room as a study room, so a minimum of a minute in advance. There was a time that people would have to reserve it 24 hours in advance but that wasn't working.

No action taken.

5 OBSERVATIONS FROM THE LIBRARY BOARD

6 UPDATE ON FRIENDS OF THE LIBRARY

a) *Presenter: Joy Garretson, Library Director*

The story walk is now open for business in East Clayton Park. Ms. Garretson described how to get to the story walk trail. Mrs. Garretson reported the trail spans approximately a half mile. Currently they are considering switching the stories out at least three times, four times depending on the winter and if parents are bringing the children on the trail. Mrs. Garretson stated they might leave the Fall one up for six months and then do Spring and Summer.

Mr. Wheeler stated that it looks nice out there.

Ms. Garretson expressed gratitude to those in attendance at the ribbon cutting ceremony.

7 LIBRARIAN'S REPORT

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

Mrs. Garretson stated the visits are remaining strong. It was reported the library book drop is routinely being overfilled. It was stated getting a larger book drop for the budget next year.

Mrs. Garretson stated in November there will be a change in Kanopy. They are switching how they do the credit versus how it is being done now. That will launch November 1st.

September 2023 Snapshot

Library Visits: 5,097; New Patrons: 279, Physical Items Circulated: 11,566, Public Computer Sessions: 486, E-Book Checkouts: 942, E-Audio Checkouts: 643, E-Magazine Checkouts: 82, Kanopy/Craftsy Checkouts: 153/8

September 2023 Programs/Attendance:

12 Early Literacy Programs/Attendance (432 attendees); 2 Elementary Programs (40 attendees); 2 Young Adult Programs (22 attendees); 6 Adult Programs (74 attendees); 1 Outreach/Special Programs (9 attendees); 23 Total Programs (577 attendees)

Coming up:

- National Homelessness and Hunger week November 11-18. They will be collecting items for hygiene and period kits.
- Harvest Festival on Saturday October 28th
- Latin American Festival Sunday October 29th from the hours of 12-5 p.m. in Town Square

Ms. Pam Taylor has been working on the history collection. One of the things will be Women's History for March. There will be discussion on Clayton ladies. The event will be here in the Council Chambers. Watch for that information as the date gets closer.

Mr. Johnson provided an update on things happening within cataloging. A couple of things that were discussed were purchasing and diversifying the library collection. It was stated one of the genre weaknesses was adult romance. Mr. Johnson stated in the past two to three months there have been more purchasing to fill up that collection.

It was reported when they joined Cardinal, they had to go through the process of

importing records into their system and everything that it entailed on the data end. They ended up with duplicates of the same title, which caused confusion. Mr. Johnson stated that one of his ongoing projects since transitioning to Cardinal is to locate the duplicates and merge the records. So that it would minimize the issue of seeing many duplicate records. The other part of the process is removing the ones that don't have a cover image. When there isn't a cover image, those are less likely to be checked out.

Mr. Johnson stated the board games are continuing to be circulated and the next event will be this Saturday October 28th.

8 OTHER BUSINESS

9 ADJOURNMENT

- a) Motion to Adjourn
Presenter: Julia Curran, Board Member

With nothing further, the meeting adjourned at 5:55 p.m.

Motion To Adjourn

RESULT:	CARRIED
MOVER:	Eugene Wheeler
SECONDER:	Kathyrn Turnbull

TOWN OF CLAYTON
HOCUTT-ELLINGTON MEMORIAL
LIBRARY ADVISORY BOARD
2024 MEETINGS



January 18, 2024

February 15, 2024

March 21, 2024

April 18, 2024

May 16, 2024

June 20, 2024

July – No Meeting

August 15, 2024

September 19, 2024

October 17, 2024

November 21, 2024

December – No Meeting

*Meetings are held every month on the THIRD Thursday of the month at 5:30 p.m. at
Hocutt-Ellington Memorial Library located at 100 S. Church Street,
unless otherwise noted.**

*In accordance with NCGS § 143-318.10,
this is an official meeting of the board and is open to the public.*