



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

Board Members Present:

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

Staff Present:

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

Board Members Absent:

Etheleen Eason

1 CALL TO ORDER

Ms. Curran called the meeting to order at 5:33 p.m.

2 APPROVAL OF MINUTES

a) Adoption Of Minutes

- October 19, 2023

Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Approval of Minutes

MOVER: Lucy Bianchi

SECONDER: Makayla Noel Walden

3 OLD BUSINESS

a) Meeting Room Policy Update

Presenter: Joy Garretson, Library Director

Mrs. Joy Garretson stated that once the updates are approved, they will then be taken to the Town Attorney and from there it will go before the Council. Mrs. Garretson continued to state the red and purple in the Meeting Room Policy indicated changes or additions.

Reserving the Meeting Room (change/update):

- A valid, full-privileges Hocutt-Ellington Memorial Library card is required to reserve the meeting room. Rooms may only be reserved by adults 18+
- Applications to use the meeting room must be made 45 days in advance. This can be done online or in person.

Meeting Room Capacity, Setup and Breakdown (change/update):

- Library staff reserves the right to decline use of the meeting room or to ask patrons to leave if the number of people in the room exceeds its posted capacity. If the number of persons surpasses 60.
- The library has provided a binder with photos detailing the setup of the room. This binder is located on top of the grey shelving unit under the TV.
- Groups or individuals wishing to use the television and computer must indicate this on the application. Directions for use are included in the binder mentioned above.

Regulations and Procedures (change/update):

- All meetings must be open to the public. Allowing use of the public meeting room does not constitute the library's 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. The Library Director may deny use of meeting rooms for any program or meeting likely to disrupt the use of the library by others. The library reserves the right to decline any reservation for any reason.
- 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 once the Meeting Room Policy became effective, the date will reflect that on the policy.

Ms. Privette stated renting the room was a smooth process. It was clear how and who could use the room. Ms. Privette inquired if there was something in the official policy that should say that they must get a confirmation email. Mrs. Garretson stated that the updated policy will include receiving email confirmation.

It was stated on the form that the room isn't guaranteed unless you receive an email or a call back.

The board voted to adopt the policy with the one change about email confirmations.

Approval of Meeting Room Policy Update Changes

MOVER: Kathryn Turnbull

SECONDER: Lucy Bianchi

4 NEW BUSINESS

- a) Informational: Library projects funded by the Friends of the Library
Presenter: Joy Garretson, Library Director

Mrs. Garretson communicated in August of this year Dollar General donated \$15,000 to the Friends of the Library and the only stipulation is that it be used for Literacy programs. With some of the funds there was a giveaway of books for the Halloween program and a literacy component was added to that. There was further discussion on adding new collections to the adult room. Some of which will be Financial Literacy books, Digital Literacy books, Health Literacy books and different parts of the nonfiction section. It was communicated that the kid's collection will get Wonder books. These are books that have a player connected to the books so they can read and listen simultaneously. Those are good for kids that need to build literacy, adult learners and for second language learners.

Programs that were funded by Dollar General and the Friends of the Library:

- Spanish Conversation Classes with Johnston Community College. It will be an 8-week course taught at the library on Monday nights from 6:00 p.m. – 9:00 p.m.
This will last from January 22 - March 18 (no class March 4).
- English Conversation Club: Non-native English speakers can practice their English in a fun and low-pressure environment. This club will begin in February (date TBD). Each class will have a theme.
- Ancestry.com for patrons (for use within the library) beginning in January
- Christmas Crafting (children): December 7th
- A Hygge Holiday (tweens through adults): December 16th

Mr. Wheeler inquired is there an ongoing effort to document the classes, so that it would make it easier to plan things in the future. Such as taking photos. Mrs. Garretson responded photos will be taken of the classes and the different programs. It was also stated when they had the intern this past summer. She began a bank of photos on their SharePoint site for marketing.

Ms. Curran asked if there would be a newsletter. Mrs. Garretson replied yes, it is a work in progress.

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

Mrs. Garretson stated the opportunities will be with the English Conversation Club in February, date TBD

- c) Approval of 2024 Meeting Dates
Presenter: Sam Johnson-Phillips, Deputy Town Clerk

Approval of 2024 Meeting Dates

MOVER: Makayla Noel Walden
SECONDER: Eugene Wheeler

5 LIBRARIAN'S REPORT

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

Mrs. Garretson enthusiastically reported that 90 people signed up for new library cards at the Harvest Festival and 12 people at the Latin Festival.

October 2023 Snapshot

Library Visits: 5,584; New Patrons 295; Physical Items Circulated: 11,518; Public Computer Sessions: 539; E-Book Checkouts: 906; E-Audio Checkouts: 655; E-Magazine Checkouts: 176; Kanoy/Craftsy Checkouts: 97/6

October 2023 Programs/Attendance

10 Early Literacy Programs/Attendance (338 attendees); 3 Elementary Programs/Attendance (53 attendees); 1 Young Adult Programs/Attendance (7 attendees); 6 Adult Programs/Attendance (69 attendees); 2 Outreach/Special Programs (525 attendees)

Total Programs and Attendance:

22 Programs (992 attendees)

6 OTHER BUSINESS

7 ADJOURNMENT

a) Motion to Adjourn

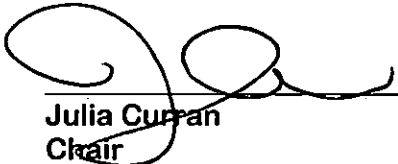
With nothing further, the meeting was adjourned at 6:04 p.m.

Motion To Adjourn

MOVER: Victoria Privette

SECONDER: Lucy Bianchi

Duly adopted this the 18th day of January, 2024



Julia Curran
Chair



Heidi L. Holland

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

