



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, January 19, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library
111 E. Second Street

1. CALL TO ORDER

2. INTRODUCTION OF NEW MEMBER

- a. New Board Member
- Lucy Bianchi
- Presenter: Joy Garretson, Library Director*

3. APPROVAL OF MINUTES

- a. Approval of Minutes
- November 17, 2022
- [November 17, 2022 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

4. OLD BUSINESS

- a. Policy Review
- Disruptive Patron Policy
- [Jan 2023 Disruptive Patron Policy - Final Draft Copy](#)

POTENTIAL ACTION: Recommendation to Accept and Pass Policy Changes

- b. Friends of the Library Update
- Presenter: Julia Curran, Board Chair*

5. NEW BUSINESS

- a. Fine Free Discussion
- Presenter: Julia Curran, Board Chair*
- b. Observations from the Library
- Presenter: Julia Curran, Board Chair*

6. LIBRARIAN'S REPORT

- a. Librarian's Report
- Presenter: Joy Garretson, Library Director*

7. OTHER BUSINESS

8. ADJOURNMENT

- a. Adjourn
- POTENTIAL ACTION:** Motion to Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, November 17, 2022 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Etheleen Eason
Julia Curran
Eugene Wheeler
Amber Revels-Stocks
Vanessa Flores-Watson
Victoria Privette
Cynthia Wood

Staff Present:

Council Member Sims
Joy Garretson, Library Director

Board Members Absent:

Katie Turnbull
Laurie Lee
Makayla Walden

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- October 20, 2022

Adoption of Draft Minutes

MOTION: Board Member Curran

SECOND: Board Member Privette

3 INTRODUCTION OF NEW BOARD MEMBER

- a) New Board Member
- Cynthia Wood
- Presenter: Joy Garretson, Library Director*

Ms. Garretson stated she and Council Member Sims met Cindy last month when they interviewed her for the vacancy. Ms. Wood stated she is grateful to be part of the board and looks forward to working with everyone. Ms. Garretson stated she is happy to have

her on board. Board members introduced themselves.

4 OLD BUSINESS

- a) Nominations
- Chair
 - Vice-Chair

Presenter: Vanessa Flores-Watson, Vice-Chair

Ms. Flores-Watson stated it is that time of year to nominate a Chair and Vice-Chair for the board. She stated Ms. Curran had expressed interest in becoming Chair and Mr. Wheeler had interest in the Vice-Chair. Ms. Garretson stated she would speak with both of them to discuss what these positions entail. There was a motion made to approve these nominations.

Approval of Chair and Vice-Chair

MOTION: Board Member Revels-Stocks

SECOND: Board Member Eason

5 NEW BUSINESS

- a) Library Disruptive Behavior Policy
- Presenter:* Joy Garretson, Library Director

Ms. Garretson shared the current Disruptive Behavior Policy, she stated she felt it needed to be revised. She stated this document helps staff more than the person breaking the policy. Tonight, she wants to share with the board the structure she is looking at for this policy. She asked board members to weigh in on this. She discussed changes on this policy that she would like to make. Shared were samples of other policies similar to this.

She discussed the actions that would occur if someone broke any policies. She stated currently, anyone who violates a policy would be banned. She stated she does not like that and would rather have a step process. She stated one thing she is concerned about is having expository material in the policy. Discussed was protecting the rights and safety of the patrons but most importantly their privacy. She plans to work with staff to see what is necessary to be included in the policy. She stated ahead of the next meeting she would send a draft to all board members, and this could be discussed at the January meeting.

- b) Friends of the Library Meeting (October)
- Presenter:* Julia Curran, Board Member

Ms. Curran stated she has been attending the Friends of the Library meetings which are currently held at 1:00 p.m. on Thursdays. She stated at the last meeting in October, they decided they would be changing their meeting times for 2023. She stated the time would still be at 1:00 p.m. but the April, July and October meetings will be at 4:30 p.m. to encourage the public and board members to attend these meetings. These meetings are not very well attended. She discussed money the board has which is used for building improvements, etc. She stated the book sale would be the last week in March.

She stated Ms. Garretson asked Friends of the Library about programming, this board would talk more about that. Mr. Wheeler asked if the Friends of the Library are the only board that can raise money, Ms. Curran stated that is correct. They help support for example, the Harvest Festival and Summer Reading Program. Ms. Garretson stated Friends of the Library purchased a lot of the furniture in the Children's Room and they usually match on the grants.

Council Member Sims stated from a guidance standpoint, this board needs to work with the Friends of the Library with fundraising, that is how money for library renovations would be raised.

6 LIBRARIAN'S REPORT

- a) October Report
Presenter: Joy Garretson, Library Director

Ms. Garretson stated the circulation continues to be strong and virtual items continue to move. She stated they have not been heavy on teen programs but have been pushing teen volunteers. She stated she would get those numbers to everyone. On Monday, November 7, 2022, new Circulation Supervisor Mel Poole came on board. She stated she is already improving the circulation processes.

She stated it was a great time at the Harvest Festival on October 29, 2022. They talked to a lot of people. She stated the most circulated item in October is the hotspots with the Chromebooks coming in second.

The history room space is almost cleaned out and the office is completely cleaned out. She stated demo starts on the new office space the week after Thanksgiving and should be fully furnished sometime in February.

She shared information on the app Kanopy which allows you to stream items and can be used on a Smart TV. She stated there would be a few Christmas programs coming up.

October 2022 Snapshot

Library Visits: 4,151; Public Computer Sessions: 307; New Patrons Added: 198; Physical Items Borrowed: 9,759; E-Audio Checkouts: 441; E-Book Checkouts: 712; E-Magazine Checkouts: 55

October Programs/Attendance

13 Children's Programs (213 Attendees); 1 Teen Program (3 Attendees); 6 Adult Programs (51 Attendees)

7 OTHER BUSINESS

8 ADJOURNMENT

- a) Adjournment

With nothing further, the meeting was adjourned at 6:17 p.m.

Motion to Adjourn

MOTION: Board Member Curran

SECOND: Board Member Wood

Duly adopted this the 19th of January, 2023.

Julia Curran, Chair

ATTEST:

Heidi L. Holland, CMC, NCCMC
Clerk to the Board & Town Clerk

HOCUTT-ELLINGTON MEMORIAL LIBRARY RULES AND REGULATIONS FOR CONDUCT IN THE LIBRARY

The mission of the Hocutt-Ellington Memorial Library Library ("Library") is to be a welcoming space for building community and connecting people to ideas and resources. Library staff prioritize the comfort and safety of patrons, volunteers, and staff, and the protection of Library property. Disruptive behavior is defined as any patron behavior that interferes with the normal operation of the library, or which unreasonably interferes with another patron's ability to use the library.

The public is required to comply with all library policies, including these following rules and regulations, which have been adopted by the Library Advisory Board.

1. **Noise.** Creating loud, unreasonable, and/or disturbing noises by persons, electronic devices or cell phones is not allowed. Cell phone ringers should be silenced. Cell phone or other electronic conversations must be kept at a level that does not interfere with the library experience of other patrons. Patrons may be asked to step outside in cases of prolonged disruption.

2. **Personal Conduct.** Disorderly conduct of any kind is not allowed. Alcohol and illegal drugs may not be possessed or consumed on library property. Sleeping that interferes with other patrons or with staff activity is not allowed. Selling and/or soliciting of any kind is not permitted. Inappropriate conduct, aggressive behavior, or harassment of other library patrons will not be tolerated.

Blocking aisles, doorways, restrooms, or walkways by people or property (including power cords) is prohibited.

Shirt and shoes must be worn at all times. Personal hygiene that constitutes a nuisance to other Library patrons and employees is not permitted.

3. **Personal Property.** Leaving personal property unattended is prohibited. All property must be within sight of the owner. Library staff are not responsible for the belongings of persons in the library.

Large objects such as carts, bicycles may not be brought into Library facilities with the exception of baby strollers.

3. **Smoking.** Tobacco use of any kind is prohibited **in any Town of Clayton owned facility**, including all libraries. *This includes eCigarettes and vaping devices.*

4. **Children.** Children under the age of ten and any person in need of supervision must be attended by a responsible adult at all times. Children up to the age of 17 must not be left at the library after closing time. Seating in the children's area is prioritized for children and caregivers. No photographs should be taken of children without the express consent of the caregiver.

5. **Food.** Food and beverages may be consumed in the library in designated areas. Liquids should have lids.

6. **Animals.** Only service or assistance animals may be brought into the building. Any service or assistance animals causing a disruption may be asked to leave the library.

7. Restrooms. Library materials should not be taken into restrooms. Restrooms should be utilized in a manner that does not impede use by other patrons and employees.

8. Library Property. Furniture should not be moved or rearranged without prior permission from library staff. Mistreatment or destruction of any town property—including library facilities, furniture, and materials—is not allowed. Skateboarding is not allowed on library property.

9. Library Staff. The harassment and/or ill-treatment of any library employee, volunteer, or representative will not be tolerated. Examples include, but are not limited to, aggressive behavior, sexual advances, inappropriate conversations, stalking behavior, threats, etc.

10. Illegal Conduct or Activities. Any other illegal acts or conduct in violation of Federal, State, or local law, ordinance or regulation including G.S.14-208.18 (Sex offender unlawfully on premises) is not permitted. Carrying weapons of any type with the exception of those allowed under NC General Statutes and is not permitted.

Failure to comply with the Library's rules may result in exclusion from the Library for the day, or permanently and/or in arrest. Any behavior not specifically addressed in this document, but deemed a public hazard, safety violation, disruption, or nuisance is also subject to the following penalties and actions at the discretion of Library management. The order of these penalties and actions may differentiate based on the severity of the violation.

Warnings. When a violation of these regulations is observed by any Library staff member, they will address the occurrence and provide a copy of this document upon request. Three warnings regarding disruptive behavior will require more severe action by Library management.

Temporary Ban. Individuals causing multiple or significant disruptions may be asked to leave the Library for a day or other length of time deemed appropriate by Library management. This will include the individual's library card flagged as inactive for the designated length of time.

Contact of Law Enforcement. For individuals who refuse to comply with these rules and directives of the Library and its staff, law enforcement may be called to assist in mediation and/or removing the individual.

Permanent Ban. Prolonged or extreme behavior that violates library policies and regulations may result in a permanent ban from The Hocutt-Ellington Memorial Library. The individual banned will receive a certified letter as official notice, reviewing their violation(s). Law enforcement will be informed, and any attempt by the individual to return to the Library will constitute as trespassing.

Any disputes of these regulations or actions may be addressed with the Library Director. Appeal of a ban will go before the Library Advisory Board and must include a written statement.