



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, January 19, 2023 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Julia Curran, Chair
Eugene Wheeler, Vice-Chair
Makayla Walden
Etheleen Eason
Katie Turnbull
Amber Revels-Stocks
Lucy Bianchi
Victoria Privette

Staff Present:

Joy Garretson, Library Director
Gabe Johnson, Librarian
Heidi Holland, 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 INTRODUCTION OF NEW MEMBER

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

Ms. Garretson stated in November, Council Member Sims, Laurie Lee and herself interviewed Ms. Bianchi for this vacancy. Ms. Bianchi introduced her self, she stated she has worked for the State Department of Labor and has also taught High School Spanish. She stated she loves books and libraries and is excited to be on this board.

3 APPROVAL OF MINUTES

- a) Approval of Minutes
- November 17, 2022

ACTION: Motion to Approve Minutes

Motion: Board Member Bianchi
Second: Board Member Wheeler
Vote: Unanimous

4 OLD BUSINESS

- a) Policy Review
- Disruptive Patron Policy

Ms. Garretson stated all board members have received a copy of this policy. She stated she wanted this policy to speak more about the spirit of library and promote better library usage. She stated she grouped the different behaviors on this new policy. She discussed each of the main categories. After these ten categories, the penalties and actions for violating these rules are explained.

Ms. Garretson stated once this is approved, this would need to go before Council for approval. Ms. Garretson asked for board members' thoughts. Ms. Revels-Stocks stated she has grammatic changes she would like to submit. Ms. Curran stated this would move forward as being approved with the submitted grammatic changes.

The title of this policy was changed to: Rules and Regulations for Conduct in the Library.

ACTION: Recommendation to Accept and Pass Policy Changes with Suggested Grammatical Changes

Motion: Board Member Walden
Second: Board Member Turnbull
Vote: Unanimous

Recommendation to Accept and Pass Policy Changes

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

Ms. Curran stated she met with Ms. Garretson and they discussed how to proceed with fundraising with the Friends of the Library for the library. She stated there would be a meeting on Thursday, January 26, 2022, at 1:00 p.m., she invited board members to attend. She stated she is trying to get new members on the Friends of the Library and create a sub-committee. She discussed the vision of the Friends of the Library having an upgrade to their website, more social outings, and more social media presence. She stated this group does have money set aside for library upgrades, but she would like to see them reaching out to companies for donations; she stated she would like to push them in this direction.

The book sale would be at the end of March. There would be opportunities for the board members to help if they would like.

5 NEW BUSINESS

- a) Fine Free Discussion
Presenter: Julia Curran, Board Chair

Ms. Garretson stated a lot of libraries have gone fine free and there are great reasons to do this. She showed a map of counties that have gone fine free. Most of the surrounding areas are mostly fine free. We are a small part of the surrounding areas that are not fine free. With Clayton still charging fines, this could drive patrons to Smithfield instead of visiting our library.

She stated historically these fines have been levied to make patrons responsible for returning items on time. Studies show that removing fines achieve better results on book returns. She stated it may take longer to get the book back, but more books are returned. There are about 1,000 items right now that have not been returned and we would likely not get back. She stated right now, if a patron owes \$25.00, they are not able to check anything else out. Staff spends a significant amount of time addressing overdue fines, collecting fees and fielding patron complaints and pleas for fine forgiveness. She stated this is a lot of staff time.

She gathered information on data on these fines. In FY22, the revenue of fines made up less than .5%. That is a lot of work for not a lot of payoff. She stated she is working with GIS to map out the location of the patrons who owe more than \$25.00 in fines. This would also help identify who has a library card. She has identified where to cut corners if this library does go fine free. She stated the library would make approximately \$4800 in fines this year. She asked board members for their thoughts. It was stated it seems like a waste of labor and 100% of these interactions are negative. Ms. Garretson stated she would have something more comprehensive in the next couple months.

- b) Observations from the Library
Presenter: Julia Curran, Board Chair

Ms. Curran stated she would like to bring more discussion to the meetings. She would like to hear about public improvements, programming, board member suggestions and any books they may want the library to purchase. She would like to make this a monthly item. There was board discussion on how citizens receive their information about the library, whether it's social media, website, etc. Ms. Walden stated we need to physically get in front of people. There was detailed discussion on various ways to get information out to our citizens. Ms. Garretson stated everything that is being said, they are currently working on this.

There was discussion on having a book bus that would travel to locations where transportation is an issue. Ms. Curran encouraged board members to tell everyone about Cardinal as well as E-Books and Kanopy. Ms. Walden suggested the library write a blog and highlight a book of the week or month. She stated she would be willing to help with this blog.

There was discussion on requesting books, Gabe Johnston stated they purchase about 90% of the books requested.

6 LIBRARIAN'S REPORT

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

Ms. Garretson spoke about the new streaming service, Kanopy. She stated it landed in November. She stated the number of checkouts is already at 47; she expects this to grow.

She stated in December the library teamed up with MOMS Club of Clayton and 70 kids wrote letters to Santa. 76 items were donated for the Food for Fines which did offset \$103 of fines. The furniture for the new staff room is on order and should arrive the beginning of March. The library hosted an Angel Tree for the Harbor House of Johnston County and made a large donation of sheets, towels, paper towels and cleaning supplies.

Gabe Johnson was present to speak about the migration into Cardinal. He stated a lot is changing. He discussed the meetings with the representative from Cardinal to get the program off the ground. He discussed the new efficient process of checking in books. He stated primarily now there is only one staff member doing this which reduces the number of hands that touches the items.

November 2022 Snapshot

Library Visits: 3,739; New Patrons: 152; Physical Items Circulated: 8,778; E-Book Checkouts: 578; E-Audio Checkouts: 436; E-Magazine Checkouts: 38; Kanopy Checkouts: 5; Public Computer Sessions: 261

November 2022 Programs/Attendance

11 Early Literacy Programs/Attendance: (225 attendees); 1 Elementary Program (1 attendee); 1 Young Adult Program (5 attendees); 6 Adult Programs (55 attendees)

December 2022 Snapshot

Library Visits: 3,598; New Patrons: 200; Physical Items Circulated: 7,115; E-Book Checkouts: 626; E-Audio Checkouts: 452; E-Magazine Checkouts: 35; Kanopy Checkouts: 31; Public Computer Sessions: 233

December 2022 Programs/Attendance

3 Early Literacy Programs/Attendance: (37 attendees); 5 Elementary Programs (54 attendee); 1 Young Adult Program (6 attendees); 4 Adult Programs (44 attendees)

7 OTHER BUSINESS

8 ADJOURNMENT

- a) Adjourn

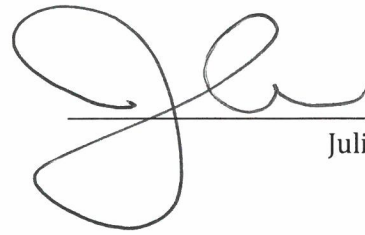
ACTION: Motion to Adjourn

Motion: Board Member Wheeler

Second: Board Member Bianchi

Vote: Unanimous

Duly adopted this the 16th day of February 2023.

A handwritten signature in black ink, appearing to be 'J. Curran', written over a horizontal line.

Julia Curran, Chair

ATTEST:

A handwritten signature in blue ink, reading 'Heidi L. Holland', written over a horizontal line.

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

