



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, June 15, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Adoption of Minutes

- May 18, 2023

[May 18, 2023 DRAFT Minutes](#)

POTENTIAL ACTION: Motion to Approve Minutes

3. OLD BUSINESS

a. Policy Review: Programming Policy

Presenter: Joy Garretson, Library Director

[Working Draft Programming Policy](#)

POTENTIAL ACTION: Adoption of Programming Policy

b. Policy Review: Co-sponsored Programs and Exhibits Policy

Presenter: Joy Garretson, Library Director

[Co-Sponsored Programs and Exhibits Policy](#)

POTENTIAL ACTION: Adoption of Co-sponsored Programs and Exhibits Policy

c. Fine Free Program

Presenter: Joy Garretson, Library Director

4. SPECIAL PRESENTATION

a. Library Board Training

Presenter: Lynda Reynolds, Acting Director Library Development/Public
Library Management Consultant State Library of North Carolina

5. OBSERVATIONS FROM THE LIBRARY BOARD

a. *Presenter:* Julia Curran, Board Chair

6. UPDATE ON FRIENDS OF THE LIBRARY

a. *Presenter:* Julia Curran, Board Chair

7. LIBRARIAN'S REPORT

a. *Presenter:* Joy Garretson, Library Director; Mel Poole, Circulation Librarian

8. OTHER BUSINESS

9. ADJOURNMENT

a. Motion to Adjourn

POTENTIAL ACTION: Motion To Adjourn



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

Seconder: 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 Crafts 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

Julia Curran, Board Chair

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

May 18, 2023
Minutes

Programming Policy

The Hocutt-Ellington Memorial Library ("Library") is a welcoming space for building community and connecting people to ideas and resources. The Library aims to provide high-quality, engaging programs that reach people of all ages and backgrounds. Our informative programs portray a variety of viewpoints in order to meet the needs of Clayton's diverse community. All programs are created to support the Library's mission, vision, and goals. The Library provides free and open access to services, resources, and programs. Library-planned programs are available to all community members regardless of age, race, religion, gender, or political affiliation.

Purpose of programming

Library programs are developed to reflect our community, respond to emerging community interests, and sustain demonstrated interests and demand. Library programs extend and promote the role of the Library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the Clayton community.

Programs also reflect equitable outreach and engagement to a diverse community while promoting a culture of inclusion and accessibility. The Library supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association. The Library upholds the right of individuals to access information, even though the content may be controversial or unacceptable to others.

Programming guidelines

All programs will contribute to the Library's aim to create a welcoming space, whether in the Library or at outreach events. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Ultimate responsibility for programming at the Library rests with the Library Director, who designates staff to create and implement programming. Programs will be developed in adherence to the following guidelines:

- Relation to Library mission and service goals
- Community needs and interest
- Presentation quality and appropriateness of content for intended audience
- Presenter expertise, qualifications, and reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

Library programs are not used for commercial, religious, recruitment, or partisan purposes or for the solicitation of business. However, educational programs such as candidate forums that include invitations to all recognized candidates, may be offered. Library programs may address religious themes

to educate or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

Outside presenters, volunteers, and co-sponsors

The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, educational, and cultural institutions as well as with qualified individuals to develop and present co-sponsored programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

Library selection of a co-presenter does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will be made on the merits of the program in serving the interests of community members. Co-sponsors should adhere to the [Co-sponsored Programs and Exhibits Policy](#).

Evaluation

Periodically, evaluation forms will be distributed to program participants so that staff may know what has been successful and so that staff may receive ideas for new programs. Recurring programs, such as story times, book discussions, and regularly scheduled programs with repeat attendees, should receive a program evaluation at least once per quarter.

Patron and registration guidelines

Library programs will be posted via online calendar at least 60 days prior to the start of any program.

Some programs may be developed for a particular audience, i.e., attendees should be within the appropriate age group (such as children, teens, or adults) or may require an accompanying adult. All program participants must comply with the Library's Rules and Regulations for Conduct in the Library. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format, and program presenters and the relevance and suitability of topic, messages, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes. In each program, staff will provide participants an opportunity to opt out of photographs.

The Library will require registration for some events to allow for planning purposes or space limitations. In some cases, the nature and success of a program may limit attendance. The Library Director will have final approval.

Programs may be canceled due to inclement weather, low registration, technical difficulties, presenter absence, or at the discretion of the Library Director. Canceled programs are not necessarily rescheduled.

Challenging a program

The Library welcomes expressions of opinion from Library cardholders concerning programming. Patrons who have concerns about a program should first share their concerns with the Library staff member in charge of the event.

Any Library cardholder who wishes for the Library to reconsider the presentation of a Library program must fill out a "Request for Review of Library Program, Co-sponsorship, or Exhibit" form, either by contacting the Library Director for the form or by picking up a copy of the form at the front circulation desk. The request will be considered by a committee composed of the Library Director, the Library Management Team, and other staff as appropriate. The committee will communicate its decision in writing within 30 days to the person making the request.

If the person requesting the change is not satisfied with the decision, he or she may send a written appeal to the Director, who will present the appeal to the Library Advisory Board for their ultimate decision. The Library Advisory Board will review the appeal at their next regular meeting and will issue a final written decision to the person in question. The decision of the board is final.

Co-sponsored Programs and Exhibits Policy

The Hocutt-Ellington Memorial Library ("Library") is a welcoming space for building community and connecting people to ideas and resources. The Library welcomes the opportunity to co-sponsor programs and exhibits with other organizations and individuals. This policy applies to all programs and exhibits co-sponsored by the Library with other organizations or individuals at all Library service locations.

Co-sponsored programs and exhibits guidelines

The Library considers the following criteria in approving co-sponsorship of a program or exhibit:

- Relatedness of the program or exhibit to the mission of the Library
- Potential to promote the use of library materials and services
- Anticipated quality of program or exhibit; e.g., skilled presenters, interesting topics, timeliness of material, appropriateness of subject and approach; graphic and/or artistic quality
- Contribution to the variety and balance of pre-existing library programs and exhibits
- Likelihood of a successful collaboration
- Other demands for space and staff time

The Library provides staff assistance, meeting room and display space, and marketing support for programs and exhibits that meet the criteria for co-sponsorship, as agreed upon in advance with the co-sponsoring group. Co-sponsorship agreements must be pre-approved by Library staff. **Library co-sponsorship of a program or exhibit does not constitute an endorsement of the content of the program or the views expressed by the presenter or exhibitor.**

Fees and Sales

Exhibits

No selling of goods or services is permitted through library exhibits, except in the case of Fundraising to benefit the Library or sponsored by the Friends of the Library.

Programs

All programs must be open to the public. Fees are permitted for co-sponsored programs when the fee is solely for materials provided to the participants. If there is a fee, the individual or group conducting the program may be required to enter into a contractual agreement with the Library.

Sales of goods during programs will be allowed only for fundraisers to benefit the Library or during Library-sponsored programs that featuring the sale of books, music, movies, or other items by authors, performers, or presenters (such as author readings and writing programs).

Liability

Care will be taken to protect exhibit materials, but the Library cannot be responsible for loss, theft, or damage.

Requests for Review of Decisions Regarding Programs and Exhibits

Persons who disagree with a decision regarding co-sponsorship of a program or exhibit may appeal the decision by completing a "Request for Review of Library Program, Co-sponsorship, or Exhibit" form.

The Library welcomes expressions of opinion from Library cardholders concerning co-sponsorship of a Library program or exhibit. Patrons who have concerns about a co-sponsorship should first share their concerns with the Library staff member in charge of the event or exhibit.

Any Library cardholder who wishes for the Library to reconsider the co-sponsorship of a Library program or exhibit must fill out a "Request for Review of Library Program, Co-sponsorship, or Exhibit" form, either by contacting the Library Director for the form or by picking up a copy of the form at the front circulation desk. The request will be considered by a committee composed of the Library Director, the Library Management Team, and other staff as appropriate. The committee will communicate its decision in writing within 30 days to the person making the request.

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