



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, April 20, 2023 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Approval of Minutes
 - March 16, 2023[March 16, 2023 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

3. OLD BUSINESS

- a. Collection Management Policy Update
Presenter: Julia Curran - Library Board Chair
[Highlighted Hocutt-Ellington Memorial Library Collection Management Policy](#)
- b. Volunteer Opportunities
Presenter: Joy Garretson - Library Director

4. NEW BUSINESS

- a. Downtown Strategic Plan Update
Presenter: Julia Curran - Board Chair
 - b. Proclamation for National Library Week
Presenter: Julia Curran - Board Chair
 - c. Policy Review: Programming Policy
Presenter: Joy Garretson - Library Director
- POTENTIAL ACTION:** Approval of Policy

5. OBSERVATIONS FROM THE LIBRARY BOARD

6. UPDATE ON FRIENDS OF THE LIBRARY

- a. *Presenter:* Julia Curran - Board Chair

7. LIBRARIAN'S REPORT

- a. *Presenter:* Joy Garretson - Library Director, Gabe Johnson - Cataloging 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, March 16, 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
Lucy Bianchi

Staff Present:

Michael Sims, Council Liaison
Joy Garretson, Library Director
Mel Poole, Circulation Supervisor
Heidi Holland, Town Clerk

Board Members Absent:

Cynthia Wood

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Approval of Minutes
• February 16, 2023

Motion to Approve Minutes

MOVER: Board Member Revels-Stocks

SECONDER: Board Member Eason

3 OLD BUSINESS

- a) Update on NC Cardinal
Presenter: Mel Poole, Circulation Supervisor

Ms. Poole was present to discuss this update. She stated this program went live on March 2, 2023. She has received a lot of positive feedback. There have been some issues but other than those, it is running smoothly. Resource lending would not happen until April 3, 2023. Soon, the website would have carousels that would show books that are best sellers or new arrivals.

b) Update on Circulation Policy

Presenter: Joy Garretson, Library Director and Mel Poole, Circulation Supervisor

Ms. Garretson stated they have worked on this a lot. The original policy was inconsistent. She stated this would not be voted on tonight by the board because of the fine free conversation, which is part of this policy. She will be meeting with the Executive Team between now and the next board meeting to discuss the fine free with them and then present it to Council. The library is losing about \$2,000 a year because of these fines. She stated these fines make patrons upset and possibly turn away from the library. She would like board members to come to the Council meeting this would be presented at to speak about this. Once this goes through Council, this policy would be shared with the board.

4 NEW BUSINESS

a) Volunteer Opportunities

Presenter: Joy Garretson, Library Director

Ms. Garretson shared the QR code for volunteer signup. She discussed future events that she would like board members to volunteer for. She discussed the Author Expo which would be held at The Clayton Center on March 25, 2023 from 10:00 a.m. – 2:00 p.m. She stated she would need two people that morning. 20 authors will be in attendance.

National Library Week is April 23-29, she will be at Boulevard doing outreach on March 25, 2023 from 7:00 a.m. – 12:00 p.m. Summer Reading Kick-Off will be June 10, 2023 from 11:00 a.m – 2:00 p.m.

5 OBSERVATIONS FROM THE LIBRARY BOARD

a) *Presenter:* Julia Curran, Board Chair

Ms. Curran asked bm if there was anything anyone wanted to share. Ms. Bianchi stated she has been talking to citizens about the library. She discussed getting more information about library cards. Ms. Curran shared information on the SEED program, held by the Clayton Jr. Woman's Club. She stated they would be available for pick up at the Farmer's Market. She has been in contact with the Johnston County Master Gardeners and hopes to have a few programs with them.

6 UPDATE ON FRIENDS OF THE LIBRARY

a) *Presenter:* Julia Curran, Board Chair

Ms. Curran stated a website is being worked on to attract more membership and communication. She hopes to present it in the next week or two to the Friends of the Library board. She discussed the times and dates the Used Book Sale would be held and asked if anyone wished to help out. She stated there would be a meeting in April at 4:00 p.m., she asked if any members could attend and how support that would be great.

7 LIBRARIAN'S REPORT

a) *Presenter:* Joy Garretson, Library Director

Ms. Garretson stated visits are up from last year. Prior to removing the out-of-town fee, the number of new patrons was an average of 75-80 per month; it is now steady at around 200. Physical circulation is well above last year's trends. Public computer sessions have gone up and Kanopy continues to rise. More patrons are also asking for private study room.

The library would be closed on March 23, 2023 to receive their new future and active shooter training for staff would be that day as well. Toddler Storytime is so popular it has been expanded to two storytimes each Tuesday.

February 2023 Snapshot

Library Visits: 4,455; New Patrons: 212; Physical Items Circulated: 8,167; E-Book Checkouts: 719; E-Audio Checkouts: 467; E-Magazine Checkouts: 33; Kanopy Checkouts: 84; Public Computer Sessions: 460

February 2023 Programs/Attendance

12 Early Literacy Programs/Attendance: (342 attendees); 4 Elementary Programs (71 attendees); 1 Young Adult Program (12 attendees); 7 Adult Programs (81 attendees)

8 OTHER BUSINESS

9 ADJOURNMENT

a) Adjourn

With nothing further, the meeting was adjourned at 6:05 p.m.

Motion to Adjourn

MOVER: Board Member Bianchi

SECONDER: Board Member Turnbull

Duly adopted this the 20th day of April, 2023.

Julia Curran, Chair

ATTEST:

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

COLLECTION MANAGEMENT POLICY

Purpose of Policy

The Hocutt-Ellington Memorial Library ("the Library") is a community institution dedicated to the concept of fair and equal service for all. This Collection Management Policy provides guidelines for library staff in their role as selectors and maintainers of Library materials. It also serves as a method of communicating the Library's principles to all interested stakeholders.

Principles

Hocutt-Ellington Memorial Library Mission, Vision, Values, and Strategic Plan

Endorsement of ALA Statements

The Library supports the following statements from the American Library Association:

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

[Freedom to View Statement](#)

[Statement on the First Amendment and Censorship](#)

Inherent in the collection development philosophy is an appreciation for everyone who uses the Library. The Library provides materials to support each individual's journey and does not place a value on one patron's needs or preferences over another's.

Intellectual Freedom

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

Hocutt-Ellington Memorial Library

Decisions about what materials are suitable for particular children should be made by the people who know them best: their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or young adults.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner.

Procedures

Materials Selection: General Collection, Large Print Collection, Audiovisual Collection, and Digital Collections

The Library's 2022-2027 strategic plan states that our Library's collections serve several purposes. They "cultivate curiosity and inform the public" and "reflect our community and are accessible to users of all ages." This mission is the foundation of collection development and management at the Library.

All Library acquisitions, whether purchased or donated, are considered and evaluated using the same standards. Using the following criteria, materials are evaluated and selected by the Library staff. Ultimate responsibility for selection rests with the Library administration.

The Library selects material on a variety of criteria including but not limited to:

- Fulfillment of the Library's mission for collections (stated above)
- currency
- relevance or popularity of topic
- demand/anticipated demand
- authority/critical review
- local significance
- uniqueness of information
- expressed needs and interests of Clayton residents
- date of publication
- expression of challenging or alternative points of view
- accessibility for multiple patrons for electronic materials

Materials Selection: Historical Collection

For Historical Collection acquisition guidelines, please refer to the Historical Collections Policy.

Donations:

No conditions may be imposed on the Library relating to the donated funds, items, books, and/or other materials for acceptance by the Library. The Library does not accept obviously used items into its circulating collection.

Patrons who wish to make memorial book donations should contact the Library at ClaytonLibrary@townofclaytonnc.org.

Materials Deselection

The Library continuously reviews its collections and removes materials that are worn, obsolete, or unnecessary duplicates. This act is also known as "weeding" and is an on-going process. When sources become dated and misrepresentative of current knowledge, they are marked for removal from the collection. Staff receive training and guidance for weeding from the library director and supervisors.

Replacement of lost or weeded materials is not automatic but is evaluated based on the same criteria as new purchases.

The Library deselects material on a variety of criteria as laid out in the CREW method, which gives six general criteria for weeding items from the collection, once date of acquisition and standard is taken into account. More information about CREW can be found [here](#).

Community Suggestions

The Library welcomes expressions of opinions from the public concerning materials selected or not selected for inclusion in its collections. Requests to add or remove materials will be considered within the context of the principles affirmed in this document. Patrons wishing to suggest an item for inclusion in the collection may complete a [purchase suggestion via the library's website](#) or ask for such a suggestion to be completed by Library staff.

All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help in developing collections which serve the interests and needs of the community.

Requests for Consideration

Anyone who wishes for the Library to reconsider the acquisition of an item in its collection must fill out a "Request for Reconsideration" form, either [online](#) or by picking up a copy of the form at the front circulation desk. All requests will be reviewed by the library director, and a written response will be sent to the person requesting the change.

If the person requesting the change is not satisfied by 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.

Created 2016; Updated March 2021; Updated October 2022.