



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, April 20, 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
Kathyrn Turnbull
Victoria Privette
Makayla Noel Walden
Lucy Bianchi

Staff Present:

Michael Sims, Council Liaison
Joy Garretson, Library Director
Heidi Holland, Town Clerk
Sam Johnson-Phillips, Deputy 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 APPROVAL OF MINUTES

- a) Approval of Minutes
- March 16, 2023

Approval of Minutes

MOVER: Kathyrn Turnbull

SECONDER: Lucy Bianchi

3 OLD BUSINESS

- a) Collection Management Policy Update
Presenter: Joy Garretson - Library Director

Ms. Garretson provided background information on this policy. She discussed a situation in the library of a book a patron found objectionable. What came out of this situation resulted in digging back into the policy. Ms. Garretson stated the last page of the policy has been updated, she discussed these changes. Speaking with

staff, Ms. Garretson stated she may call this "Request for Review of Materials" versus "Request for Reconsideration". Ms. Garretson discussed these changes and updates.

Ms. Garretson posed a question; do we want the patrons to come into the library to fill this form out or fill it out online. In the past if patrons wanted to talk to the Library Director, they would have a conversation about it. She stated when you talk about it with the patrons, it results in a positive situation. Her suggestion is to request this form to be reviewed by the Library Selection Team and the Library Director sends a written response within 30 days. She asked if anyone has questions or considerations.

Katie Turnbull and Julia Curran stated they felt like they should be cardholders at the library to file a complaint. They think it's important for patrons to come in and speak with Ms. Garretson. There was further discussion on whether patrons should come in to pick up a form or be able to fill this out online. Ms. Garretson stated another piece is the book that should be in our collection. She stated we can't challenge books the library does not own.

There was discussion on the Safe Child Policy.

Motion to Approve Collections Management Policy with Suggested Changes

MOVER: Victoria Privette

SECONDER: Makayla Noel Walden

b) Volunteer Opportunities

Presenter: Joy Garretson - Library Director

Joy Garretson stated there are volunteer opportunities available. There is one opportunity available this Saturday located at Corinth holders for Cultural Heritage Day. Ms. Garretson stated she would be there between 11:00 a.m. – 5:00 p.m. She asked Board Members to look at the signup form and see if there is an event anyone would like to volunteer for.

4 NEW BUSINESS

a) Downtown Strategic Plan Update

Presenter: Julia Curran - Board Chair

Julia Curran attended an event focused on rebranding downtown. There was discussion on revising the Think Clayton design to keep Clayton ahead of our competitors. One of the participants was with an HOA, he stated there is a lot of disconnect between neighborhoods and downtown. Another statistic is Clayton is called a "bedroom town". 6,000 people come to work; 8,000 leave Clayton to go to work.

- b) Proclamation for National Library Week
Presenter: Julia Curran - Board Chair

At the April 17th Council meeting, Mayor McLeod read this proclamation into the record and presented this to Ms. Joy Garretson and Board Members.

Friends of the Library members, as well as Library Advisory Board members Victoria Privette, Eugene Wheeler and Julia Curran, were present.

- c) Policy Review: Programing Policy
Presenter: Joy Garretson - Library Director

Ms. Joy Garretson stated this is a new policy, she provided information on how this is being created. She shared what this policy defines.

She stated as the library builds its program, they need a policy for it. As a policy is created from scratch, Ms. Garretson stated she looks at how surrounding municipalities create their policies. Over the next month she would be working on this policy. She discussed her process of creating policies. She asked if there were any questions Board Members would like to have addressed in this policy. Ms. Curran thought if someone desired to have programming here to have them fill out a form, that way an outline is provided and if someone challenges the program, you have documentation of what was approved. There was discussion on the scope of programming.

5 OBSERVATIONS FROM THE LIBRARY BOARD

- a) Ms. Curran stated cardinal has launched and you can borrow books from all over. Ms. Garretson demonstrated how to search for books. It was suggested to have a how-to on this system.

6 UPDATE ON FRIENDS OF THE LIBRARY

- a) *Presenter:* Julia Curran, Board Chair

Next Thursday, April 27 at 4:00 p.m., Friends of the Library would be meeting at the library. Ms. Curran stated the book sale was very successful.

7 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson - Library Director, Gabe Johnson - Cataloging Librarian

Ms. Garretson stated March was busy, visits have been up significantly since last year and new patrons have increased. There were 3,000 more physical items circulated than last month. All kids programs have increased.

March 2023 Snapshot

Library Visits: 4,236; New Patrons: 250; Physical Items Circulated: 11,618; E-Book Checkouts: 842; E-Audio Checkouts: 543; E-Magazine Checkouts: 38; Kanopy Checkouts: 77; Public Computer Sessions: 457

March 2023 Programs/Attendance

11 Early Literacy Programs/Attendance: (380 attendees); 2 Elementary Programs (15 attendees); 1 Young Adult Program (12 attendees); 6 Adult Programs (71 attendees)

8 OTHER BUSINESS

- a) *Presenter:* Gabe Johnson - Council Liaison

Council Member Mr. Sims discussed the renovations desired from the library. The library has made the cut for the top 10 CIP projects. Will be working out these details, hopefully will be able to begin next year.

Gabe Johnson spoke about how books are collected at the library. Purchases are primarily for adult collection. Gabe has a lot of guided data. He receives reports from vendors. If you buy an author, authors similar to them are suggested. Some data points are patron request, staff observation, and local interest. Another thing looked at is if it's available in another format. Vendors highlight things like most in demand, best sellers, etc. Mr. Johnson verifies if this comes from a reputable author or publisher. He spoke on cardinal requests.

9 ADJOURNMENT

- a) Motion to Adjourn
Presenter: Julia Curran - Board Chair

With nothing further, the meeting was adjourned at 6:43 p.m.

Motion To Adjourn

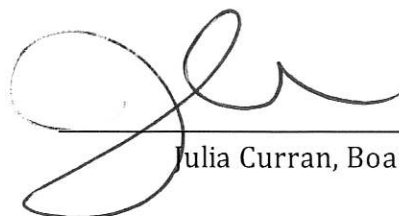
MOVER: Kathyryn Turnbull

SECONDER: Lucy Bianchi

Duly adopted this the 18th day of May, 2023.



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



Julia Curran, Board Chair

