



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, August 17, 2023 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Julia Curran
Amber Revels-Stocks
Kathryn Turnbull
Victoria Privette
Makayla Noel Walden
Lucy Bianchi
Michael Sims, Council Member Liaison

Staff Present:

Joy Garretson, Library Director
Sam Johnson-Phillips, Deputy Town Clerk

Board Members Absent:

Etheleen Eason
Eugene Wheeler
Cynthia Wood

1 CALL TO ORDER

- a) Ms. Curran called the meeting to order at 5:35 p.m.

2 APPROVAL OF MINUTES

A revision to the minutes was presented by Ms. Joy Garretson which entailed the Summer Reading kick-off was reported to have approximately 300 people versus the 400 people reported during the June 15, 2023 meeting.

- a) Adoption of Minutes
Presenter: Julia Curran, Library Board Chair

Motion to Approve Minutes

MOVER: Lucy Bianchi
SECONDER: Makayla Noel Walden

3 OLD BUSINESS

- a) Policy Review: Circulation Policy Updates
Presenter: Joy Garretson, Library Director

Per Ms. Garretson she communicated not much has changed. It was reported children ages 5-17 can be issued a library card with the consent of a parent/guardian. The parent/guardian must be a card holder. Items are available for everyone, it was stated this would be solely under the parents/guardian discretion.

There was discussion by Ms. Garretson that more will be done with the senior center. Ms. Garretson expressed expanding the courier service.

Ms. Garretson announced games are now available to be loaned out for up to 21 days at a time, with two game loans per account. It was reported 8-9 games have been checked out. Ms. Lucy Bianchi asked where the games are located. Ms. Garretson responded, next to the graphic novels in the adult circulation room (Main Library). Ms. Garretson informed the board that technology lending is the only fines collected.

Ms. Curran requested clarification on Fines and Fees language regarding children's loaned items. It was stated the fines and fees are placed on the adult/guardians account, the child will not be charged.

There were no other questions. Ms. Garretson advised this policy will go into effect immediately.

Adoption of Circulation Policy Updates

MOVER: Kathryn Turnbull

SECONDER: Lucy Bianchi

4 NEW BUSINESS

- a) *Presenter:* Joy Garretson, Library Director

There was discussion regarding changes in the building. Ms. Garretson provided handouts and presented slides. Ms. Garretson communicated items have been moved over to storage spaces. It was expressed that when shipments arrived they were processed in the main area on the floor. The old space had enough room for one person to work. It was stated six people are now able to work in that space.

Discussion continued regarding staffing. Ms. Garretson communicated how staffing has affected the operations:

Circulation Department:

- Consistent application of policy
- Streamlined processes
- Staff questions/issues are addressed quickly and regularly
- Patron communications made on a regular schedule (lost item notice, etc)

Outreach and Marketing:

- With Community Engagement Intern Meredith has been able to create templates for posts for an entire year of special holidays/events
- Created a bank of photos to pull on throughout the year
- Able to gather survey responses for our programs

This information was shared on 8/21/2023 at the Rotary, Ms. Garretson sent invitations.

Changes in our Resources:

- Between March 3 and June 30, users borrowed 857 items from Cardinal libraries and the library 852 items to patrons from other Cardinal libraries.
- Added Kanopy streaming video to our e-collections.
- Added Craftsy tutorials to our e-collections.
- Went fine free for all book/audiobook resources.

Hocutt-Ellington Memorial Library**July 2022-June 2023**

<u>Service Measure</u>	<u>FY 23 Total</u>	<u>Change From</u>
<u>FY 2022</u>		
Visits	54,176	+42.89%
Physical Circulation	117,210	+36.4%
E-Circulation	16,029	+28.9%
*Public Computer Use	5,001	+114.6%
Registered Users	8,252	+96.3%
Early Lit Programs Held	97	+155.3%
Early Lit Program Attendance	2,922	+154.5%
Children's Programs Held	52	+36.84%
Children Program Attendance	2,118	+95.6%
Teen Programs Held	18	-10%
Teen Program Attendance	151	+23.7%

Adult Programs Held	77	+14.9%
Adult Program Attendance	999	+61.7%

**The Library Managers and Library Board Completed the Following:
Policy Updates:**

- Collection Management Policy
(October 2022)
- Library Disruptive Behavior Policy
(Changed to Rules and Regulations for Conduct in the Library)
- Circulation Policy
(Some Updates February 2023)

New Policies:

- Historical Collections Policy
(September 2022)
- Programming Policy
(June 2023)
- Co-Sponsored Programs and Exhibits Policy (June 2023)

Ms. Garretson stated there were three new policies, two of which will go to Town Attorney Cauley.

5 LIBRARIAN'S REPORT

- a) *Presenter:* Joy Garretson, Library Director; Meredith Murphy, Community Engagement Intern
*Photo opportunity for Library Board Members

Ms. Garretson enthusiastically introduced Ms. Murphy and explained what she accomplished as the Community Engagement Intern. It was reported that Ms. Murphy attended 17 programs. It was also stated that Ms. Murphy created a hashtag #didoeknow that referenced historical post. There was discussion regarding the different templates Ms. Murphy created for social media.

6 UPDATE ON FRIENDS OF THE LIBRARY

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

Ms. Curran stated she was not able to attend because of the time change. It was reported Tuesday September 19th there will be voter registration. It was stated that the voter registration will not be in regard to any candidate.

There was discussion on possibly doing another Deep River event.

8 OTHER BUSINESS

- a) *Presenter:* Joy Garretson, Library Director

Ms. Garretson went to ALA, stated there are programs open to individuals with dementia and their helpers. Ms. Garretson has expressed an interest and may partner with Smithfield. Discussion continued on to do some conversations clubs.

9 ADJOURNMENT

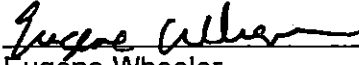
With nothing further, the meeting was adjourned at 6:21 p.m.

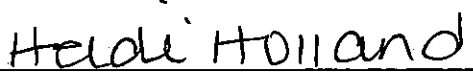
- a) Motion to Adjourn
Presenter: Julia Curran, Board Chair

Motion To Adjourn

MOVER: Lucy Bianchi
SECONDER: Kathryn Turnbull

Duly adopted this the 21st day of September 2023.


Eugene Wheeler
Vice-Chair


Heidi Holland
Town Clerk

