



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, October 20, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. INTRODUCTION OF NEW BOARD MEMBERS

- a. Introduce New Board Members
Presenter: Laurie Lee, Board Chair

3. APPROVAL OF MINUTES

- a. Draft Minutes
- September 15, 2022
[September 15, 2022 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Draft Minutes

4. OLD BUSINESS

- a. Policy Update Review
- Collection Management Policy
Presenter: Joy Garretson, Library Director
- b. Policy Review Schedule Timeline
- Discuss Revisions to this Schedule
Presenter: Joy Garretson, Library Director

5. NEW BUSINESS

- a. 2023 Meeting Schedule
Presenter: Heidi Holland, Town Clerk
[2023 Meetings](#)

POTENTIAL ACTION: Approval of 2023 Meeting Schedule

- b. Chair and Vice-Chair Nominations Discussion
Presenter: Laurie Lee, Board Chair

6. LIBRARIAN'S REPORT

- a. September Report
Presenter: Joy Garretson, Library Director

7. OTHER BUSINESS

8. ADJOURN

- a. Motion to Adjourn
- POTENTIAL ACTION:** Motion to Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, September 15, 2022 at 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

Board Members Present:

Laurie Lee, Board Chair
Vanessa Flores-Watson, Vice-Chair
Julia Curran
Kathryn Turnbull
Amber Revels-Stocks
Victoria Privette

Staff Present:

Council Member Sims
Joy Garretson, Library Director
Heidi Holland, Town Clerk

Board Members Absent:

Etheleen Eason
Eugene Wheeler

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:30 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
• August 18, 2022

ACTION: Adoption of Draft Minutes

Mover: Board Member Curran
Second: Board Member Flores-Watson
Vote: Unanimous

3 OLD BUSINESS

- a) Historical Collections Policy
Presenter: Joy Garretson, Library Director

Ms. Lee stated last month this was presented and changes were made. Ms. Garretson stated she just incorporated what was asked and an update was sent out in the agenda packet. She went over the changes that were made.

ACTION: Adoption of Policy

Mover: Board Member Privette
Second: Board Member Curran
Vote: Unanimous

4 NEW BUSINESS

a) Policy Update Review

- Collection Management Policy

Presenter: Joy Garretson, Library Director

She stated this is a priority because a lot of libraries are having book and display challenges. She discussed situations on controversial material in the library. In this policy, the changes in red are items she wants to change or is adding. She discussed these items. She shared with the board Lee County's Collection Development Policy. She stated they have some of the same things we have. She stated at the end of their policy they have Appendices, when those are pulled up online, there are links about First Amendment and Statement on Censorship. She stated if board members like this, the could be done on our policy.

There was discussion on how to word the donations portion. She shared a Request for Reconsideration Form and asked if the title needs to be changed. This form allows the library the opportunity to decide what books to keep on the shelf and how to handle controversial challenges. She stated on Lee County's policy, there is a list of steps on how the situation was handled, she stated she likes the idea of this.

It was stated to bring this back on the October agenda for approval.

5 LIBRARIAN'S REPORT

a) August Report

Presenter: Joy Garretson, Library Director

Ms. Garretson stated August had lots of checkouts and E-Books, Audio Books and E-Magazines are all up. There were not that many programs in August, because of a break after the Summer Reading Program. She stated the library is working on the Barcoding Project and are a 1/3 of the way through, over 13,000 items have been barcoded. 1182 patrons have transferred to the new red Cardinal cards which is a quarter of active users.

The Circulation Supervisor position has been opened, she has received great applications. She hopes to have this position filled by mid-October.

She provided a full year statistical report for the last fiscal year. She stated the library had a good year last year since COVID with over 37,000 visits. She stated there were no indoor children's programs which drove the numbers down. The circulation was up as well as the E-Book and Audio book checkouts.

She stated they gave away over 1,500 books to the Clayton Community and hosted 22 community programs. She stated the Chromebook and hot spot programs have really gone up. She discussed the State Library's Report. When this is finished, she would share this with everyone.

August 2022 Snapshot

Library Visits: 4,873; Physical Items Circulated: 11,429; E-Audio Checkouts: 419; E-Book Checkouts: 764; E-Magazine Checkouts: 41; New Patrons: 248

August Programs/Attendance

1 Children's Program (8 Attendees); 7 Adult Programs (53 Attendees).

6 OTHER BUSINESS

- a) Downtown Development Strategic Planning Session Discussion
Presenter: Board Members

Ms. Lee stated Ms. Curran, Ms. Revels-Stocks and herself sat in on different focus group geared to downtown stakeholders. Ms. Lee stated the one she went to was five different downtown retailers. She stated she spoke about the need for a larger library and a place for the history collection. She stated the consultants were shocked the Town did not have the space for this. Ms. Revels-Stocks stated her group was smaller with only 3 people. She discussed her interaction with this group. She shared the discussion on walking from a parking space with no lights or crosswalks.

Ms. Curran discussed her group she was with. She stated she brought up the parking issue in downtown. The discussion was focused on stormwater regulations and development so she didn't get to talk too much about the library. She stated it seemed productive and glad other board members had different discussions.

OTHER DISCUSSION

Ms. Curran discussed herself and other board members were at the Farmer's Market at Last Friday and were able to do a lot of outreach. Ms. Lee stated a lot of new cards were issued that evening.

7 ADJOURN

- a) Motion to Adjourn

ACTION: Motion to Adjourn

Mover: Board Member Flores-Watson

Seconder: Board Member Curran

Vote: Unanimous

Duly adopted this the 20th day of October, 2022.

Laurie Lee, Chair

ATTEST:

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

September 15, 2022
Minutes

TOWN OF CLAYTON
HOCUTT-ELLINGTON MEMORIAL
LIBRARY ADVISORY BOARD
2023 MEETINGS



January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023

July – No Meeting

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December – No Meeting

*Meetings are held every other month on the THIRD Thursday of the month at 5:30 p.m. at Hocutt-Ellington Memorial Library located at 100 S. Church Street, unless otherwise noted.**

*In accordance with NCGS § 143-318.10,
this is an official meeting of the board and is open to the public.*

ADOPTED BY HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD:

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