



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

Board Members Present:

Laurie Lee, Chair
Etheleen Eason
Julia Curran
Katie Turnbull
Eugene Wheeler
Amber Revels-Stocks
Vanessa Flores-Watson, Vice-Chair
Makayla Walden

Staff Present:

Michael Sims, Council Liaison
Joy Garretson, Library Director
Heidi Holland, Town Clerk

Board Members Absent:

Victoria Privette
Cynthia Burrell

1 CALL TO ORDER

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

2 INTRODUCTION OF NEW BOARD MEMBERS

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

Makayla Walden, new member, introduced herself to the board. She stated she is happy to be here. Ms. Garretson provided Ms. Walden with a new member handbook.

3 APPROVAL OF MINUTES

- a) Draft Minutes
• September 15, 2022

MOTION: Adoption of Draft Minutes

Motion Made By: Board Member Curran
Secunder: Board Member Turnbull

4 OLD BUSINESS

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

Ms. Garretson stated this isn't much different than the draft from last month. She discussed the changes that have been made from the last meeting. She stated the Intellectual Freedom statement has been added to this policy. She stated she did include links throughout this policy. She stated if patrons are requesting to get rid of a book in the library, they would be asked to fill the Request for Reconsideration of Materials form. Ms. Garretson went into detail on this form.

MOTION: To Approve Collections Management Policy with one minor change. On the second page, change "If you object to a work in the Library's Collection" to "Please Answer the Following Questions".

Motion Made By: Board Member Wheeler
Seconded: Board Member Curran

- b) Policy Review Schedule Timeline
- Discuss Revisions to this Schedule
- Presenter:* Joy Garretson, Library Director

Ms. Garretson discussed the changes on this review schedule. The changes are reflected in the attachment in the minutes.

She shared the proposed process for reviewing policies:

1. To review the policy at a regular scheduled meeting in the month designated. The board will receive the original policy and suggested changes at meeting.
2. Board will consider changes and policy between meetings.
3. Board will discuss and approve/deny passage/take further action regarding policy at following regularly-scheduled meeting.

MOTION: Approve Policy Review Schedule Timeline

Motion Made By: Board Member Turnbull
Seconded By: Board Member Flores-Watson

5 NEW BUSINESS

- a) 2023 Meeting Schedule
- Presenter:* Heidi Holland, Town Clerk

Ms. Holland shared the 2023 Meeting Schedule. Ms. Turnbull stated the calendar stated "meetings are held every other month". This would be corrected to read "every month".

MOTION: Approval of 2023 Meeting Schedule with noted change.

Motion Made By: Board Member Curran

Seconded By: Board Member Flores-Watson

b) Chair and Vice-Chair Nominations Discussion

Presenter: Laurie Lee, Board Chair

Ms. Lee stated her term is expiring in December and she would be leaving the board as well as Ms. Flores-Watson. A new Chair and Vice-Chair would need to be voted on at the next meeting. Ms. Lee asked if anyone would be interested, Ms. Curran and Mr. Wheeler both stated they may be interested. This item would be back on the November agenda to nominate and vote on a new Chair and Vice-Chair.

6 LIBRARIAN'S REPORT

a) September Report

Presenter: Joy Garretson, Library Director

Ms. Garretson stated things usually slow down in September once children get back into school. She stated circulation has been up as well as E-Book and E-Audio's as well. Public computer sessions are busy and most of the chrome books have been checked out. She stated the Children's programs have kicked back in. The Library is almost done with the barcoding project, over 24,800 items have been barcoded. Over 1600 patrons have received their red cards to transition to Cardinal. And the current cards will be turned off in December if they are not switch over to the red Cardinal card.

She shared they are very close to having the history room completely cleaned. The carpet and paint will be refreshed in the old history room and also the two adjoining offices. She stated the new Circulation Supervisory position has been filled, her tentative first day is November 7, 2022.

Ms. Garretson distributed an organization chart to all board members.

She shared new information on a new database. She stated they would start using Kanopy. She stated patrons will need to have a red card in order to use this. She stated there would be limits on how many items could be streamed per month. She would receive more information and put out a press release on this soon. You can access this through Libby and it does have its own app as well. She stated they are really excited about this. She stated there is also Kanopy kids.

September 2022 Snapshot

Library Visits: 4,122; Public Computer Sessions: 310; New Patrons Added: 173; Physical Items Borrowed: 9,295; E-Audio Checkouts: 442; E-Book Checkouts: 752; E-Magazine Checkouts: 41

September Programs/Attendance

11 Children's Programs (269 Attendees); 1 Teen Program (5 Attendees); 5 Adult Programs (39 Attendees).

7 OTHER BUSINESS

- a) Ms. Turnbull asked when will there be a decision on the expansion. Ms. Garretson stated she was unsure. Council Member Sims stated there is a retreat the end of this month and this would possibly be discussed. He is trying to get Council to agree on to start putting so much money away until the financial goal is met.

8 ADJOURN

- a) Motion to Adjourn

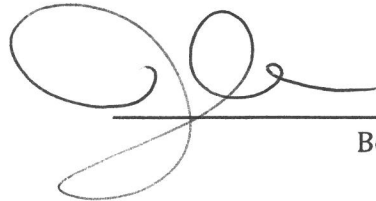
With nothing further, a motion to adjourn was made at 6:18 p.m.

MOTION: Motion to Adjourn

Motion Made By: Board Member Flores-Watson

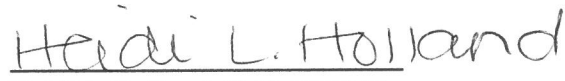
Seconded: Board Member Curran

Duly adopted this the 19th day of January, 2023.



Board Chair

ATTEST:



Heidi L. Holland, CMC, NCCMC
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 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.

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 online catalog](#) 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

Request for Reconsideration of Materials

Complete the following form if you would like the library to reconsider an item in its collection.

1. Before completing this form, please review the following documents:

Check all that apply.

- ☐ The Hocutt-Ellington Memorial Library Collection Management Policy
- ☐ The American Library Association Library Bill of Rights
- ☐ The American Library Association Freedom to Read and Freedom to View Statements
- ☐ The American Library Association statements on the First Amendment and Censorship

2. Please state your full name:

3. Please state your address, city, state, and Zip code below.

4. Are you a cardholder at the Hocutt-Ellington Memorial Library?

Mark only one oval.

☐ Yes

☐ No

5. Do you represent a group or organization?

Mark only one oval.

☐ Yes

☐ No

6. If yes, what is the name of the group, and what is your position?

7. Please state the title of the item you want the library to reconsider:

8. Please provide as much of the following information about the work in question as possible: author, publisher, date of publication, format (book, DVD, etc.), location, etc.

9. Is this item currently in the Hocutt-Ellington Memorial Library collection?

Mark only one oval.

☐ Yes

☐ No

☐ I'm not sure.

If you object to a work in the Library's
Collection:

Please answer the following
questions.

10. What brought this title to your attention?

11. Did you read/review the entire work?

Mark only one oval.

☐ Yes

☐ No

☐ Other:

12. What is the reason for your request for reconsideration? Please be specific and cite pages.

13. What do you believe is the central theme of this item?

14. Do you believe that this item would be appropriate or useful for another audience?
Why/why not?

15. Are there other works that relate to this subject which you feel would be better suited to the library's collection? If so, list them here.

16. Please provide any other information below.

Thank you for your
request.

You will receive a reply from the library director within
30 days.

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