



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, November 17, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - October 20, 2022

[October 20, 2022 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Draft Minutes

3. OLD BUSINESS

- a. Nominations
 - Chair
 - Vice-Chair

Presenter: Vanessa Flores-Watson, Vice-Chair

POTENTIAL ACTION: Approval of Chair and Vice-Chair

4. NEW BUSINESS

- a. Library Disruptive Behavior Policy
Presenter: Joy Garretson, Library Director
- b. Friends of the Library Meeting (October)
Presenter: Julia Curran

5. LIBRARIAN'S REPORT

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

6. OTHER BUSINESS

7. ADJOURNMENT

- a. Adjournment
POTENTIAL ACTION: Motion to Adjourn



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 Watson

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
Seconded: 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 stated she 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 17th of November, 2022.

Laurie Lee, Chair

ATTEST:

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