



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

Board Members Present:

Etheleen Eason
Julia Curran
Eugene Wheeler
Amber Revels-Stocks
Vanessa Flores-Watson
Victoria Privette
Cynthia Wood

Staff Present:

Council Member Sims
Joy Garretson, Library Director

Board Members Absent:

Katie Turnbull
Laurie Lee
Makayla Walden

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- October 20, 2022

Adoption of Draft Minutes

MOTION: Board Member Curran

SECOND: Board Member Privette

3 INTRODUCTION OF NEW BOARD MEMBER

- a) New Board Member
- Cynthia Wood
- Presenter: Joy Garretson, Library Director*

Ms. Garretson stated she and Council Member Sims met Cindy last month when they interviewed her for the vacancy. Ms. Wood stated she is grateful to be part of the board

and looks forward to working with everyone. Ms. Garretson stated she is happy to have her on board. Board members introduced themselves.

4 OLD BUSINESS

- a) Nominations
- Chair
 - Vice-Chair

Presenter: Vanessa Flores-Watson, Vice-Chair

Ms. Flores-Watson stated it is that time of year to nominate a Chair and Vice-Chair for the board. She stated Ms. Curran had expressed interest in becoming Chair and Mr. Wheeler had interest in the Vice-Chair. Ms. Garretson stated she would speak with both of them to discuss what these positions entail. There was a motion made to approve these nominations.

Approval of Chair and Vice-Chair

MOTION: Board Member Revels-Stocks

SECOND: Board Member Eason

5 NEW BUSINESS

- a) Library Disruptive Behavior Policy
- Presenter:* Joy Garretson, Library Director

Ms. Garretson shared the current Disruptive Behavior Policy, she stated she felt it needed to be revised. She stated this document helps staff more than the person breaking the policy. Tonight, she wants to share with the board the structure she is looking at for this policy. She asked board members to weigh in on this. She discussed changes on this policy that she would like to make. Shared were samples of other policies similar to this.

She discussed the actions that would occur if someone broke any policies. She stated currently, anyone who violates a policy would be banned. She stated she does not like that and would rather have a step process. She stated one thing she is concerned about is having expository material in the policy. Discussed was protecting the rights and safety of the patrons but most importantly their privacy. She plans to work with staff to see what is necessary to be included in the policy. She stated ahead of the next meeting she would send a draft to all board members, and this could be discussed at the January meeting.

- b) Friends of the Library Meeting (October)
- Presenter:* Julia Curran, Board Member

Ms. Curran stated she has been attending the Friends of the Library meetings which are currently held at 1:00 p.m. on Thursdays. She stated at the last meeting in October, they decided they would be changing their meeting times for 2023. She stated the time would still be at 1:00 p.m. but the April, July and October meetings will be at 4:30 p.m. to encourage the public and board members to attend these meetings. These meetings are

not very well attended. She discussed money the board has which is used for building improvements, etc. She stated the book sale would be the last week in March.

She stated Ms. Garretson asked Friends of the Library about programming, this board would talk more about that. Mr. Wheeler asked if the Friends of the Library are the only board that can raise money, Ms. Curran stated that is correct. They help support for example, the Harvest Festival and Summer Reading Program. Ms. Garretson stated Friends of the Library purchased a lot of the furniture in the Children's Room and they usually match on the grants.

Council Member Sims stated from a guidance standpoint, this board needs to work with the Friends of the Library with fundraising, that is how money for library renovations would be raised.

6 LIBRARIAN'S REPORT

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

Ms. Garretson stated the circulation continues to be strong and virtual items continue to move. She stated they have not been heavy on teen programs but have been pushing teen volunteers. She stated she would get those numbers to everyone. On Monday, November 7, 2022, new Circulation Supervisor Mel Poole came on board. She stated she is already improving the circulation processes.

She stated it was a great time at the Harvest Festival on October 29, 2022. They talked to a lot of people. She stated the most circulated item in October is the hotspots with the Chromebooks coming in second.

The history room space is almost cleaned out and the office is completely cleaned out. She stated demo starts on the new office space the week after Thanksgiving and should be fully furnished sometime in February.

She shared information on the app Kanopy which allows you to stream items and can be used on a Smart TV. She stated there would be a few Christmas programs coming up.

October 2022 Snapshot

Library Visits: 4,151; Public Computer Sessions: 307; New Patrons Added: 198; Physical Items Borrowed: 9,759; E-Audio Checkouts: 441; E-Book Checkouts: 712; E-Magazine Checkouts: 55

October Programs/Attendance

13 Children's Programs (213 Attendees); 1 Teen Program (3 Attendees); 6 Adult Programs (51 Attendees)

7 OTHER BUSINESS

8 ADJOURNMENT

a) Adjournment

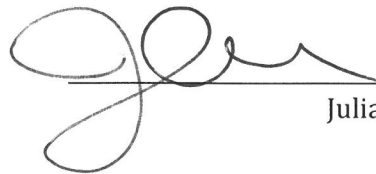
With nothing further, the meeting was adjourned at 6:17 p.m.

Motion to Adjourn

MOTION: Board Member Curran

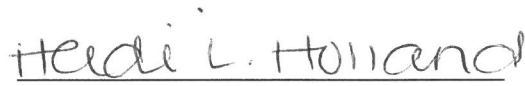
SECOND: Board Member Wood

Duly adopted this the 19th of January, 2023.



Julia Curran, Chair

ATTEST:



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

