



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, January 20, 2022 @ 5:30 PM

This meeting will be held via zoom.

Please contact Board Clerk at
hholland@townofclaytonnc.org for the link to join.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - November 18, 2021

[November 18, 2021 DRAFT Minutes](#)

3. OLD BUSINESS

- a. Strategic Plan Update
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Amended 2022 Meeting Calendar
Presenter: Heidi Holland, Deputy Town Clerk
[Amended 2022 Meeting Calendar](#)

POTENTIAL ACTION: Adoption of Calendar
- b. Nomination of Chair & Vice-Chair
Presenter: Heidi Holland, Deputy Town Clerk

POTENTIAL ACTION: Approval of Chair & Vice-Chair Nomination
- c. Amended By-Laws
Presenter: Laurie Lee, Board Chair
[January 2022 STRIKEOUT VERSION](#)
[January 2022 CLEAN VERSION](#)

POTENTIAL ACTION: Adoption of Amended By-Laws
- d. Changing Out-of-Town Library Fee
Presenter: Joy Garretson, Library Director
- e. History Room Storage Issues and Solutions
Presenter: Joy Garretson, Library Director
- f. Margaret Sullivan Studio, Town-funded Study for Renovation Options
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. November & December Reports
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

7. ADJOURN

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



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, November 18, 2021 @ 5:30 PM
Hocutt-Ellington Library

BOARD MEMBERS PRESENT:

Laurie Lee
Etheleen Eason
Julia Curran
Eugene Wheeler
Vanessa Flores-Watson
Stephanie Satkowiak

STAFF PRESENT:

Joy Garretson, Library Director
Karen Dash, Consultant

MEMBERS ABSENT:

Belle Allen
Liz McLaurin
Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:32 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- October 21, 2021 DRAFT Minutes

ACTION: Adoption of Minutes

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

3 OLD BUSINESS

- a) Strategic Plan
- Karen Dash Remarks to Board
- Presenter:* Joy Garretson, Library Director

Ms. Garretson introduced consultant Karen Dash to board members. She stated she has worked with Ms. Dash over the past couple months about the strategic plan and challenges with the library. Ms. Dash provided a brief summary. She spoke about the survey and stated there have been 102 responses. She stated there is a ton of data, she provided presentations on that information. She stated she met with board members and town officials today to discuss the information she had compiled. She went into discussion about this meeting which included some topics such as space needs, library fees, parking needs, traffic and satellite locations. She stated she was happy to be able to share this information.

Ms. Garretson asked Ms. Dash to describe what would be shared at the end of this process. Ms. Dash stated she is working on a timeline of mid-January and she would provide a report that would summarize what the community is prioritizing for the library. She would also provide a summary of some of her research which includes best practices related to how programs, collections and services are delivered and how they relate to what is happening in the community. She stated she would also provide recommendations based on what stakeholders are seeking.

Ms. Garretson stated from that information she and staff would develop mission and vision goals.

- b) Big Read: Sandra Cisneros Tonight!
Presenter: Joy Garretson, Library Director

Ms. Garretson stated tonight at 7:00 p.m. she would be moderating a discussion via zoom with author Sandra Cisneros who wrote "The House on Mango Street". She stated she currently 30 people have signed up, she stated she would love for board members to attend.

4 NEW BUSINESS

- a) Friends of the Library Standing Book Sale Cart
Presenter: Joy Garretson, Library Director

Ms. Garretson stated there are a lot of extra books that were left over from the Friends of the Library book sale. She stated the Friends of the Library suggested to have a standing book sale cart for all books that were leftover. Being these books would be considered surplus, she spoke with the town's Procurement Analyst Shaun Mizell, and he gave her the approval to move forward. She stated she wanted to bring this to the board since staff would be handling money that belongs to the Friends of the Library. She is developing a process to be able to take in funds and provide change if needed. She stated they would do their best to be financially careful.

ACTION: Approval

Motion: Board Member Satkowiak
Second: Board Member Curran
Vote: Unanimous

5 LIBRARIAN'S REPORT

- a) October Report
Presenter: Joy Garretson

Ms. Garretson provided an update for the month of October. She stated the physical items and audio checkouts are higher than they were in 2019. She stated now the library does automatic renewals and the higher numbers may reflect this. The public computer sessions are steady, and patrons have started asking about the hot spots that the library lends out. She stated she has been working with an employee from VC3, who handles the technology for the town, to get all the chrome books set up to lend out. Soon those will be ready to lend out to the public.

For the month of October there were 7 children's programs (120 attendees) and there were 2 teen programs (12 attendees). She stated the children's and teen programs have not been highly attended but she hoped that would change as we get into the new year. She stated adult programs have been well attended with 6 programs (41 attendees). She stated there was great interaction at the Harvest Festival, she thanked the members who helped out at this event.

October 2021 Snapshot

Library Visits: 3,070; Physical Items Circulated: 6,817; E-Audio Checkouts: 287; E-Book Checkouts: 650; E-Magazine Checkouts: 20; Uses of Public Computers: 178

October Programs/Attendance

7 Children's Programs (120 Attendees); 2 Teen Programs (12 Attendees); 6 Adult Programs (41 Attendees); Special Programs (NEA Big Read & Racial Equality Coalition): 42 Attendees; Harvest Festival: 55 Attendees

She stated after tonight the Big Read takes a little break until January when writing workshops would begin. She stated the library would be holding the Food for Fines program in December to offset fines. She stated she would like to talk with board members after the new year about possibly putting a cap on fines. She stated she is finding situations where patrons have a lot of books out that have been auto renewed and they all become late enough to accumulate a \$5.00 fine on each book. She stated a lot of libraries have gone fine free. She stated if the board is not comfortable with that they could cap the fees.

She discussed upcoming programs for the month of December.

6 OTHER BUSINESS

- a) Recognition of Retiring/Non-Renewing Board Members
Presenter: Joy Garretson, Library Director

Ms. Garretson stated there would be four vacancies coming up. She stated Belle Allen would not be reapplying for her seat on the board but would continue to stay on the Friends of the Library. She stated also, Liz McLaurin would not be reapplying for the board. There was discussion on the need to find applicants for the board that live in the ETJ.

7 ADJOURN

- a) With nothing further, the meeting was adjourned at 6:03 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Satkowiak
Second: Board Member Flores-Watson
Vote: Unanimous

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

Laurie Lee, Chair

ATTEST:

Heidi Holland, NCCMC
Clerk to the Board & Deputy Town Clerk

November 18, 2021
Minutes



TOWN OF CLAYTON HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD 2022 MEETINGS

January 20, 2022

February 17, 2022

March 17, 2022

April 21, 2022

May 19, 2022

June 16, 2022

July – No Meeting

August 18, 2022

September 15, 2022

October 20, 2022

November 17, 2022

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: JANUARY 20, 2022

WWW.TOWNOFCLAYTONNC.ORG

LIBRARY BOARD

§ 32.060 ESTABLISHMENT.

(A) *Establishment.* There is hereby established a Library Board of Trustees to be known as the Library Board.

(B) *Purpose.* The Library Board shall serve as an advisory body for the Library Department and the town. The Board shall serve as a liaison between the Library Department, Town Manager, Town Council, and citizens of the community. The Board shall consult with and advise the Library Director, Town Manager, Deputy Town Manager and Town Council in matters affecting library policies, programs, finances, and related issues.

(C) *Charges.*

(1) Recommend to the Library Director programs, policies, capital projects, library facility changes, and regulations for the operation of the library;

(2) Advise the Town Manager and Deputy Town Manager concerning the appointment of a Library Director;

(3) The Library Director will receive recommendations from the Board in the preparation of the annual budget of the library. The Library Director will provide an overview of the adopted budget to the Board; and

(4) Advise the town administration on library matters generally.

(D) *Members.*

(1) *Appointment.* The Library Board shall consist of ten members appointed by the Town Council. Seven members shall be chosen from within the corporate limits of the town and three from within the extra-territorial jurisdiction (ETJ). Prerequisite for appointment is all members have a library card.

(2) *Ex officio member.* The Town Council shall appoint a member to serve as an ex officio member and will serve concurrently with his term of office. The ex officio member will not have a vote on items coming before the Library Board.

(3) *Length of appointment.* A term for a three-year appointment begins January 1 and expires December 31. Appointments that are vacated shall be filled by the Town Council for the completion of the unexpired term.

(4) *Attendance of members.* An appointed member who, with no excuse, misses more than ~~three~~two consecutive regular meetings or a total of ~~four~~three such meetings during the year may lose his status as a member of the Board until reappointed or replaced by the Town Council. Absences to be excused should be reported to the Chair. Absences due to sickness, deaths or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board except in the event of a long illness or other prolonged absence or a total of four misses, when a member may be replaced. Following three consecutive unexcused absences or a total of four excused absences during the year of one of its members, the Chair shall request the Town Council to declare the seat vacant and bring the Library Board back to full membership.

(E) *Meetings.*

(1) As a public body, the Library Board shall hold meetings at least once bi-monthly (once every two months) or as needed and determined by the Chair, Co-Chair or designee. All of the meetings shall be open to the public (G.S. § 143-318.10).

(a) The meeting schedule is to be adopted before the end of the calendar year and filed with the Town Clerk and posted on the Town of Clayton website. (G.S. § 143-318.12).

(b) If the Board needs to amend its calendar, it must do so at least 48 hours before the meeting.

(2) The election of officers for the ensuing year shall take place at the regular Library Board meeting in January of each year. In the event an officer's appointment to the Library Board is terminated, a replacement to this office shall be elected by the Board from its membership at the meeting following the termination. Officers:

(a) *Chair.* Facilitate the meetings of the Library Board with a published agenda.

(b) *Vice Chair.* In the absence of the Chair, the Vice-Chair will facilitate the meeting of the Library Board with a published agenda.

(c) *Recorder.* The Clayton Town Clerk or designee will record and transcribe the attendance and the minutes of the official meetings of the Library Board.

1. In accordance with G.S. § 143-318.10(e), the Library Board shall keep full and accurate minutes of all official meetings.

2. Minutes are to include the date, time and place of the meeting, members present and absent, a summary of points discussed, motions of the Board, and adjournment.

(3) Officers shall be elected for one-year terms with eligibility for re-election up to three consecutive terms. Mid-year replacement of officers shall serve for the period remaining in that term. New officers shall take office at the first meeting following the regular January meeting.

(4) In collaboration with the State Library of North Carolina, the Library Director shall complete the annual report on library operations (G.S. § 153A-266) to the Town of Clayton and an annual report to the Department of Cultural Resources as required by G.S. § 125-5. The Library Director will provide an overview of the report to the Board.

(5) Special meetings may be called by the Chair, Vice-Chair, or three or more members of the Board. In accordance with G.S. § 143-318.12, a written notice of the meeting stating its purpose is to be posted on the principal bulletin board or door of its usual meeting room; and mailed, emailed, or delivered to each media or individual requesting notice; and it must be posted on the town website prior to the scheduled meeting time.

(6) A quorum shall consist of a simple majority of the total membership of the Library Board. A quorum of the Library Board shall be in attendance before action of an official nature can be taken.

(F) *Committees.* The Chair shall have the authority, subject to the approval of the Library Board, to appoint such committees as may be deemed desirable to complete the work of the

Board. Committees may be composed of Board members, library staff members, and perhaps others. No committee, either standing or special, can be given power to act for the Board; rather the committee investigates a particular matter and makes recommendations to the full Board. Committees will adhere to the open meetings and public records laws as followed by the Board.

(Adopted 10-2-89; Am. adopted 2-4-91; Am. Ord. 2012-12-01, passed 12-3-12; Am. Ord. 2013-03-01, passed 3-4-13; Am. Ord. 2014-10-03, passed 10-6-14; Am. Ord. 2015-12-01, passed 12-7-15; Am. Ord. 2017-08-06, passed 8-7-17; Am. Ord. 2018-07-02, passed 7-16-18; Am. Res. 2020-43, passed 11-16-20)

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