



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, February 24, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library

1. CALL TO ORDER

- a. Draft Minutes
 - January 20, 2022
[January 20, 2022 DRAFT Minutes](#)
- POTENTIAL ACTION:** Adoption of Minutes

2. APPROVAL OF MINUTES

3. OLD BUSINESS

- a. Out-of-Town Fee
Presenter: Joy Garretson, Library Director
- b. Highlights from the Strategic Plan
Presenter: Karen Dash, Consultant (via Zoom)
- c. History Room Storage Update
Presenter: Joy Garretson, Library Director
- d. Margaret Sullivan Studio Update/Visit
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Outreach Opportunities
Presenter: Joy Garretson, Library Director
- b. 2023 Budget Request
Presenter: Joy Garretson, Library Director
- c. Grant Search
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. January Report
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, January 20, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Vanessa Flores-Watson, Vice-Chair
Julia Curran
Katie Turnbull
Eugene Wheeler
Amber Revels-Stocks
Paul Taperek

STAFF PRESENT:

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

MEMBERS ABSENT:

Etheleen Eason
Stephanie Satkowiak

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:32 p.m. There was an adjustment to the agenda to introduce our two new board members. This item was added after the approval of the minutes.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- November 18, 2021

ACTION: Adoption of Minutes

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

3 OLD BUSINESS

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

Ms. Garretson provided a brief summary on the strategic plan update. She stated the consultant, Karen Dash, is preparing the rest of the plan next week. Ms. Garretson stated she would organize a goals workshop and invite all board members. She would provide more information on this at a later date.

4 NEW BUSINESS

- a) Amended 2022 Meeting Calendar

Presenter: Heidi Holland, Deputy Town Clerk

Ms. Holland shared the amended 2022 meeting calendar. This calendar was updated from a bi-monthly calendar to a monthly calendar.

ACTION: Adoption of Calendar

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

- b) Nomination of Chair & Vice-Chair
Presenter: Heidi Holland, Deputy Town Clerk

Ms. Holland stated every January nominations for chair and vice-chair take place. A motion was made for Laurie Lee to continue as board chair and Vanessa Flores-Watson continue as vice-chair.

ACTION: Approval of Chair & Vice-Chair Nomination

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

- c) Amended By-Laws
Presenter: Laurie Lee, Board Chair

Ms. Lee discussed proposed changes to the by-laws. She stated the changes reflect the number of absences per year a member could miss before forfeiting their seat on the board. These changes are no more than two consecutive regular meetings could be missed (it was previously three) and no more than three meetings during a year could be missed (previously four). A motion was made to approve these changes.

ACTION: Adoption of Amended By-Laws

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

- d) Changing Out-of-Town Library Fee
Presenter: Joy Garretson, Library Director

Ms. Garretson discussed changing the out-of-town library fee. She stated in 2015 Town Council and the current library director decided to separate Hocutt from the Johnston County library. She went into detail on this subject. She stated when this separation occurred, it was decided to impose out-of-town fees (outside of town limits). She stated there are a lot of difficulties associated with these fees. At the December council meeting, Mayor Pro Tem Thompson stated he would like to reevaluate these fees.

She shared benefits of this fee which include helping to mitigate costs of operating the library. Also, this fee has brought in an average of \$16,000 per year since 2015. She

discussed the patron frustration associated with this fee.

This item will be brought back to Council at their February 7th meeting for recommendation to dissolve the out-of-town fee.

- e) History Room Storage Issues and Solutions
Presenter: Joy Garretson, Library Director

Ms. Garretson discussed the overcrowding of the history room at the library. Over the past few months there was a fire scare in the building which raised concerns about safety in this room. She stated the room is too small for all of the items in the room. It has been discussed to pack up everything in this room and store in a climate controlled storage building, organizing it as it is moved. She stated she may need help from board members with this process. This move would happen sometime during February. Solutions to the history room are being discussed.

- f) Margaret Sullivan Studio, Town-funded Study for Renovation Options
Presenter: Joy Garretson, Library Director

Ms. Garretson stated Margaret Sullivan will be revisiting the library to look at space and share her recommendations. Ms. Sullivan's previous assessment was the library does not use the space like it should. Ms. Garretson stated Ms. Sullivan would be providing drawings and ideas for the library. She stated she would share this information when it is available.

5 LIBRARIAN'S REPORT

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

Ms. Garretson stated library visits are up from 2020. She stated December is usually a slower month. Both total circulation numbers are trending a little higher than 2019. She stated the E-Book numbers are great. Kids and teen programs were down in the fall and adult programs are still doing very well. She shared with members how to access the E-Inc. consortium which allows access to the E-Magazine checkouts, this could be found in the Libby app.

November 2021 Snapshot

Library Visits: 2,921; Physical Items Circulated: 6,448; E-Audio Checkouts: 237; E-Book Checkouts: 604; E-Magazine Checkouts: 18; Uses of Public Computers: 175

November Programs/Attendance

2 Children's Programs (31 Attendees); 1 Teen Program (2 Attendees); 7 Adult Programs (66 Attendees).

December 2021 Snapshot

Library Visits: 2,414; Physical Items Circulated: 5,244; E-Audio Checkouts: 244; E-Book Checkouts: 716; E-Magazine Checkouts: 30; Uses of Public Computers: 166

December Programs/Attendance

6 Children's Programs (472 Attendees); 2 Teen Programs (12 Attendees); 6 Adult

Programs (41 Attendees).

Special Programs

Zoom with Sandra Cisneros: 21; Zoom with Julia Alvarez: 347; Books purchased with NEA Big Read Grant: 983; Books Distributed to area schools: 420; Copies of *The House on Mango Street* distributed: 440

6 OTHER BUSINESS

- a) Ms. Garretson asked members if they would be interested in participating in art submission judging. This would be at the Farmer's Market this spring, she would like members to attend.

Ms. Lee stated new members would receive their new member binder that contains helpful information pertaining to the board. She would have these available for pickup at the library next week. Ms. Garretson stated she would like to meet with new board members one-on-one to give them an opportunity to ask any questions they may have and for her to listen to any new ideas they may have.

7 ADJOURN

- a) **ACTION:** Motion to Adjourn

Motion: Council Member

Second: Council Member

Vote: Unanimous

- b) With nothing further, the meeting was adjourned at 6:34 p.m.

Motion: Board Member Flores-Watson

Second: Board Member Turnbull

Vote: Unanimous

Duly adopted this the 24th day of February, 2022.

Laurie Lee, Chair

ATTEST:

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

January 20, 2022
Minutes