



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, August 18, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
- May 19, 2022 DRAFT Minutes
 - June 16, 2022 DRAFT Minutes

[May 19, 2022 DRAFT Minutes](#)

[June 16, 2022 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Draft Minutes

3. OLD BUSINESS

- a. Town Council Update
Presenter: Laurie Lee
- b. History Room Storage Update
- Historical Collections Policy
- Presenter: Joy Garretson, Library Director*

POTENTIAL ACTION: Adopt Historical Collections Policy

- c. Policy Review Schedule: List of Policies, Proposed Schedule for Review
Presenter: Joy Garretson, Library Director

POTENTIAL ACTION: Adopt Schedule for Review

4. NEW BUSINESS

- a. History Room Deaccessions
Presenter: Joy Garretson, Library Director

POTENTIAL ACTION: Approve Deaccessions

5. LIBRARIAN'S REPORT

- a. June-July 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, May 19, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Julia Curran
Kathryn Turnbull
Eugene Wheeler
Vanessa Flores-Watson

STAFF PRESENT:

Joy Garretson, Library Director

MEMBERS ABSENT:

Amber Revels-Stocks
Victoria Privette
Paul Taperek

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
• April 21, 2022

ACTION: Approval of Minutes

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

3 OLD BUSINESS

- a) Strategic Plan

In the agenda packet, members had an opportunity to review the HEML 2022 Strategic Plan. Ms. Garretson stated the main thing she would like to focus on is the Mission.

ACTION: Approval of Strategic Plan (Mission, Focuses, and Goals)

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

- b) Report on Margaret Sullivan's Presentation to Council on May 2
Presenter: Joy Garretson, Library Director

Council Member Sims discussed Margaret Sullivan's Presentation that was presented to Council at their May 2nd Work Session Meeting. Ms. Garretson discussed the five scenarios provided by Ms. Sullivan and Council Member Sims stated the library would have something, but not sure what at this point. He stated there would be more in-depth conversation on this. He stated the library should think about looking at possible ways to do fundraising. He estimated it could take up to three years for the money to accumulate. Ms. Garretson shared that this board can not fundraise but the Friends of the Library group can. Ms. Garretson stated she would get this conversation going within the next week or two.

Ms. Garretson stated she would send members a copy of Ms. Sullivan's presentation.

4 NEW BUSINESS

- a) Volunteer Opportunities for History Room Packing and Storage
Presenter: Joy Garretson, Library Director

Ms. Garretson stated the storage building for the items in the history room has been rented. Next Friday the first load of items would be going to the building. She stated she would not know what help she needs until she begins going through the room. She stated she knows there are some concerns that she is getting rid of history, but that is not the case. The goal of this is to have a functioning history room. She stated she would be reaching out to Clayton Historical Association to work with them to begin some projects so that they are a part of this process. She stated she would also reach out to Council Member Casey who has been on this Association for a while.

After next Friday, she will be able to delegate duties and be ready to recruit volunteers. She stated the members that are interested, to put their name and days/times that they are available to volunteer. She estimated that by the end of the summer this move would be complete. There was further discussion on this subject.

5 LIBRARIAN'S REPORT

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

She stated this month's physical items circulated number is an average number in July, she stated this is very exciting. She said all programs are going strong. She stated Library Associate Mardia Jacobs, has started a Book Club at the Clayton Center for Active Aging, six people were in attendance at the first meeting.

The Summer Reading Kickoff is Saturday, June 11th from 12-2. She stated she would love for volunteers to help on this day. The Friends of the Library Book Sale is Friday, May 27 from 1-7 and Saturday, May 28 from 8-4.

Ms. Garretson stated the library is doing a Reading Pals Program with the Partnership for Children of Johnston County sometime mid-July. Children will receive a stuff animal

"reading pal" that will come with an adoption certificate. The library will receive books for Summer Day Camp at the YMCA. Kids will receive a special bead from the library if they read a book.

April 2022 Snapshot

Library Visits: 3,380; Physical Items Circulated: 8,217; E-Audio Checkouts: 285; E-Book Checkouts: 610; E-Magazine Checkouts: 29; New Patrons: 169

April Programs/Attendance

7 Children's Programs (417 Attendees); 2 Teen Programs (9 Attendees); 8 Adult Programs (158 Attendees).

6 OTHER BUSINESS

- a) Ms. Lee discussed changing the meetings to begin at 6:00 p.m. to make it easier for those member's that work until 5:00 p.m. There was discussion on this item, it was decided it would be brought back for discussion at a future meeting.

7 ADJOURN

- a) With nothing further, the meeting was adjourned at 6:15 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 18th day of August, 2022.

Laurie Lee, Chair

ATTEST:

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

May 19, 2022
Minutes



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, June 16, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Julia Curran
Kathryn Turnbull
Eugene Wheeler
Amber Revels-Stocks
Vanessa Flores-Watson
Victoria Privette

STAFF PRESENT:

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

MEMBERS ABSENT:

Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:01 p.m.

2 APPROVAL OF MINUTES

- a) No minutes to approve.

3 OLD BUSINESS

- a) Volunteer Opportunities for History Room Packing and Storage
Presenter: Joy Garretson, Library Director

Ms. Garretson stated her schedule allows Friday's and Monday's that can be dedicated to this project. She asked members to meet with her after this meeting to schedule time to help. She stated she is not available on weekend because of the programs going on at the library. She stated would only need one volunteer per day.

4 NEW BUSINESS

- a) Policy Review Schedule
Presenter: Laurie Lee, Chair

Ms. Garretson stated this is about creating a policy schedule. As a board, she would like members to review library policies on a regular basis. Presented was the History Room Collection Policy. She stated she would like the board to review this over the next month and plan to adopt this at next month's meeting. Also at the next meeting, Ms. Garretson would like to have a schedule of the upcoming policies. She would provide the board with

the entire policy list to review. She stated she would like the board to review the Display Challenge Policy, this needs to be the one of the first to review.

Council Member Sims stated his experience is to break it up and a couple people would take a certain sections and review quarterly. Ms. Garretson stated the idea is you never stop reviewing policies. The policies are on the library's website under About Us. Then look at challenge policy next. It is not a requirement to review policies but a best practice.

Ms. Lee suggested to get list, then break it up into reasonable groups then review these quarterly. Ms. Garretson will email the pdf over of the policies to Board Members and hand deliver to Ms. Eason. No action taken.

b)

Ms. Garretson stated this would not be voted on today, proposed to vote on next month. She discussed there has never been an adopted history policy which is why there is such a wide collection of items. As Ms. Garretson started going through the history room, she realized a policy was needed. A draft of the policy was presented to members. She shared some of the items that are currently stored in the history room such as scrapbooks, newspaper clippings and photos, she will be looking whether to keep hardcopies or scan in digitally.

She asked board members to look at a few items marked discussed.. May need an acquisition committee to decide what to accept, instead of just having one person to decide. She would like a procedure that would formalize a procedure for accepting items. Suggested process could be that staff gives a recommendation and then it goes to the committee. Ms. Garretson stated this is all up for review.

There was discussion on Documentation of Accessions.

There was discussion on the Deaccession Policies, this is weeding the items in the history room. There is a spreadsheet of when the collections begins and ends. Joy discussed a lot of items that can be scanned and accessible on the website but discard the hardcopies.

Ms. Lee stated having a committee is a good idea, Ms. Flores-Watson agreed.

5 LIBRARIAN'S REPORT

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

Ms. Garretson stated circulation numbers have been the highest since she's been here. By Mid-June, 185 cards have already been issued, Ms. Garretson stated that is huge. The Summer Program is going great and the teen program is small but getting bigger. The adult program also has a great turn-out.

The Summer Reading kicked off, over 250 people come which was awesome. Registration will continue all summer. As of right now, current registration is well past the numbers in 2021. On July 18th, Ms. Garretson will present the Strategic Plan to council.

The library is getting new library cards which will help transition over to Cardinal

system. Shared was a proof of the card, these will be here soon. The library will be getting new office furniture in three offices and also an update on their website page which she share the progress so far. She stated they will also be adding streaming services to the Overdrive collection.

May 2022 Snapshot

Library Visits: 3,583; Physical Items Circulated: 7,970; E-Audio Checkouts: 417; E-Book Checkouts: 752; E-Magazine Checkouts: 28; New Patrons: 171

May Programs/Attendance

13 Children's Programs (178 Attendees); 2 Teen Programs (8 Attendees); 7 Adult Programs (101 Attendees).

6 OTHER BUSINESS

- a) Ms. Privette's Yoga studio, Victory Power Yoga, will doing yoga classes with the library this summer.

7 ADJOURN

- a) With nothing further, a motion to adjourn was made at 6:28 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Flores-Watson

Second: Board Member Curran

Vote: Unanimous

Duly adopted this the 18th of August, 2022.

Laurie Lee, Chair

ATTEST:

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

June 16, 2022
Minutes