



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, August 18, 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 Amber Revels-Stocks Victoria Privette Board Members Absent: Vanessa Flores-Watson	Staff Present: Michael Sims, Council Liaison Joy Garretson, Library Director Grace Davis, Library Supervisor Heidi Holland, Deputy Town Clerk
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1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

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

MOTION: Adoption of Draft Minutes

Mover: Board Member Curran

Second: Board Member Privette

3 OLD BUSINESS

- a) Town Council Update
Presenter: Laurie Lee

Ms. Garretson stated Ms. Flores-Watson provided Council with an annual library update at Council's August 1, 2022 meeting. She discussed the highlights and the goals for the year ahead that were shared with Council.

- b) History Room Storage Update
- Historical Collections Policy
- Presenter: Joy Garretson, Library Director*

Ms. Garretson stated the history room is almost cleared out and should be complete by next week. She stated the office is being cleared out also. She stated carpet will be taken up and the room painted to turn this into a useful space. She stated the office that Pam has been in will be repurposed into the new Circulation Supervisor's office.

Ms. Garretson stated in June she gave member's a historical collections policy to review. She discussed how citizens bring in items for the history room that are not specific to the history room. She stated with this, there needed to be a policy created for items accepted into the history room. She discussed cutting back on duplicate items that have been accumulated.

She stated once this is in place and items are stored correctly, staff will start to systematically go through everything properly. She stated there are about 50,000 photos that staff will have to decide what to do with. She stated it's great to have these materials but not feasible to be able to process these in a timely manner. The goal is to have a better way to handle this and catalog where they are searchable by anyone.

Ms. Garretson discussed the different sections in detail with the board members.

There was detailed discussion on removing, modifying and adding language to this policy. Ms. Garretson stated she would make these changes and send another draft to the board before adopting this policy. She stated after this is adopted by the board, this would go to council for adoption.

A Motion Was Not Made.

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

Ms. Garretson shared when recent library policies were last reviewed. She has designated two high priority policies that need to be reviewed first, Library Disruptive Behavior and Collection Management Policy.

She shared a proposed process for reviewing policies:

1. Review policy at regularly - scheduled meeting in month designated. Board will receive original policy and suggest 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.

Ms. Garretson and the board prioritized the policies as follows:

- Historical Collections Policy – September 2022
- Policy Review Procedures – September 2022
- Library Disruptive Behavior Policy – October 2022
- Internet Use Policy – November 2022
- Circulation Policy – January 2023
- Courier Service Policy – January 2023
- ILL Service Policy – January 2023

- Public Educator/Courier Services Policy – January 2023
- Meeting Room Policy – February 2023
- Tutor Policy – February 2023
- Child Safety Policy (Brochure) – March 2023
- Technology Lending Policy – April 2023
- Programming Policy – May 2023
- Community Inclusion Statement – May 2023

Ms. Garretson stated she has a programming policy needs to be added.

MOTION: Adopt Schedule for Review

Mover: Board Member Turnbull

Second: Board Member Wheeler

4 NEW BUSINESS

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

Ms. Garretson shared with members a De-Accession List for the history collections. She shared with the board members more items that have been found in the history room. She stated since there is not a policy in place now, she asked board members if there were objections to her getting rid of these items, the board stated there were no objections.

A Motion Was Not Made.

5 LIBRARIAN'S REPORT

- a) June-July Report
Presenter: Joy Garretson, Library Director

Ms. Garretson stated the summer visits are up and the computer sessions are going back up also. She stated the physical items borrowed number is the highest it has been since 2015.

Ms. Davis gave her summer reading report which occurred from June 11 – July 23. She stated there were massive increases from last summer, she stated this summer compared to last summer was a 130% increase. She stated there were 602 participants; 39 programs (905 attendees); 84,399 reading minutes logged (48,008 were children and 28,062 were adults); 282 participants (83 pre-readers [0-4], 282 children [5-12], 29 teens [13-18], and 146 adults [19+]) and 10,529 books checked out.

Ms. Garretson stated Board Member Victoria Privette's Yoga studio Victory Power Yoga, did a couple yoga classes at the library. She discussed the increase in the library since taking away the fees. She stated these numbers are the highest since becoming a municipal library.

Ms. Garretson stated she would be at the last Friday in August and would have a booth at the Farmer's Market to advertise library sign up month and first-time home buyers (a session in English and in Spanish). She asked if anyone would like to come to please join her.

Council Member Sims stated he would like this information to get to PIO with an ending message of trying to continue to grow the library. Ms. Garretson stated there is a survey that will go out as well about the summer reading program.

She stated the library would be closed from August 24-26 to refurnish and paint several offices in the library. She also stated the library would be receiving an additional \$47,000 in ARPA funds and they are also preparing for their transition to NC Cardinal.

June 2022 Snapshot

Library Visits: 5,145; Public Computer Sessions: 231; New Patrons Added: 375; Physical Items Borrowed: 10,535; E-Audio Checkouts: 485; E-Book Checkouts: 808; E-Magazine Checkouts: 27

July 2022 Snapshot

Library Visits: 5,048; Public Computer Sessions: 274; New Patrons Added: 256; Physical Items Borrowed: 11,874; E-Audio Checkouts: 415; E-Book Checkouts: 743; E-Magazine Checkouts: 24

6 OTHER BUSINESS

7 ADJOURN

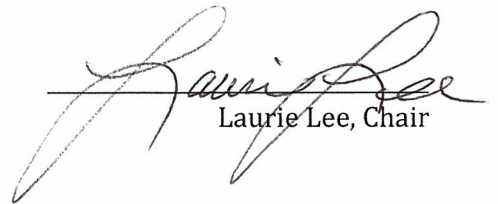
- a) With nothing further, the meeting was adjourned at 6:45 p.m.

MOTON: Motion to Adjourn

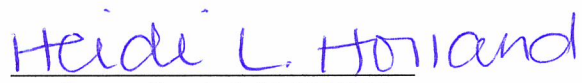
Mover: Board Member Wheeler

Seconded: Board Member Turnbull

Duly adopted this the 15th of September, 2022.


Laurie Lee, Chair

ATTEST:


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