



**Town of Clayton**  
**Hocutt-Ellington Memorial Library Advisory Board Agenda**  
**Thursday, April 21, 2022 @ 5:30 PM**  
**Hocutt-Ellington Memorial Library**  
**100 S. Church Street**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

- a. Draft Minutes
  - March 17, 2022

[March 17, 2022 DRAFT Minutes](#)

**POTENTIAL ACTION:** Approval of Minutes

**3. INTRODUCTION OF NEW BOARD MEMBER**

- a. New Board Member
  - Victoria Privette

*Presenter: Laurie Lee, Board Chair*

**4. OLD BUSINESS**

- a. Strategic Plan
  - Board Member Feedback
  - Mission, Vision, and Goals (*Presented by Library Staff and Director*)
- b. Margaret Sullivan Presentation (May 2)  
*Presenter: Joy Garretson, Library Director*

**5. NEW BUSINESS**

**6. LIBRARIAN'S REPORT**

- a. March Report  
*Presenter: Joy Garretson, Library Director*

**7. OTHER BUSINESS**

**8. ADJOURN**

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



**Town of Clayton**  
**Hocutt-Ellington Memorial Library Advisory Board Minutes**  
**Thursday, March 17, 2022 @ 5:30 PM**  
**Hocutt-Ellington Memorial Library**

**BOARD MEMBERS PRESENT:**

Vanessa Flores-Watson, Co-Chair  
Julia Curran  
Kathryn Turnbull  
Eugene Wheeler  
Amber Revels-Stocks  
Stephanie Satkowiak  
Paul Taperek

**STAFF PRESENT:**

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

**MEMBERS ABSENT:**

Laurie Lee  
Etheleen Eason

**1 CALL TO ORDER**

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

**2 APPROVAL OF MINUTES**

- a) Draft Minutes  
• February 24, 2022

**ACTION:** Adoption of Draft Minutes

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

**3 OLD BUSINESS**

- a) Outreach and Volunteer Opportunities (Clayton 101)  
*Presenter: Joy Garretson, Library Director*

All dates are covered for the bus tours by board members. Segment is called "Get connected with the Library". Ms. Garretson distributed postcards that staff created to distribute throughout the community. Next week shelving will be installed in the history room. Once those shelves are up, board members will be asked to volunteer their time for this project.

- b) Grant Search Committee  
*Presenter: Joy Garretson, Library Director*  
• *Discussion on Forming a Committee*

Ms. Garretson discussed all the grants that they have been involved with, she stated she does not have a lot of time right now to do these. The idea is to have a committee from this group to meet once a month to search for grants. She would like this to be a more independent committee. Ms. Satkowiak stated there are listservs for grants available that shares what grants are available. She stated it's not as labor intensive as it sounds. She discussed how beneficial grants are. Ms. Curran stated she would be happy to get onto the listserv. Ms. Garretson stated she needs someone that would search for grants and identify if the library would be a good candidate for it. She stated this would be more like a search committee. Mr. Wheeler stated he would be able to help after June. Ms. Flores-Watson stated she would help but would need more guidance. Ms. Garretson stated she would provide information to guide members.

- c) Strategic Plan: Long Form Discussion  
*Presenter: Joy Garretson, Library Director*

Ms. Garretson shared a few things that would take place tomorrow at the library for the Strategic Plan discussion. She provided handouts on this and there was detailed discussion.

She stated she has three questions for the board members that she would like to discuss. Those questions were: What do you see as the most important functions of the library, what are our biggest hurdles and what from the report speaks to you most? There was discussion among members on the answers to these questions. There was discussion on the library being a safe place, a place for people to gather, a good source for resources (such as if you need an e-book, check out a book, chrome book, computer use, printer, etc.).

There was discussion on what is the disconnect with teens and the library and how can this be changed? Ms. Garretson stated she will discuss these ideas with her staff tomorrow during the strategic plan work session.

She invited members to stop by the library around 10:00 a.m. tomorrow.

#### **4 NEW BUSINESS**

- a) Explore Library Name Change  
*Presenter: Joy Garretson, Library Director*

Tabled until the next meeting.

#### **5 LIBRARIAN'S REPORT**

- a) February Report  
*Presenter: Joy Garretson, Library Director*

Ms. Garretson provided the information for the month of February 2022. Ms. Garretson shared that there were 210 new card signs up last month.

**February 2022 Snapshot**

Library Visits: 2,702; Physical Items Circulated: 6,103; E-Audio Checkouts: 303; E-Book Checkouts: 632; E-Magazine Checkouts: 32; Uses of Public Computers: 208; New Patrons: 210

**February Programs/Attendance**

0 Children's Programs (Virtual Programs Offered); 3 Teen Programs (9 Attendees); 6 Adult Programs (47 Attendees).

*\*Children's programs were cancelled/postponed due to high COVID numbers.*

**6 OTHER BUSINESS**

- a) Ms. Satkowiak stated she is resigning from the board to allow someone that has more time to take this spot and carry the ball forward. She stated she has served since 2015 and she is very excited about the capable hands the library has been left in.

**7 ADJOURN**

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

**ACTION:** Motion to Adjourn

Motion: Board Member Satkowiak

Second: Board Member Curran

Vote: Unanimous

Duly adopted this the 21<sup>st</sup> day of April, 2022.

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Laurie Lee, Chair

ATTEST:

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

March 17, 2022  
Minutes