



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, September 16, 2021 @ 5:00 PM
Remote – Zoom Meeting

Link To Join Meeting:

<https://us06web.zoom.us/j/89744715185?pwd=SUxmUHl0VEtNMIBPQ3ZERDFBaTcwdz09>

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - July 15, 2021 DRAFT Minutes

[July 15, 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

- a. Strategic Plan: Focus Groups and Survey
Presenter: Joy Garretson, Library Director
- b. Building/Renovation Plans
Presenter: Joy Garretson, Library Director
- c. Big Read: Volunteers Needed!
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Binders for Board Members
 - Board Member Roles & Responsibilities
Presenter: Laurie Lee, Chair
[Roles & Responsibilities](#)
- b. Technology Lending Policy
Presenter: Joy Garretson, Library Director
[Clayton Library Tech Hub Policy Update](#)

5. LIBRARIAN'S REPORT

- a. August Report
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

- a. Update to Meeting Calendar
 - Add October Meeting
Presenter: Laurie Lee, Chair
[Updated 2021 Meeting Calendar](#)

7. ADJOURN

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



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, July 15, 2021 @ 5:00 PM
BB&T Room - Town Hall

BOARD MEMBERS PRESENT:

Vanessa Flores-Watson, Co-Chair
Julia Curran
Belle Allen
Elizabeth McLaurin
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Laurie Lee
Etheleen Eason
Stephanie Satkowiak

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- June 24, 2021 DRAFT Minutes

ACTION: Adoption of Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

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

Ms. Garretson stated the Summer Reading program will be ending in two weeks. She stated the physical items circulated have almost doubled from last month but the E-Audio and E-books are a little lower than they have been. She stated the library has very busy and things are returning back to normal.

Public computer use has increased. She stated over the past 6 years, if citizens do not own a library card, there is a \$5 charge to use the computers. Before COVID hit, she did get authorization to enact a fast pass where citizens could use the computer for free for up to 30 minutes. She stated she would like to create a policy that would not charge to use these computers. She discussed the trend of libraries becoming fine free. She stated studies have shown books do not get returned any fast for charging fees.

There have been over 2,000 library visits for the month of June and these numbers are expected to increase. New counters have been installed on the doors, these numbers will look a lot different than in the past. These counters would be able to show the busiest and quietest times of the day.

June 2021 Snapshot

Library Visits: 2,221; Physical Items Circulated: 6,068; E-Audio Checkouts: 258; E-Book Checkouts: 696; Uses of Public Computers: 111

June Programs/Attendance

10 Children's Programs (295 Attendees); 2 Teen Programs (10 Attendees); 3 Adult Programs (28 Attendees)

b) Grant Update

Presenter: Joy Garretson, Library Director

Ms. Garretson stated Ms. Dash, from Karen Dash Consulting, has started to compile information. She will visit in September and Ms. Garretson would like to include Board Members at this visit. She stated this information would include what the library has been doing, why they have been doing what they are doing and what the real mission is. She stated Ms. Dash is very timely and organized.

Ms. Garretson provided an update on the Big Read grant. The book chosen was *The House on Mango Street* by Sandra Cisneros. Ms. Garretson has met with Dan Barbour who will be designing the logos for the Big Read. She has been talking to Rick at 102.3 and will be beginning to record commercials for this program. September 18th will be the big kick-off at the Farmer's Market. She stated she would love to Board Members to stop by.

6 OTHER BUSINESS

a) Library Board Discussion

- Volunteering, Involvement, Future Ideas

Presenter: Joy Garretson, Library Director

Ms. Garretson stated there are a lot of things to consider over the next month as the library moves towards strategic planning. She distributed a handout of things for board members to consider such as concerns about the library, more involvement on site, and more interaction with staff. She stated she was sure Ms. Dash would be asking members some of these same questions during her visit. There was detailed discussion on these topics. Board members shared great ideas which included different workshops that could bring different resources to the community. There was a suggestion to push out a survey to the community asking what workshops citizens would be interested in.

Ms. Garretson stated she would be meeting with Interim Town Manager Rich Cappola as well as Deputy Town Manager Dolores Gill to discuss future plans for the library.

7 ADJOURN

a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 5:59 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Taperek

Second: Board Member Curran

Vote: Unanimous

Duly adopted this the 16th day of September, 2021.

Laurie Lee, Chair

ATTEST:

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

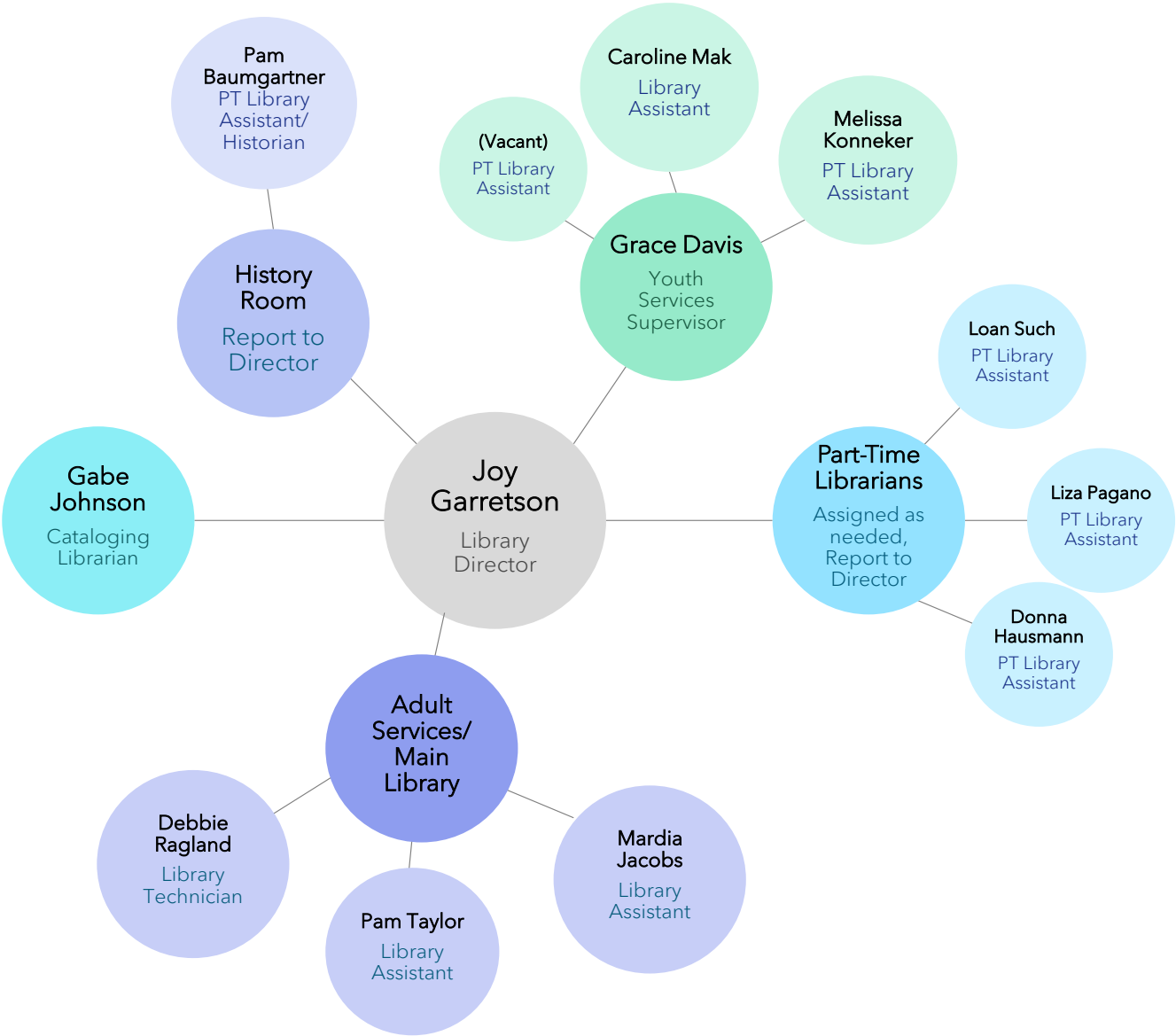
Hocutt-Ellington Memorial Library
September 2021

Expectations for Board Members

- Be present at board meetings. Ask questions and make suggestions.
- Visit the library regularly.
- Be aware of online and physical collections.
- Attend (at least) one library event per quarter.
- Volunteer for library events as needed.
- If you're in a civic club in Clayton, ask Library Director or staff to present at a meeting or invite director/staff to attend a meeting with you.
- Be inquisitive! Ask questions about how/why things are done the way they're done at the library. Send these questions to director in advance of board meetings if possible.
- Forge a relationship with town administration. The Town Manager needs to hear from the library board about issues that are important to the library.
- Forge a relationship with town council members. Speak with liaison or other council members about issues that are important to the library.
- Build relationship with Friends of the Library. Attend at least one meeting annually. Agree upon common goals.

Hocutt- Ellington Memorial Library

Organization chart



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 consecutive regular meetings or a total of four 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)

Town of Clayton Policy & Procedure Statement



Policy Number	LIBRARY 2021-01
Department	Library
Subject	IT Lending Policy (Wi-Fi Hotspot & Laptop Kits)
Approved By	Town Council – Resolution #2021-41
Effective Date	September 20, 2021
Revision Date(s)	

Purpose:

Create guidelines and policies for lending of technology equipment.

Clayton Library Tech Hub:

The Hocutt-Ellington Memorial Library is dedicated to connecting our citizens with innovative technology and access to meet their personal and professional needs. There is no charge to borrow equipment; however, fees/costs will be charged for late, damaged, lost, or stolen equipment.

Upon checkout, the borrower assumes full responsibility for the Wi-Fi Hotspot, Laptop, and any accessories included in the Wi-Fi Hotspot or Laptop Device Kit. This includes financial responsibility for replacing an item if lost or stolen and/or for repair costs of damaged items.

Guidelines for Borrowing and Use of Wi-Fi Hotspot and Laptop Kits (“Device Kits”)

1. Borrowers must be at least **18 years old**.
2. A valid Hocutt-Ellington Memorial Library card with current address information and no outstanding fines above \$25.00.
3. A valid government-issued ID with Clayton, NC area address must be presented. The address on the ID and the library account must be the same.
4. Wi-Fi Hotspot and Laptop Kits (“Device Kits”) must be checked out and signed for at the main circulation desk in the adult room of the Clayton Library and must be returned to and signed back in at that same desk. **They CANNOT be returned in the afterhours book drop or at the children’s desk.** Device Kits must be returned to staff by the due date/time, in good working condition, and with all accessories. The Device Kit will not be considered returned until all components are present.
5. Borrowers are required to read, understand, and sign this agreement at the circulation desk in presence of a library staff member before each checkout. First-time borrowers will receive HEML Internet Safety Guidelines and a walk-through of the Quick-Start Guide.
6. Borrowers will confirm with library staff that all components of the device kit are present at the time of checkout.
7. The borrower must return the technology to a library staff member who will confirm all parts and accessories in the Device Kit are present and in good condition.

Time Limits and availability

- Each household may borrow only one Device Kit at a time.
- Hotspots and Laptops can be borrowed for one 3-week (21-day) interval at a time. They are not renewable and must be turned in before another device is checked out.
- If a patron/household has a Device Kit checked out, they cannot put one on hold until the first kit is checked in.
- Patrons borrowing Chromebooks for in-house use may borrow only one Device Kit at a time, for up to 10 hours, depending on the building's hours of service. Device kits are due 30 minutes before closing on the date they are checked out. They cannot leave the building.

Fees and Costs

Library staff will review the contents of the device kits with borrowers upon return. Staff will notify borrowers if any part of the kit is missing and/or damaged.

- Lost or Damaged Technology or accessories: Patron will be charged cost of item (see itemized checklist).
- The Device Kits CANNOT be returned in the afterhours book drop. Doing so will result in a \$10.00 fee, plus the cost of any damages to the device. If items are returned a second time to the book drop, device checkout privileges will be lost.
- If the Device Kit is not returned by the due date/time, Wi-Fi service will be disconnected, and the device in that kit will no longer be usable.
- Devices that are not returned in person by their due date will be subject to an extended-use rental charge of \$5/day, up to a maximum overdue fine of \$25.
- If the Device Kit is not returned within seven (7) days of the due date, it will be considered lost, and full replacement charges will be incurred.
- In-House Laptop Kits not returned by building closure will be considered lost, and full replacement charges will be incurred.
- The borrower is solely responsible for the Device Kit and agrees to pay for repair or replacement costs associated with damage or loss of devices and/or accessories sustained while checked out.
- The borrower holds responsibility to protect against loss.

Care and Use Information:

- I understand that Device Kits (including Wi-Fi Hotspots and Laptops) must be kept in a temperature-controlled environment and must not be left in extreme temperatures, including vehicles.
- I understand that the hotspot or laptop devices in the Device Kits run on the Verizon network and that the speed and availability of the connection will be dependent on the service area of Verizon towers. *Service connection is not guaranteed in all areas. Hotspots and Laptops have access to 25 GB of data per billing cycle. After the 25 GB threshold is exceeded, service may slow down during periods of high usage. Up to five devices may be connected to the hotspot.*
- I understand there will be Internet filtering on the hotspots in compliance with the Children's Internet Protection Act (CIPA) and the Hocutt-Ellington Memorial Library

Technology Policy. Parents and guardians are responsible for the use of the hotspot by minors.

- I understand that library staff may provide limited instructions and troubleshooting for the use of the hotspot device and cannot provide technical support for connected devices. Borrowers may call 1-800-922-0204 for assistance or to report non-functioning devices.

Disclaimers:

1. The Library is not responsible for information accessed using these devices or for personal information that is shared over the Internet.
2. It is the responsibility of parents/guardians/caregivers, not the Library, to determine what is appropriate for their minor children. Parents/guardians/caregivers are responsible for any information accessed or observed by their minor children while using library devices.
3. Internet access and the quality of access are subject to the availability of cell tower coverage or wireless access through and Internet provider over which the Library has no control.
4. The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection to other electronic devices, or data loss resulting from use of a hotspot. Wireless security is not implied.
5. The library is not responsible for any computer viruses that may be transferred to user storage devices. Tampering with Library equipment, including bypassing security functions, is prohibited.
6. Patrons must abide by the Hocutt-Ellington Memorial Library Internet Acceptable Use Policy and the guidelines for Use of Computers and the Wireless Network and are encouraged to follow safe Internet practices.
7. The Hocutt-Ellington Memorial Library reserves the right to make changes to this policy as needed and to refuse/limit checkouts at the discretion of management.
8. The Library is not responsible for personal data left by the user on the device. It is the borrower's responsibility to ensure no personal data has been left on the device.

Policy:

This policy shall remain in effect until such time as amended by the Town Council.

NAME: _____ **HEML Technology Lending Agreement**

I agree:

- To abide by all of the Hocutt-Ellington Memorial Library Technology Lending guidelines.
- To abide by the library's Internet Acceptable Use Agreement, attached.
- To pay any fees as detailed in the lending guidelines if the equipment is returned late or improperly to the book drop.
- To ensure the safety and security of all equipment and accessories while in my care, including to pay all repair and/or replacement costs should the equipment or components/accessories be stolen, lost, not returned, or damaged while checked out.

Wi-Fi Hotspot, Laptop, and Accessories Checklist and Pricing

Item:

WiFi HOTSPOT KIT#	
LAPTOP CHECKOUT KIT #	
IN-HOUSE LAPTOP KIT #	

STAFF INITIALS

OUT	IN	ITEM	Cost
		Wi-fi Hotspot Kit	
		Wi-Fi Hotspot: Verizon Jetpack MiFi*	\$79.99
		Wi-Fi Hotspot Carrying Case	
		Wi-Fi Hotspot charging cable and wall outlet	
		Quick-start Guide	
		Laptop Checkout Kit	
		Laptop: Chromebook	
		Laptop Carrying Case	
		Computer mouse	
		Computer Charging Cable	
		Quick-start Guide	
		In-House Laptop Kit	
		In-House Laptop: Chromebook	
		Computer Mouse	
		Quick-Start Guide	

By my signature below, I agree that all of my questions have been answered and I agree to abide by all parts of this agreement.

(Printed name)

(Signature)

(Date)

Date Returned: _____

Staff Initials (Upon Return) _____



TOWN OF CLAYTON HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD 2021 MEETINGS

January 21, 2021

March 18, 2021 (*Rescheduled to March 25, 2021*)

March 25, 2021

May 20, 2021 (*Rescheduled to June 24, 2021*)

June 24, 2021

July 15, 2021

September 16, 2021

October 21, 2021

November 18, 2021

Meetings are held every other month on the THIRD Thursday of the month at 5:00 p.m.
in the BB&T Room in Town Hall located at 111 East Second Street,
unless otherwise noted.*

In accordance with NC GS 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: NOVEMBER 19, 2020

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