



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, October 21, 2021 @ 5:00 PM
Hocutt-Ellington Library

1. CALL TO ORDER

2. NEW MEMBER INTRODUCTION

- a. Introduction of New Board Member
 - William Wheeler

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - September 16, 2021 DRAFT Minutes
[September 16, 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

4. OLD BUSINESS

- a. Cardinal Program Recommendation
Presenter: Julia Curran

POTENTIAL ACTION: Approval to Apply for Grant

5. NEW BUSINESS

- a. Board Meeting Time Change
Presenter: Vanessa Flores-Watson

POTENTIAL ACTION: Approval of Proposed New Time Change

- b. 2022 Meeting Calendar
Presenter: Heidi Holland, Deputy Town Clerk
[2022 Meeting Calendar](#)

POTENTIAL ACTION: Approval of 2022 Meetings Calendar

6. LIBRARIAN'S REPORT

- a. Librarian's Report
Presenter: Joy Garretson, Library Director

7. OTHER BUSINESS

8. ADJOURN

- a. Adjournment of Meeting

POTENTIAL ACTION: Motion to Adjourn



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

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Julia Curran
Belle Allen
Elizabeth McLaurin
Stephanie Satkowiak
Paul Taperek

STAFF PRESENT:

Art Holder, Council Member Liaison
Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Etheleen Eason
Vanessa Flores-Watson

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:07 p.m.

2 APPROVAL OF MINUTES

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

ACTION: Adoption of Minutes

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

3 OLD BUSINESS

- a) Strategic Plan: Focus Groups and Survey
Presenter: Joy Garretson, Library Director

Ms. Garretson provided an update on the Strategic Plan. She asked board members to fill out an online survey regarding this. At the bottom of the survey there will be an opportunity for board members to state if they would like to be part of the focus group. Focus groups will be held virtually on Wednesday, September 29th at 11:00 a.m. and at 6:00 p.m. She asked board members to attend if they could. She stated she has had a number of people fill out the survey already, she hopes to get good feedback from this.

The library will be closed September 30th so staff would have an opportunity to weigh in

and have time with the consultant.

- b) Building/Renovation Plans
Presenter: Joy Garretson, Library Director

Ms. Garretson stated she spoke with Deputy Town Manager Dolores Gill and Interim Town Manager Rich Cappola about the needs of the library. She would also speak with Margaret Sullivan, who previously researched space and service needs assessment for the library. Ms. Sullivan will come to the library with a structural engineer to provide options on what could be done with the library and at what cost. This would be done on three different levels, what could be done with \$1 million dollars, what could be done with \$3 million and what could be done with \$5 million. Ms. Garretson is currently working with Ms. Sullivan and viewing the proposal.

She stated she would like to have this complete between October and February to be able to make a budget recommendation for next year's budget.

- c) Big Read: Volunteers Needed!
Presenter: Joy Garretson, Library Director

Ms. Garretson stated the kick-off for this event would be Saturday, September 18th at the Farmer's Market. She stated she has several volunteers and if any board members would like to help, she would welcome that.

4 NEW BUSINESS

- a) Binders for Board Members
• Board Member Roles & Responsibilities
Presenter: Laurie Lee, Chair

Ms. Lee stated she and Ms. Garretson have been working on binders for board members that include member roles and responsibilities. Some of the expectations Ms. Lee touched on were: be present at board meetings, visit the library regularly, attend at least one library event per quarter, and volunteer for library events as needed. The full list of these expectations were attached to the agenda.

- b) Technology Lending Policy
Presenter: Joy Garretson, Library Director

Ms. Garretson discussed in detail the policy created for the Technology Lending Policy (Wi-Fi Hotspot & Laptop Kits). She stated this program lends out WiFi Hotspot and laptop kits. She discussed the guidelines for this policy, which she stated is stricter than the book lending policy. She stated borrowers must be 18 years old, have a valid library card, no library fees higher than \$25 and must have a valid government issued ID with a Clayton address (address on the ID must be the same as what is listed on the library account).

The device kits must be checked out and signed for at the circulation desk and returned at the same location. They can not be returned in the afterhours book drop or at the children's desk. Borrowers are to read, understand and sign an agreement before checking out a device kit. Borrowers must confirm with staff that all components are

present at the time of checkout. When returned, a library staff member would confirm that all parts and accessories are present and in good condition.

Only one device can be borrowed at a time per household and the borrowing time is one three-week interval and is not renewable. All lost components must be replaced at cost. If a device kit is not returned by the due date, the WiFi will be disconnected and there will be a \$5 per day fee, not to exceed \$25.00. If it is not returned by day 7, it would be considered lost.

ACTION: Motion to Approve Policy

Motion: Board Member Taperek

Second: Board Member Curran

Vote: Unanimous

5 LIBRARIAN'S REPORT

a) July Report

Presenter: Joy Garretson, Library Director

Ms. Garretson discussed the summer reading totals. The library hosted 21 programs for children and teens with 480 children attending these programs. 9,889 juvenile books were circulated, and 915 young adult books were circulated. There were 249 total registrants in grades K-12 and 95 adults registered as well.

July 2021 Snapshot

Library Visits: 3,221; Physical Items Circulated: 8,209 E-Audio Checkouts: 253; E-Book Checkouts: 776; Uses of Public Computers: 167

July Programs/Attendance

6 Children's Programs (147 Attendees); 2 Teen Programs (23 Attendees); 4 Adult Programs (24 Attendees)

August 2021 Snapshot

Library Visits: 3,100; Physical Items Circulated: 7,500

August Programs/Attendance

There were not any children's programs during this month. 2 Adult Programs (17 Attendees)

Ms. Garretson reminded everyone to pick up their copy of *"The House on Mango Street"*.

6 OTHER BUSINESS

September 16, 2021
Minutes

- a) Update to Meeting Calendar
- Add October Meeting

Presenter: Laurie Lee, Chair

Ms. Lee shared the updated calendar with board members which added a meeting in October.

- b) Ms. Lee discussed the Cardinal Program that was shared at a board meeting last year. She stated this program allows patrons access to more books. She stated she would like to meet with a couple board members to get their thoughts on whether to move forward with this program. She would like to meet before the end of the month and bring back a recommendation at the next board meeting. Ms. Curran stated she would help out, Mr. Taperek stated he would try to help out if he could. Ms. Garretson stated this information would only take a couple of hours to discuss.
- c) Council Member Holder reminded everyone that the Friends of the Library would meet September 21 to discuss the book sale that would take place in October.

7 ADJOURN

- a) With nothing further, the meeting was adjourned at 5:45 p.m.

ACTION: Motion to Adjourn

Motion: Board Member McLaurin

Second: Board Member Curran

Vote: Unanimous

Duly adopted this the 21st day of October, 2021.

Laurie Lee, Chair

ATTEST:

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

September 16, 2021
Minutes



TOWN OF CLAYTON
HOCUTT-ELLINGTON MEMORIAL
LIBRARY ADVISORY BOARD
2022 MEETINGS

January 20, 2022

March 17, 2022

May 19, 2022

July 21, 2022

September 15, 2022

November 17, 2022

Meetings are held every other month on the THIRD Thursday of the month at 5:30 p.m.
at Hocutt-Ellington Memorial Library located at 100 S. Church Street,
unless otherwise noted.*

In according 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: OCTOBER 21, 2021

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