



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, March 25, 2021 @ 5:00 PM
Remote - GoTo Meeting

**For the link to join this meeting, please contact the
Clerk to the Board at hholland@townofclaytonnc.org**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - January 21, 2021 DRAFT Minutes
[January 21, 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of January 21, 2021 Minutes

3. OLD BUSINESS

- a. Grant Applications Progress
 - NEA Big Read Notification Date
 - LSTA Strategic Planning Notification Date

Presenter: Joy Garretson, Library Director
- b. DFI/Library Building Project Update
 - Current Status
 - Next Steps

Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Hiring Part-time Children's Library Assistant
Presenter: Joy Garretson, Library Director
- b. Budget Request
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. Library Update
Presenter: Joy Garretson, Library Director
- b. Introduction: Grace Davis, Youth Services Supervisor
Presenter: Joy Garretson
- c. COVID-19 Update, Planned Reopening
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, January 21, 2021 @ 5:00 PM
Remote - GoTo Meeting

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Caroline Daily
Belle Allen
Vanessa Flores-Watson
Stephanie Satkowiak
Paul Taperek

STAFF PRESENT:

Art Holder, Council Member Liaison
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Etheleen Eason
Elizabeth McLaurin

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:07 p.m. There was an adjust to the agenda, Big Read Grant Update was added under Old Business.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- November 19, 2020 DRAFT Minutes

ACTION: Adoption of November 19, 2020 Minutes *(with one change in item 3b, change Ms. Daily to Ms. Satkowiak)*

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

3 OLD BUSINESS

- a) 5-Year Strategic Plan Grant
- Quote from Consultant
- Presenter: Joy Garretson, Library Director*

Ms. Garretson shared information with the board members on this grant she will be applying for. She stated she has been talking to consultant Karen Dash, of Karen Dash Consulting, LLC. Ms. Dash will be able to use some of the work Margaret Sullivan did a couple years ago as ground work. She stated she will hold a focus group and get ideas from staff as well as include members of the board. She stated she has attended strategic plan meetings that Karen Dash has held before. Ms. Dash has worked with the State

Library as well as with Harnett County Library and Wilson Library. She discussed the Harnett County Library is similar in size to Clayton and they have provided positive feedback on Ms. Dash. The total cost, at the most, would be \$11,490. The LSTA grant covers 75% of the cost, the town or the library would have to cover the rest, which would be close to \$3,000. Ms. Garretson stated there must be a 5-year strategic plan on file for the library to receive state funding.

Ms. Garretson stated her deliverables will be a strategic plan report of the community, opinion research findings and a report of an environmental scan. She will recommend goals, objectives and strategies and provide a PowerPoint summary of the findings that would be presented to civic groups and council.

ACTION: Motion was made to proceed with Karen Dash Consulting, LLC

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

- b) Big Read Grant Update
Presenter: Joy Garretson, Library Director

Ms. Garretson stated council has approved for the library to apply for this grant. With this grant, one book is chosen to read across Clayton. There will be discussions, presentation, panel discussion, community engagement projects and art exhibits. The goal is to bring the community together for the arts. The award for this grant is between \$5,000 - \$20,000. This grant will provide up to 50% of the cost.

A number of books were available to choose from, the decision is *"The House by Mango Street"* by Sandra Cisneros.

This book is very visual book with short chapters. It is about a girl with Mexican immigrant parents. Ms. Garretson stated this book may be able to reach out to more cultures within the community. This book will be received in both English and Spanish.

4 NEW BUSINESS

- a) Election of 2021 Board Officers
- Chair
 - Vice-Chair
- Presenter:* Heidi Holland, Deputy Town Clerk

There was a motion made to nominate Ms. Flores-Watson as Vice-Chair and for Laurie Lee to remain as Chair.

ACTION: Approval of Board Nominated Officers

Motion: Board Member Daily
Second: Board Member Satkowiak
Vote: Unanimous

- b) 2022 Budget Request
Presenter: Joy Garretson, Library Director

Ms. Garretson reported the budget is still in process, not much has changed since last year. She is still asking for a circulation supervisor. This position would handle reading contests, advertising, lost book fees, etc. Depending on the trajectory of COVID, she is hoping to be fully staffed by June 30, 2021 and be able to return to normal practices.

The Development Finance Initiative contracts for Study Phase 2 (\$32,000) has been deferred to FY22. Training has not changed much and with some training held virtually, this is helpful financially. The library will try to purchase as much furniture as possible with the funds available, but anticipate that some will need to be ordered in FY22. The focus is on the Children and Circulation offices and is needed for better work flow.

The library is working with Operations to get quotes for a new front door. The current door is old and the lock does not work well. It also does not work well with the security system.

5 LIBRARIAN'S REPORT

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

Ms. Garretson stated November's numbers were higher than December's. In December, fewer items were circulated and there were fewer audio and E-book checkouts.

The library's Pageburners Book Club won the Small Library Literacy Program Award from the North Carolina Public Library Directors Association and the adult and teen programs have really been going strong.

November 2020 Snapshot

Library Visits/Appointments: 50/89; Physical Items Circulated: 3040; E-Audio Checkouts: 242; E-Book Checkouts: 708

November Programs/Attendance

9 Children's Programs (128 Viewers & 132 Craft Kits Picked Up); 4 Teen Programs (16 Attendees); 5 Adult Programs (33 Attendees)

December 2020 Snapshot

Library Visits/Appointments: Closed to the Public; Physical Items Circulated: 2476; E-Audio Checkouts: 220; E-Book Checkouts: 720

December Programs/Attendance

2 Children's Programs (4 Attendees); 7 Teen Programs (56 Attendees); 4 Adult Programs (29 Attendees)

- b) COVID-19 Update
Presenter: Joy Garretson, Library Director

Ms. Garretson is working with Town Manager on plans for re-opening and hopes to open by March 1, 2021 with limited capacity and hours.

- c) Library Staff Update
Presenter: Joy Garretson, Library Director

The new children's librarian will start in February, she will be coming from Virginia and had glowing reviews. Ms. Garretson stated she is really excited about her. She comes with a theater background and is great with programs.

6 OTHER BUSINESS

7 ADJOURN

- a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 5:56 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 25th day of March, 2021.

Laurie Lee, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk
& Clerk to the Board