



**Town of Clayton**  
**Hocutt-Ellington Memorial Library Advisory Board Agenda**  
**Thursday, November 18, 2021 @ 5:30 PM**  
**Hocutt-Ellington Library**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

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

**POTENTIAL ACTION:** Adoption of Minutes

**3. OLD BUSINESS**

- a. Strategic Plan
  - Karen Dash Remarks to Board

*Presenter: Joy Garretson, Library Director*
- b. Big Read: Sandra Cisneros Tonight!  
*Presenter: Joy Garretson, Library Director*

**4. NEW BUSINESS**

- a. Friends of the Library Standing Book Sale Cart  
*Presenter: Joy Garretson, Library Director*

**POTENTIAL ACTION:** Approval

**5. LIBRARIAN'S REPORT**

- a. October Report  
*Presenter: Joy Garretson*

**6. OTHER BUSINESS**

- a. Recognition of Retiring/Non-Renewing Board Members  
*Presenter: Joy Garretson, Library Director*

**7. ADJOURN**

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



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

**BOARD MEMBERS PRESENT:**

Vanessa Flores-Watson  
Etheleen Eason  
Julia Curran  
Belle Allen  
Elizabeth McLaurin  
Eugene Wheeler

**STAFF PRESENT:**

Joy Garretson, Library Director  
Heidi Holland, Deputy Town Clerk

**MEMBERS ABSENT:**

Laurie Lee  
Stephanie Satkowiak  
Paul Taperek

**1 CALL TO ORDER**

- a) Ms. Flores-Watson called the meeting to order at 5:10 p.m.

**2 NEW MEMBER INTRODUCTION**

- a) Introduction of New Board Member
- William Wheeler

New board member Eugene Wheeler was introduced to the board. He stated he moved to Clayton 3 years ago and is a 5th grade teacher. Board members welcomed him.

**3 APPROVAL OF MINUTES**

- a) Draft Minutes
- September 16, 2021 DRAFT Minutes

**ACTION:** Adoption of Minutes

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

**4 OLD BUSINESS**

- a) Cardinal Program Recommendation  
*Presenter:* Julia Curran

Ms. Curran shared information on this program which is run by the State Library. She stated the NC Cardinal program is a giant book catalog for library's across the state. It is a

system that you have to apply for. She stated there are a lot of benefits to this program. This program would increase the circulation and availability of the books from approximately 28,000 books to almost 7 million. This would give patrons of the library access to books across the state.

This program would also help out staff. She stated the current system used is Koha Catalog. It is not a very user-friendly system, it requires a lot of coding knowledge. Also, there is not a lot of tech support and can take 24 hours or several weeks for a representative to respond back. With the Cardinal Program, help would be available much quicker and there are other libraries to reach out to. Local training is also available. Currently, the library uses a computer system interface called Bywater for the public computers. This system is often down as well. In the future, looking at upgrades to the security system of the books, there is not a lot of room for expansion with Bywater. Switching to Cardinal, we would use a different public computer software that is more user friendly with much better tech support and room for expansion.

The downside to this program is we would have to lend out the books at the library to patrons across the state. However, new books that come in do not have to be lent out for six months. Another disadvantage is anyone that has a library card at an NC Cardinal Library can come to the library and borrow a book with the exception of the e-books and audio books.

Staff at the library is very excited about the aspect of this program. There was discussion on the cost of this program, which is less expensive than the current system being used.

Ms. Garretson shared a presentation of the interface of Cardinal. She stated she applied for the grant in November and would start changing over to the new system in July 2023. The first full year of service is free and after that is only \$2200 a year. The shipping costs for the books is a separate grant. There would be no contract to sign, just a termination cost.

**ACTION:** Approval to Apply for Grant

Motion: Board Member McLaurin

Second: Board Member Allen

Vote: Unanimous

## **5 NEW BUSINESS**

- a) Board Meeting Time Change  
*Presenter:* Vanessa Flores-Watson

Ms. Flores-Watson discussed changing the start time of the meetings from 5:00 p.m. to 5:30 p.m. It was discussed that board members that work sometimes have challenges attending the meetings due to work hours. A motion was made to change the meetings to begin at 5:30 p.m.

**ACTION:** Approval of Proposed New Time Change

Motion: Board Member Allen

Second: Board Member Curran  
Vote: Unanimous

- b) 2022 Meeting Calendar  
*Presenter:* Heidi Holland, Deputy Town Clerk

The 2022 meeting calendar was presented to the board. A motion was made to approve this calendar.

**ACTION:** Approval of 2022 Meetings Calendar

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

## 6 LIBRARIAN'S REPORT

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

Ms. Garretson provided her September update. She stated she compared this month's circulation numbers to the last normal month which was September 2019 and the numbers are up by 835. She stated that is a huge number. She discussed E-Magazine checkouts, she stated this month the number had really increased.

She discussed the programs in September decreased due to the COVID Delta variant. Now that the numbers are more stable, they would start to do more children's programs. She stated adult programs have been going well.

She stated they have given 535 books to Clayton Schools as part of the NEA Big Read program that represent several thousands of dollars. She listed the schools that received books: Riverwood Middle & Elementary, West Clayton, Cooper, Powhatan and Clayton High.

She stated Julio Alvarez was scheduled to host a zoom meeting for children at school, that has had to be rescheduled.

Ms. Garretson stated if you signed up to be part of the Strategic Plan focus group, those would be held via zoom next week, October 27, at 11:00 a.m. and 6:00 p.m. She stated Karen Dash would be here to work with staff November 18th. There is a board meeting on the same day so she would meet with board members as well. Also on November 18th will be the zoom meeting with author Sandra Cisneros beginning at 7:00 p.m.

### **September 2021 Snapshot**

Library Visits: 2,619; Physical Items Circulated: 6,959; E-Audio Checkouts: 243; E-Book Checkouts: 704; Uses of Public Computers: 187

**September Programs/Attendance**

4 Children's Programs (52 Attendees); 1 Teen Programs (3 Attendees); 5 Adult Programs (57 Attendees); Special Programs (NEA Big Read Kickoff) 120 attendees

**7 OTHER BUSINESS**

**8 ADJOURN**

a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 5:54 p.m.

**ACTION:** Motion to Adjourn

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

Duly adopted this the 18<sup>th</sup> day of November, 2021.

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Laurie Lee, Chair

ATTEST:

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

October 21, 2021  
Minutes