



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

BOARD MEMBERS PRESENT:

Laurie Lee
Etheleen Eason
Julia Curran
Eugene Wheeler
Vanessa Flores-Watson
Stephanie Satkowiak

STAFF PRESENT:

Joy Garretson, Library Director
Karen Dash, Consultant

MEMBERS ABSENT:

Belle Allen
Liz McLaurin
Paul Taperek

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- October 21, 2021 DRAFT Minutes

ACTION: Adoption of Minutes

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

3 OLD BUSINESS

- a) Strategic Plan
- Karen Dash Remarks to Board
- Presenter: Joy Garretson, Library Director*

Ms. Garretson introduced consultant Karen Dash to board members. She stated she has worked with Ms. Dash over the past couple months about the strategic plan and challenges with the library. Ms. Dash provided a brief summary. She spoke about the survey and stated there have been 102 responses. She stated there is a ton of data, she provided presentations on that information. She stated she met with board members and town officials today to discuss the information she had compiled. She went into discussion about this meeting which included some topics such as space needs, library fees, parking needs, traffic and satellite locations. She stated she was happy to be able to share this information.

Ms. Garretson asked Ms. Dash to describe what would be shared at the end of this process. Ms. Dash stated she is working on a timeline of mid-January and she would provide a report that would summarize what the community is prioritizing for the library. She would also provide a summary of some of her research which includes best practices related to how programs, collections and services are delivered and how they relate to what is happening in the community. She stated she would also provide recommendations based on what stakeholders are seeking.

Ms. Garretson stated from that information she and staff would develop mission and vision goals.

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

Ms. Garretson stated tonight at 7:00 p.m. she would be moderating a discussion via zoom with author Sandra Cisneros who wrote "The House on Mango Street". She stated she currently 30 people have signed up, she stated she would love for board members to attend.

4 NEW BUSINESS

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

Ms. Garretson stated there are a lot of extra books that were left over from the Friends of the Library book sale. She stated the Friends of the Library suggested to have a standing book sale cart for all books that were leftover. Being these books would be considered surplus, she spoke with the town's Procurement Analyst Shaun Mizell, and he gave her the approval to move forward. She stated she wanted to bring this to the board since staff would be handling money that belongs to the Friends of the Library. She is developing a process to be able to take in funds and provide change if needed. She stated they would do their best to be financially careful.

ACTION: Approval

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

5 LIBRARIAN'S REPORT

- a) October Report
Presenter: Joy Garretson

Ms. Garretson provided an update for the month of October. She stated the physical items and audio checkouts are higher than they were in 2019. She stated now the library does automatic renewals and the higher numbers may reflect this. The public computer sessions are steady, and patrons have started asking about the hot spots that the library lends out. She stated she has been working with an employee from VC3, who handles the technology for the town, to get all the chrome books set up to lend out. Soon those will be ready to lend out to the public.

For the month of October there were 7 children's programs (120 attendees) and there were 2 teen programs (12 attendees). She stated the children's and teen programs have not been highly attended but she hoped that would change as we get into the new year. She stated adult programs have been well attended with 6 programs (41 attendees). She stated there was great interaction at the Harvest Festival, she thanked the members who helped out at this event.

October 2021 Snapshot

Library Visits: 3,070; Physical Items Circulated: 6,817; E-Audio Checkouts: 287; E-Book Checkouts: 650; E-Magazine Checkouts: 20; Uses of Public Computers: 178

October Programs/Attendance

7 Children's Programs (120 Attendees); 2 Teen Programs (12 Attendees); 6 Adult Programs (41 Attendees); Special Programs (NEA Big Read & Racial Equality Coalition): 42 Attendees; Harvest Festival: 55 Attendees

She stated after tonight the Big Read takes a little break until January when writing workshops would begin. She stated the library would be holding the Food for Fines program in December to offset fines. She stated she would like to talk with board members after the new year about possibly putting a cap on fines. She stated she is finding situations where patrons have a lot of books out that have been auto renewed and they all become late enough to accumulate a \$5.00 fine on each book. She stated a lot of libraries have gone fine free. She stated if the board is not comfortable with that they could cap the fees.

She discussed upcoming programs for the month of December.

6 OTHER BUSINESS

- a) Recognition of Retiring/Non-Renewing Board Members

Presenter: Joy Garretson, Library Director

Ms. Garretson stated there would be four vacancies coming up. She stated Belle Allen would not be reapplying for her seat on the board but would continue to stay on the Friends of the Library. She stated also, Liz McLaurin would not be reapplying for the board. There was discussion on the need to find applicants for the board that live in the ETJ.

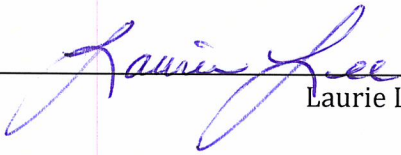
7 ADJOURN

- a) With nothing further, the meeting was adjourned at 6:03 p.m.

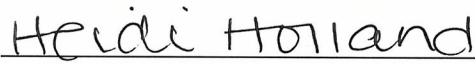
ACTION: Motion to Adjourn

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

Duly adopted this the 20th day of January, 2022.


Laurie Lee, Chair

ATTEST:


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