



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, June 24, 2021 @ 5:00 PM
BB&T - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. DRAFT Minutes
- March 25, 2021 DRAFT MINUTES
[March 25, 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. NEW MEMBER INTRODUCTION

- a. New Member Introduction
- Julia Curran
- Presenter: Joy Garretson, Library Director*

4. OLD BUSINESS

- a. Grant Applications Progress
Presenter: Joy Garretson, Library Director
- NEA Big Read
 - LSTA Strategic Planning
- b. Library Building Project Update
Presenter: Joy Garretson, Library Director
- New Administration Means a Different Perspective
 - Capital Improvement Plan
 - Library Board Recommendations

5. NEW BUSINESS

- a. New Grant Application for Technology
Presenter: Joy Garretson, Library Director

6. LIBRARIAN'S REPORT

- a. Librarian's Report
Presenter: Joy Garretson, Library Director
- Library Update
 - COVID-19 Update, New Rules, and Reopening Status
 - Summer Library Program

7. OTHER BUSINESS

- a. Recognition of Board Member Caroline Daily
Presenter: Laurie Lee, Chair

8. ADJOURN

- a. Adjournment of Meeting
- POTENTIAL ACTION:** Motion to Adjourn



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

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Belle Allen
Caroline Daily
Vanessa Flores-Watson
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk
Grace Davis, Youth Services Supervisor
Taylor Heeden, The Johnstonian

MEMBERS ABSENT:

Elizabeth McLaurin
Stephanie Satkowiak

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

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

ACTION: Adoption of January 21, 2021 Minutes

Motion: Board Member Allen

Second: Board Member Daily

Vote: Unanimous

3 OLD BUSINESS

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

Presenter: Joy Garretson, Library Director

Ms. Garretson discussed the two grants she applied for in January/February. She stated she would not hear about the NEA Big Read Grant until the end of April and she would be notified by the State Library by June 3rd to notify her about the LSTA Strategic Planning Grant. She will let the board members know when she hears back about these two grants.

- b) DFI/Library Building Project Update
- Current Status
 - Next Steps

Presenter: Joy Garretson, Library Director

Ms. Garretson discussed the DFI update. The steering committee has met with the group and discussed possibly demolishing and rebuilding the current library site. A final report was provided and stated the main issue is parking. Two options were discussed; having the library as a bottom anchor with residential properties above or the library as a bottom anchor with office space above. She stated we are not moving forward with the DFI project right now. Town Manager, JD Solomon has decided to move in a different direction. She stated a concern that Mr. Solomon has is the expense, even with partners, and this project may not begin for the next ten years. She stated he has a couple ideas which includes a library site in the upcoming Lumen development and also renovating the current library building. The renovation would significantly open up the library and could be something that may be completed within a year/year and half with Council's approval. She stated none of this is yet set in stone. She stated things are quickly changing and she is still receiving details.

She stated the current library does not have a great layout. There is no space in the meeting room or is there private space for staff. She stated this is new information that has been delivered to her within the last six weeks. All of this of course depends on council's discussion and next year's budget.

Ms. Garretson shared she is now under the new Deputy Town Manager Dolores Gill. She stated Ms. Gill has a lot of experience working with building maintenance and projects. She stated they have had great conversations about the possibilities of the library. She is pleased to have her a sounding board and thinks she has a lot of experience.

4 NEW BUSINESS

- a) Hiring Part-time Children's Library Assistant
Presenter: Joy Garretson, Library Director

Ms. Garretson stated the library is in the process of hiring a part-time Children's Library Assistant. Ms. Garretson and Grace Davis have completed a round of interviews and hope to have someone on board within the next couple weeks. She stated she had a lot of good candidates that applied for the position.

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

Ms. Garretson stated the budget request is not much different this year than last years. The library is continuing to develop Children, Adult and Teen Programming so money is still going toward those programs. She has requested furnishings for her office, circulation office and the children's office to make these offices more effective. She stated this brought up a good conversation with Mr. Solomon, Ms. Gill, Mr. Cappola and Finance Director Robert McKie. They suggested to put a hold on the furniture if there will be upcoming renovations. If council does not approve the renovation, then the library will look at buying the new furniture as well as new carpet and painting the library.

She shared information about unfortunate situations that have happened. She stated a big leak occurred in the ceiling, one of their HVAC systems died and gallons of water seeped into the roof due to a leak which went down the walls and all over the carpet.

These issues have been addressed. A new roof will be needed soon but will depend on the decision of the renovation. New door counters were added last year. These have been helpful to monitor people coming in and out of the library. She stated these counters are pretty inexpensive and are well worth it.

5 LIBRARIAN'S REPORT

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

Ms. Garretson shared the information on the month of February.

She stated all physical items have been picked up curbside. These numbers, as well as e-audio and e-books, have seen a huge increase. She stated the craft kits are hugely popular. The teen and adult programs are live and not hugely different from numbers in the past. She stated the children's programs are not live, they have been recorded ahead of time. She stated it is nice to have these programs but the numbers are not what they would be if they were in person.

Starting February 22nd, the curbside pickup hours will be extended to 9-6 Monday - Thursday; 9-5 on Friday; and 9-12 on Saturdays. On April 5th, the library plans to re-open for browsing by appointment open.

The library will be able to start outdoor, in-person (socially distancing with masks) programming in April, which everyone is excited about. Ms. Garretson and Grace Davis will be at the Farmer's Market on April 10 for a fun spring kick off that will include story time. The pollinator garden was installed today with the help of town staff and the Woman's Club. She stated 32 plants were planted and 2 rose bushes were donated.

Ms. Eason asked if part-time staff have started back. Ms. Garretson stated, yes they have. She said she is still working with some part-time staff to figure out schedules.

Ms. Garretson shared the popular titles for the month of February which were Love Lettering, The Guest List, and A Court of Thorns and Roses.

February 2021 Snapshot

Library Visits/Appointments: 0 - Closed due to COVID; Physical Items Circulated: 2573; E-Audio Checkouts: 258; E-Book Checkouts: 838

February 2021 Programs/Attendance

9 Children's Programs (84 Viewers & 138 Craft Kits Picked Up); 4 Teen Programs (20 Attendees); 5 Adult Programs (37 Attendees)

- b) Introduction: Grace Davis, Youth Services Supervisor
Presenter: Joy Garretson

Ms. Garretson introduced Grace Davis, the new Youth Service Supervisor. Ms. Davis started on February 15th and comes to us from the Virginia Beach Public Library System. She has a background in library and STEAM programming. Before working with the

library system she worked in children's theater education. She stated she plans on bringing a lot of programming skills to Clayton. She is excited to start working with children again and will be starting in person outdoor library programs, outdoor story times, and Every Child Ready to Read programming. She is also gearing up for Summer Reading with a Tails and Tales theme. She stated she is very excited to be here and has had a blast so far.

- c) COVID-19 Update, Planned Reopening
Presenter: Joy Garretson, Library Director

The library will re-open on April 5th but by appointment only. Ms. Garretson stated by June she hopes to be open with normal hours. With the vaccine available, she hopes things will be healthy and safe to fully open.

Ms. Lee asked if every other month is still sufficient for board meetings, Ms. Garretson stated she thinks the current adopted schedule is good. She said she doesn't think she will have any more information on the budget until May. She said if the board would like to meet sooner, she is open to that. There was discussion on advisory board meetings returning to in person beginning April 1st.

6 OTHER BUSINESS

- a) Ms. Lee asked if anyone has anything else to mention. Taylor Heeden from the Johnstonian thanked everyone for allowing her to attend this meeting and stated she may contact members for additional comments.

7 ADJOURN

- a) With nothing further, there was a motion to adjourn at 5:33 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 24th day of June, 2021.

Laurie Lee, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk
& Clerk to the Board

March 25, 2021
Minutes