



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, July 15, 2021 @ 5:00 PM
BB&T Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - June 24, 2021 DRAFT Minutes
- [June 24, 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Library Update
Presenter: Joy Garretson, Library Director
- b. Grant Update
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

- a. Library Board Discussion
 - Volunteering, Involvement, Future Ideas
- Presenter: Joy Garretson, Library Director*

7. ADJOURN

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



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

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Julia Curran
Belle Allen
Caroline Daily
Elizabeth McLaurin
Vanessa Flores-Watson
Stephanie Satkowiak
Paul Taperek

STAFF PRESENT:

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

MEMBERS ABSENT:

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:11 p.m.

2 APPROVAL OF MINUTES

- a) DRAFT Minutes
- March 25, 2021 DRAFT MINUTES

ACTION: Adoption of Minutes

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

3 NEW MEMBER INTRODUCTION

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

Ms. Garretson introduced new member of the board, Julia Curran. She said Ms. Curran is active in the Clayton Junior Woman's Club and is President of the MOMS Club of Clayton. Ms. Curran stated she recently came from Virginia Beach and is the mother to 3 children. She stated she is happy to be a part of the board.

4 OLD BUSINESS

- a) Grant Applications Progress
Presenter: Joy Garretson, Library Director

- NEA Big Read
- LSTA Strategic Planning

NEA Big Read

Ms. Garretson provided an update on the NEA Big Read. The book chosen was *The House on Mango Street* by Sandra Cisneros. She stated the library received the grant for the NEA Big Read and she is very excited about this. The kick-off would be September 18th at the Farmer's Market. She provided each board member with a press release on the grant. She stated only 61 of these grants were awarded nationwide and they were the only library in the state to receive this grant the year.

She stated the library has many partners for the Big Read which includes: Friends of the Library, Johnston County Public Schools, Carolina Youth Theatre, Clayton Visual Arts, Racial Equality Coalition, Johnston County Writers Group, Johnston County Association of Realtors, Clayton Farm and Community Market, Clayton Chamber of Commerce, Country Superstars 102.3 FM and Barbourshop Creative. There will also be a live Zoom Meeting with the author in November. She stated she is so proud of her group for their work with this grant. She also gave credit to board member Paul Taperek for his assistance with this grant.

LSTA Strategic Planning

Ms. Garretson discussed the LSTA Strategic Planning grant. She stated she found out they were awarded this grant about a week ago. She told board members they would all be instrumental in this. Karen Dash Consulting will be researching the goals of the library and where the library wants to go. She stated she has sent some of the work that Margaret Sullivan did in the past to Karen Dash. Ms. Dash will be meeting with staff as well as the library board. Ms. Garretson stated this would be a great year for setting library goals. She stated one goal she would like to accomplish is increasing the number of card holders. Currently there are a little over 4,000 card holders, she would like those numbers to increase. She also would like to work on reaching citizens of other cultures to participate in the library's programs.

- b) Library Building Project Update
Presenter: Joy Garretson, Library Director
- New Administration Means a Different Perspective
 - Capital Improvement Plan
 - Library Board Recommendations

Ms. Garretson stated prior to COVID, there were a lot of studies in the works on finding out whether or not to do private/public partnerships pertaining to a new library. She went into detail on these studies. In the meantime, management changed as well as the direction of the plans for the library. Previous Town Manager, JD Solomon, had suggested to build a satellite library location at the new proposed Lumen project and to decrease the previously dollar amount discussed for the proposed new library. She stated she is currently working with Deputy Town Manager Dolores Gill and Interim Town Manager Rich Cappola on new possibilities. She stated there is not any money in this year's budget

or CIP for any library plans. There was further discussion on future library possibilities as well as safety concerns in the current building.

5 NEW BUSINESS

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

Ms. Garretson stated the library has been submitting grants all year. She discussed an application submitted for a technology grant that would allow for 15 public hotspots as well as 10 tablets. 5 tablets would be available for checkout and 5 would stay at the library. She stated if this grant is approved, policies would need to be written and approved by Council. She stated the grant is still in the air, they have not been approved for it but will know a decision on July 15.

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

Ms. Garretson stated the library is slowly increasing their numbers after COVID. She stated regular library hours resumed on June 12, 2021. All programs have been virtual but began in person beginning in April at Town Square. In May, physical items circulated increased. She stated she is excited to see what summer programs would look like.

April 2021 Snapshot

Physical Items Circulated: 2324; E-Audio Checkouts: 283; E-Book Checkouts: 764

April Programs/Attendance

11 Children's Programs (47 Viewers); 143 Craft Kits Picked Up; 99 In-Person Storytime Attendees (62 Outreach Attendees); 3 Teen Programs (16 Attendees); 4 Adult Programs (25 Attendees)

May 2021 Snapshot

Library Visits: 1534; Physical Items Circulated: 2868; E-Audio Checkouts: 221; E-Book Checkouts: 711; Uses of Public Computers: 44

May Programs/Attendance

10 Children's Programs (15 Viewers); 71 Craft Kits Picked Up; 126 In-Person Storytime Attendees; 4 Teen Programs (112 Attendees); 4 Adult Programs (31 Attendees)

She stated if you are fully vaccinated you do not have to wear a mask at the library. Social distancing is still required in the meeting room and rooms are being cleaned twice a day. She stated staff has really been amazing during this time, they really went with the flow and all stepped up to the changes.

She discussed the 2021 Summer Library Reading Program that began June 12, 2021. The program will be in-person and is for children, teens and adults. Children will receive a free book when they register.

7 OTHER BUSINESS

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

Ms. Lee recognized board member Caroline Daily, who will be moving out of the country and would resign from her seat on the board. Ms. Daily stated she plans on returning to the board when she returns back to the country in two years. Ms. Lee thanked Caroline for her dedication on the board. Ms. Daily stated she would miss everyone on the board and has enjoyed her time. She thanked everyone.

8 ADJOURN

- a) Adjournment of Meeting

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

ACTION: Motion to Adjourn

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

Duly adopted this the 15th day of July, 2021.

Laurie Lee, Chair

ATTEST:

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