



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, September 17, 2020 @ 5:00 PM
Remote - GoTo Meeting

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Access Code: 177-739-365

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
- August 20, 2020 Draft Minutes
[August 20, 2020 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of August 20, 2020 Minutes

3. OLD BUSINESS

- a. DFI (Development Finance Initiative) Committee
- *Nominate 2 board members to sit on this committee*
- Presenter: Joy Garretson, Library Director*

POTENTIAL ACTION: Approval of Nominations for Sub-Committee for DFI Project

- b. Courier Service Policy
- Presenter: Joy Garretson, Library Director*

POTENTIAL ACTION: Approve Courier Service Policy

- c. NC Cardinal Catalog Discussion
- Presenter: Joy Garretson, Library Director*

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Library Update
- August
- Presenter: Joy Garretson*

6. OTHER BUSINESS

- a. From the Field: Board Suggestions
- Presenter(s): board Members*

7. ADJOURN

a. Adjournment of Meeting

POTENTIAL ACTION:

Motion to Adjourn



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, August 20, 2020 @ 5:00 PM
Remote - GoTo Meeting

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Elizabeth Barber
Belle Allen
Caroline Daily
Paul Taperek

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Elizabeth McLaurin
Vanessa Flores-Watson
Stephanie Satkowiak

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:08 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- June 18, 2020 Draft Minutes

ACTION: Adoption of June 18, 2020 Minutes

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

3 OLD BUSINESS

- a) DFI (Development Finance Initiative) Update
Presenter: Joy Garretson, Library Director

Ms. Garretson gave an update on this project. She stated she has been working with Patrick Pierce, Economic Development Director on this project. A team came to town in July to start their community analysis. They blocked off a part of downtown and went parcel by parcel and looked at plans for development. They look at projects that have been applied for and look at properties that are occupied and not occupied. Ms. Garretson stated a challenge that has been discussed is the parking. The next step which they are now working on is the analysis of retail spaces in downtown as well as supply and demand in the area. She stated this has been a good opportunity for Mr. Pierce to show him where there is opportunity downtown. DFI stated our downtown is pretty

vibrant, we have things going on and planned development. One thing they mentioned is they want to put together a committee of guided interest in downtown to find out what people want to see. Ms. Garretson discussed nominating 1 or 2 people from the board to be on this committee. She stated possibly Ms. Lee or Ms. Daily could make those nominations at the next meeting. Ms. Garretson stated there is progress going on and she has heard great feedback so far.

4 NEW BUSINESS

- a) Courier Service and Policies
Presenter: Joy Garretson, Library Director

Ms. Garretson stated she hoped to present at the September board meeting, a courier service policy where the library can deliver books to folks house. In the spring this service was scheduled to begin, but since then she had new ideas for this service. The idea is use the library van one day a week where staff would deliver books to home bound patients or anyone that is not able to get out. This service would also pick books up. Ms. Lee asked about the van and liability insurance. Ms. Garretson stated it was a town van that is covered with insurance. She stated she and possibly one other staff member would do the driving.

- b) Grants Received and Grants to Apply for in FY21
Presenter: Joy Garretson, Library Director

Ms. Garretson shared great news with the board. She stated ecoExplorer from NC arboretum will provide a pollinator garden for the library. By spring of 2021, on the side entrance, there will be a small pollinator garden. The term of grant is, the library must keep the garden open for one year and have virtual or in-person learning. The library is partnering with The Woman's Club on this project. Ms. Garretson stated she would also try to include Eagle Scouts. She confirmed anyone involved would of course follow social distancing. The Woman's Club has ideas on what plants they could involve in this.

Ms. Garretson stated Laura McGuire wrote a grant for StoryWalk. With this grant the library receives plaques which are pages of a story that are mounted on a walkway. People walk and read the story as they go along. Ms. Garretson stated the library is looking for partners to make this happen and this is just a possibility at this point. This project would encourage exercise and being outdoors.

Ms. Garretson stated the library is in discussion of applying to become part of NC Cardinal Catalog, which is statewide and ran by the State Library. She stated 52 libraries are part of this now. All of their books have barcodes and are entered into the catalog. Every book in the catalog would be available, however, there are restrictions on new books. If someone wants an older book that the library does not have, rather than putting a request in, it would be available to borrow it from another library. This program takes a small collection and lets you have access to about 1 million books. This would help with some of the library space and cost issues. This grant would cut down on staff time and allow them to have more time for other projects. A possible drawback is the library would be lending our book to libraries all over the state. Ms. Garretson's intention is to let board members know about this and create more information about it. Ms. Daily asked about the cost, Ms. Garreston stated shipping would be free. The first couple years are

paid for with a grant, after that, the cost would be about \$5,000. She stated one thing to consider is that Johnston County Library is a cardinal library system. Ms. Garreston stated she has been in talks with small municipalities that are part of this system that she could invite to a board meeting. The grant application is due early November. Ms. Garretson stated she hoped to have more information at the next meeting.

Mr. Holder confirmed the price of this, Joy stated the library is paying more than \$5,000 right now for the current catalog process. He stated he would also like to know how much usage does she think she would get out of this and how much risk would Clayton residents have knowing other state's residents are accessing our books. He asked if we would we be lending out more than we are receiving.

5 LIBRARIAN'S REPORT

a) Library Update

- June-July

Presenter: Joy Garretson

Ms. Garretson stated the curbside program is working great. Ebooks and audio books are still doing great as well. Circulation of course is way down then it would be on a normal year. The library has been able to keep great interaction with summer reading. This summer kids have read a total of 24,000 minutes (about 407 hours), 240 craft kits have been picked up, 12 storytimes and 2 book clubs were recorded.

For the young adults, there were 16 reader sign-ups which is pretty close to what the library had last year. They read 96 books and had 8 programs with 41 in attendance. There have been 96 books read by teens. The teens said having these programs have made all the difference to their summer.

There were 16 adult programs, with 93 in attendance. The Knit Club has been meeting every week. The children's programs are pre-recorded, but the young adult and adult programs are happening live on a zoom account and are keeping that connection. Applications for Teen Advisory Board are open and only a few have been received.

Staff is doing a great job of contacting folks, letting them know they have books out and asking them if they would like more. They are doing what they can to reach out and stay connected. She has heard a lot of great feedback, folks thanking the library.

Mr. Taperek stated if the library ever wanted help with publicity, he would love to put information on any of their tables at the farmer's market.

Ms. Allen stated she has friends that have used the curbside pickup and they are very happy with it. Ms. Eason asked if there were any creative ideas for the book sale in September. Ms. Garretson stated she did not think they would do the book sale in September and they would have to figure out some alternatives.

b) COVID-19 Response, Reopening and Other Updates

Presenter: Joy Garretson, Library Director

There has been an increase in book quarantine to 96 hours. REALM Study is researching

how long COVID could live on surfaces. It was most recently stated the virus can live on paper and plastic covers for up to 96 hours. Any book that has been browsed is put on a cart and is cleaned but not quarantined.

6 OTHER BUSINESS

- a) From the Field: Board Suggestions
Presenter(s): Board Members

7 ADJOURN

- a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 5:57 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 17th day of September, 2020.

Laurie Lee, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk
& Clerk to the Board

August 20, 2020
Minutes