



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, October 15, 2020 @ 5:00 PM
GoTo Meeting – Remote

**For the link to join this meeting, please contact the
Clerk to the Board at hholland@townofclaytonnc.org**

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - September 17, 2020
[September 17, 2020 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of September 17, 2020 Minutes

3. OLD BUSINESS

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

4. NEW BUSINESS

- a. Library Board By-Laws Review Update
Presenter: Joy Garretson, Library Director
[Library By-Laws, October 2020 REDLINE](#)
[Library ByLaws, October 2020 PROPOSED](#)

POTENTIAL ACTION: Approval of Updated By-Laws

- b. 2021 Meeting Calendar
Presenter: Heidi Holland, Deputy Town Clerk
 - *Presented before board are three versions of the calendar for the board to choose from.*[2021 12-Month Calendar](#)
[2021 Bi-Monthly Calendar \(Option #1\)](#)
[2021 Bi-Monthly Calendar \(Option #2\)](#)

POTENTIAL ACTION: Approval on 2021 Meeting Calendar

- c. Grant Applications for FY22
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

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

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, September 17, 2020 @ 5:00 PM
Remote - GoTo Meeting

MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Elizabeth Barber
Belle Allen
Vanessa Flores-Watson
Stephanie Satkowiak

STAFF PRESENT:

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

MEMBERS ABSENT:

Caroline Daily
Elizabeth McLaurin
Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:06 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- August 20, 2020 Draft Minutes

ACTION: Adoption of August 20, 2020 Minutes

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

3 OLD BUSINESS

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

Ms. Garreston stated that earlier this week she and Patrick Pierce, Economic Development Director, touched base with DFI. They finished a bit of analysis and are ready to put together a sub-committee of about 10 citizens that will hear what DFI has to say about this project. They would discuss the need of space and what the market can handle. This committee would also be communicating with Council on how to move forward with projects in the next couple years. There was discussion on the time required to be part of the sub-committee. Ms. Garretson stated she did not think time commitment would be huge. She stated a member would need to sit through a 30 minute presentation and a couple of meetings. She suggested the chair or co-chair and another member could

sit on this committee and Council Member Holder could be a part of it in a separate capacity.

Ms. Lee asked the board if anyone that would like to be a part of this. Ms. Satkowiak stated she would be happy to help where she could. Ms. Lee stated she would like be part of it as well.

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

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

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

Ms. Lee stated we stated at the last meeting this item was discussed. Ms. Garretson has since created a policy in regards to this service. This service provides home delivery to patrons who are unable to make it out to the library. Ms. Garretson provided a summary of this policy which would help navigate how this service would work. One day a week, staff would drop off books and pick up at a later date, however, the service would not allow travel outside the ETJ. Ms. Garretson discussed volunteer's responsibilities for this service which includes choosing books for folks. Ms. Lee asked how much time would be involved per week for this service, Ms. Garretson stated maybe 30 minutes a week. She stated she has not had a lot of response so she does not see this being huge yet but she has not pushed this or advertised much. She stated she has started delivering to folks that are not able to get out, this policy just formalizes this. She stated she anticipates this service would grow slowly but eventually be very rewarding.

ACTION: Approve Courier Service Policy

Motion: Council Member
Second: Council Member
Vote: Unanimous

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

Ms. Garretson stated she has had a couple thoughts going forward and would love input from the board. She discussed with the town having a new manager, and with lots of changes, she is hesitate to present more. She wants board members to know the options between the current catalog and NC Cardinal catalog. She asked board members for their thoughts. Council Member Holder asked Ms. Garretson's opinion about Cardinal. Ms. Garretson stated this would make things in the library easier, but this would not happen for at least a year. She stated there are a lot of moving parts and she does not want to present to Council, it be denied and then the library possibly miss out on this. If this is presented at a later time when things are more stable, there may be a better chance Council would approve this. She presented a cost analysis and went into detail comparing between the current catalog and Cardinal. She stated the current system, Koha, is difficult to use and there is not any instate support for this. Customer service is

slow and it takes days, sometimes weeks, to get answers.

Ms. Garretson stated Gabe Johnson, from the library, was shown a demo and thought Cardinal was amazing. She stated it is less expensive to use Cardinal but would not have as much out of town funding. She stated normally if someone requests a book we usually buy it. With this program, we could borrow the book from a Cardinal library member and have it in 2 days. Council Member Holder stated he doesn't think we have the full cost analysis on this and would like more information. He stated he doesn't think Council is ready to vote on this now.

Ms. Garretson stated there are holes in what she has told us, she wants to know what information board members want to know and would find out that information. She stated now may not be the time to present this with it being complex. She stated she would have to make a decision between now and November, which is the yearly cut-off date. Ms. Lee suggested to table this. Council Member Holder stated Council and the Town Manager want to do what is best for the town. Ms. Garretson stated she could also look at other platforms. Ms. Allen asked if the library has a contract with Koha, Ms. Garretson stated the contract ends the first of the year. She stated she would send everyone the analysis and asked everyone to please ask questions and give feedback. Council Member Holder stated he would like to sit down with Ms. Garretson and talk more about this.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Library Update
 - August

Presenter: Joy Garretson

Ms. Garretson stated August was exciting with an increase of 60% E-book checkouts.

August 2020 Snapshot

Physical Items Circulated: 2953; E-Audio Checkouts: 248; E-Book Checkouts: 970

August Programs/Attendance

6 Children's Programs/31 Viewers/80 craft kits picked up; 3 Young Adult Programs (47 in attendance); 5 Adult Programs (37 in attendance)

Ms. Garretson stated Caroline is doing Knit Night virtually every week which has been a hit. The library has started offering browsing appointments which have gone really well. Folks are happy to come in. Everyone has used hand sanitizer and masks and have not been staying too long. Applications for Teen Advisory Board are still open and will be closing in a few days. Eight applications have been received so far.

The library has been researching online programming with Carolina Public Humanities on the subject of history and legacy of racism in NC. She stated she has had a number of people interested in discussing this subject. She stated there has been a lot of online participation and calendars and pictures are going out weekly. Adult trivia, Craft Corner, and Page Burners, which are all virtual events, have been going really well. Library Staff

member Gabe Johnson has been putting out new books we get in. Library has started doing Superhero Day as well as Unicorn Day. These are on the library's Pinterest for easy access for parents. Also on there are recipes, crafts and other ideas parents can do with kids during this down time.

Ms. Garretson asked if anyone had any questions, Ms. Allen stated as usual they are doing a wonderful job. Ms. Garretson stated she is impressed with folks visiting the library, people are following rules and being pleasant.

6 OTHER BUSINESS

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

Ms. Satkowiak shared with the board that October is Domestic Violence month and she shared stats on this issue. She stated she would like to explore discussing with board members the opportunity to put up posters and start raising awareness within the community. She shared that maybe the library could be a safe haven.

Ms. Garretson shared she is working with You Can Vote.org, they will be at the Farmer's Market on September 26th and October 3rd to share information with anyone that needs to register to vote. She stated she would be putting out virtual information about this.

She stated the census deadline is coming up and she has been pushing information out about that as well.

7 ADJOURN

- a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 6:02 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 15th day of October, 2020.

Laurie Lee,
Chair

ATTEST:

Heidi Holland, Deputy Town Clerk
& Clerk to the Board

September 17, 2020
Minutes

LIBRARY BOARD

§ 32.060 ESTABLISHMENT.

(A) *Establishment.* There is hereby established a Library Board of Trustees to be known as the Library Board.

(B) *Purpose.* The Library Board shall serve as an advisory body for the Library Department and the town. The Board shall serve as a liaison between the Library Department, Town Manager, Town Council, and citizens of the community. The Board shall consult with and advise the Library Director, Town Manager, Deputy Town Manager and Town Council in matters affecting library policies, programs, finances, and related issues.

(C) *Charges.*

(1) Recommend to the Library Director programs, policies, capital projects, library facility changes, and regulations for the operation of the library;

(2) Advise the Town Manager and Deputy Town Manager concerning the appointment of a Library Director;

(3) The Library Director will receive recommendations from the Board in the preparation of the annual budget of the library. The Library Director will provide an overview of the adopted budget to the Board; and

(4) Advise the town administration on library matters generally.

(D) *Members.*

(1) *Appointment.* The Library Board shall consist of ten members appointed by the Town Council. Seven members shall be chosen from within the corporate limits of the town and three from within the extra-territorial jurisdiction (ETJ). Prerequisite for appointment is all members have a library card.

(2) *Ex officio member.* The Town Council shall appoint a member to serve as an ex officio member and will serve concurrently with his term of office. The ex officio member will not have a vote on items coming before the Library Board.

(3) *Length of appointment.* A term for a three-year appointment begins January 1 and expires December 31. Appointments that are vacated shall be filled by the Town Council for the completion of the unexpired term.

(4) *Attendance of members.* An appointed member who, with no excuse, misses more than three consecutive regular meetings or a total of four such meetings during the year may lose his status as a member of the Board until reappointed or replaced by the Town Council. Absences to be excused should be reported to the Chair. Absences due to sickness, deaths or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board except in the event of a long illness or other prolonged absence or a total of four misses, when a member may be replaced. Following three consecutive unexcused absences or a total of four excused absences during the year of one of its members, the Chair shall request the Town Council to declare the seat vacant and bring the Library Board back to full membership.

(E) *Meetings.*

(1) As a public body, the Library Board shall hold ~~monthly~~ meetings at least once bi-monthly (once every two months) or as needed and determined by the Chair, Co-Chair or designee; and ~~All of its-the~~ meetings shall be open to the public (G.S. § 143-318.10).

(a) The meeting schedule is to be adopted before the end of the calendar year and filed with the Town Clerk and posted on the Town of Clayton website. (G.S. § 143-318.12).

(b) If the Board needs to amend its calendar, it must do so at least 48 hours before the meeting.

(2) The election of officers for the ensuing year shall take place at the regular Library Board meeting in January of each year. In the event an officer's appointment to the Library Board is terminated, a replacement to this office shall be elected by the Board from its membership at the meeting following the termination. Officers:

(a) *Chair.* Facilitate the meetings of the Library Board with a published agenda.

(b) *Vice Chair.* In the absence of the Chair, the Vice-Chair will facilitate the meeting of the Library Board with a published agenda.

(c) *Recorder.* The Clayton Town Clerk or designee will record and transcribe the attendance and the minutes of the official meetings of the Library Board.

1. In accordance with G.S. § 143-318.10(e), the Library Board shall keep full and accurate minutes of all official meetings.

2. Minutes are to include the date, time and place of the meeting, members present and absent, a summary of points discussed, motions of the Board, and adjournment.

(3) Officers shall be elected for one-year terms with eligibility for re-election up to three consecutive terms. Mid-year replacement of officers shall serve for the period remaining in that term. New officers shall take office at the first meeting following the regular January meeting.

(4) In collaboration with the State Library of North Carolina, the Library Director shall complete the annual report on library operations (G.S. § 153A-266) to the Town of Clayton and an annual report to the Department of Cultural Resources as required by G.S. § 125-5. The Library Director will provide an overview of the report to the Board.

(5) Special meetings may be called by the Chair, Vice-Chair, or three or more members of the Board. In accordance with G.S. § 143-318.12, a written notice of the meeting stating its purpose is to be posted on the principal bulletin board or door of its usual meeting room; and mailed, emailed, or delivered to each media or individual requesting notice; and it must be posted on the town website prior to the scheduled meeting time.

(6) A quorum shall consist of a simple majority of the total membership of the Library Board. A quorum of the Library Board shall be in attendance before action of an official nature can be taken.

(F) *Committees.* The Chair shall have the authority, subject to the approval of the Library Board, to appoint such committees as may be deemed desirable to complete the work of the

Board. Committees may be composed of Board members, library staff members, and perhaps others. No committee, either standing or special, can be given power to act for the Board; rather the committee investigates a particular matter and makes recommendations to the full Board. Committees will adhere to the open meetings and public records laws as followed by the Board.

(Adopted 10-2-89; Am. adopted 2-4-91; Am. Ord. 2012-12-01, passed 12-3-12; Am. Ord. 2013-03-01, passed 3-4-13; Am. Ord. 2014-10-03, passed 10-6-14; Am. Ord. 2015-12-01, passed 12-7-15; Am. Ord. 2017-08-06, passed 8-7-17; Am. Ord. 2018-07-02, passed 7-16-18; Am. Ord. 2019-12-03, passed 12-16-19)

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TOWN OF CLAYTON
HOCUTT-ELLINGTON MEMORIAL
LIBRARY ADVISORY BOARD
2020 MEETINGS



12 MONTH CALENDAR

January 21, 2020

February 18, 2021

March 18, 2021

April 15, 2021

May 20, 2021

June 17, 2021

July 2021 – No Meeting*

August 19, 2021

September 16, 2021

October 21, 2021

November 18, 2021

December 2021 – No Meeting*

Meetings are held on the THIRD Thursday of the month at 5:00 p.m. in the Wooten Room in Town Hall located at 111 East Second Street, unless otherwise noted.*

In accordance with NC GS 143-318.10,
this is an official meeting of the board and is open to the public.

ADOPTED BY HOCUTT-ELLINGTON MEMORIAL LIBRARY ADVISORY BOARD:

WWW.TOWNOFCLAYTONNC.ORG

TOWN OF CLAYTON
HOCUTT-ELLINGTON MEMORIAL
LIBRARY ADVISORY BOARD
2020 MEETINGS



BI-MONTHLY CALENDAR (OPTION #1)

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LIBRARY ADVISORY BOARD
2020 MEETINGS



BI-MONTHLY CALENDAR (OPTION #2)

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