



**Town of Clayton**  
**Hocutt-Ellington Memorial Library Advisory Board Agenda**  
**Thursday, March 5, 2020 @ 5:00 PM**  
**Wooten Room - Town Hall**

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**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

- a. Draft Minutes
- November 21, 2019
- [November 21, 2019 DRAFT Minutes](#)

**POTENTIAL ACTION:** Adoption of November 21, 2019 Minutes

**3. OLD BUSINESS**

- a. Request for Proposal Process Update  
*Presenter: Joy Garretson, Library Director*

**4. NEW BUSINESS**

- a. Recognition of New Board Member
- Vanessa Flores-Watson
- Presenter: Joy Garretson, Library Director*
- b. Election of 2020 Board Officers  
*Presenter: Stephanie Satkowiak, Chair*
- Chair
  - Vice-Chair

**POTENTIAL ACTION:** Approval of 2020 Board Chair and Vice-Chair Officers

**5. LIBRARIAN'S REPORT**

- a. Library Update  
*Presenter: Joy Garretson, Library Director*
- b. 2020 Census  
*Presenter: Joy Garretson, Library Director*
- c. Budget Preparations  
*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, November 21, 2019 @ 5:00 PM**  
**Wooten Room - Town Hall**

**BOARD MEMBERS PRESENT:**

Belle Allen  
Etheleen Eason  
Elizabeth Barber  
Caroline Daily  
Elizabeth McLaurin  
Lisa Brogdon  
Laurie Lee  
Paul Taperek

**STAFF PRESENT:**

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

**MEMBERS ABSENT:**

Stephanie Satkowiak

**1 CALL TO ORDER**

- a) Ms. Allen called the meeting to order at 5:00 p.m.

**2 APPROVAL OF MINUTES**

- a) Draft Minutes
- September 19, 2019

**ACTION:** Adoption of September 19, 2019 Minutes

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

**3 OLD BUSINESS**

- a) Request for Proposal Process Update  
*Presenter: Joy Garretson, Library Director*

Ms. Garretson gave an update on the Request for Proposal. She stated staff from UNC-Development Finance Initiative spoke with her, Dave DeYoung, Economic Development Director, and Town Manager Adam Lindsay. They explained the process and provided a quote. They explored the library and the space downtown and stated they would report back with another quote and give their recommendation whether they think this process is feasible for the library. They would be returning in January 2020 to provide an updated quote. Ms. Garretson would provide more information at the January meeting.

- b) Library Board By-Laws Review Update  
*Presenter: Joy Garretson, Library Director*

At the October meeting, the board recommended changing the By-Laws, section E(2), to state the recorder as the Deputy Town Clerk. There was discussion on whether this board needs to meet monthly. It was decided this would be discussed after the new officer is elected in January 2020. It was then suggested, and a motion made, to change the wording from "monthly" to "regular" in Section E1.

**ACTION:** Change By-Laws Wording in Section E1

Motion: Board Member McLaurin

Second: Board Member Brogdon

Vote: Unanimous

#### 4 NEW BUSINESS

- a) Nominations for Board President and Vice Chair  
*Presenter:* Joy Garretson, Library Director

In January, the board would need to nominate and elect a new Chair and Co-Chair, Ms. Garretson went into discussion on this. She stated there are plenty of members on board that are capable of handling these positions and she would ask the new chair to be more active and involved in this role. She asked the members to think about the nominations and everyone would vote at the January meeting.

**ACTION:** Approval of Nominations for Board President and Vice Chair, ***NO ACTION TAKEN***

- b) New Board Member  
*Presenter:* Joy Garretson, Library Director

Ms. Garretson stated a new board member has been appointed. Her name is Vanessa Flores-Watson, she has been a Clayton resident for 6 years and is COO of her company. She speaks Spanish, is familiar with organization procedures, has strategic planning experience and would come with great ideas. Ms. Garretson stated she is thrilled to have her come on board. She would be at the January meeting. Laurie Lee was reappointed to her position and would serve a three-year term.

- c) Trustee of the Year Award  
*Presenter:* Joy Garretson, Library Director

Ms. Garretson stated she had the honor of nominating someone for the Trustee of the Year award and she chose Belle Allen. Ms. Allen won the award. Ms. Garretson read what she submitted about Ms. Allen. She stated how involved Ms. Allen has been over the 53 years she has volunteered with the library. Ms. Allen stated she loves the library and loves Clayton.

- d) 2020 Library Advisory Board Meeting Schedule  
*Presenter:* Heidi Holland, Clerk to the Board

Ms. Holland presented the 2020 schedule to the members. There was discussion on changing the schedule to every other month rather than every month. It was decided the

board would adopt this schedule and revisit this next month when the new Chair and Co-Chair is elected.

**ACTION:** Adoption of 2020 Meeting Schedule

Motion: Board Member McLaurin

Second: Board Member Taperek

Vote: Unanimous

## 5 **LIBRARIAN'S REPORT**

### a) Library Update

*Presenter:* Joy Garretson, Library Director

Ms. Garretson provided a library update. She stated in September the library did not have many meetings. She stated circulation was pretty good during this month and they continue to push out their e-services. In October 1700 people attended programs, this was a really big month for the library. Last week's book sale brought in over \$2,500, she thanked the Friends of the Library for all of their hard work. Over 500 people attended the Clayton Historical Ghost Tour that was organized by Pam Baumgartner, this was a huge success! The Family Game Night drew in 106 attendees which was great. This event raised a ton of food for Clayton Area Ministry and was a lot of fun. The Grace Lin event had 485 attendees, Ms. Garretson thanked Laura McGuire for coordinating this amazing program.

The library would be receiving a security upgrade soon and the staff is very excited about this. There would also be a handicap door installed on the side entrance as well as new paint in the hallway.

There was lengthy discussion on the decrease of the public computers. It was stated the library charges a \$5 fee to use the computer for 60 minutes. This fee applies to anyone that does not have a library card. Ms. Garretson stated the library is obtaining ebooks and audio books that have more diversity and the library is also getting more diverse authors in the collection. In January, the library would start a reading contest to try to boost circulation.

#### **September 2019 Snapshot**

Library Services Visits: 4050; Physical Items Circulated: 6530; E-Audio Checkouts: 252; E-Book Checkouts: 320; Uses of Public Computers: 416

#### **September Programs/Attendance**

10 Children's Programs (344 in attendance); 5 Adult Programs (44 in attendance)

#### **October 2019 Snapshot**

Library Services Visits: 3547; Physical Items Circulated: 6765; E-Audio Checkouts: 252; E-Book Checkouts: 330; Uses of Public Computers: 387

#### **October Programs/Attendance**

24 Children's Programs (1127 in attendance); 2 Young Adult Programs (31 in attendance); 9 Adult Programs (548 in attendance)

**6 OTHER BUSINESS**

- a) From the Field: Board Suggestions  
*Presenter(s):* Board Members
- b) Advisory Board Appreciation Dinner
  - December 3rd from 6:00-8:00 p.m.*Presenter:* Joy Garretson, Library Director

Ms. Garretson reminded the members of this event and stated she hoped everyone could make it.

**7 ADJOURN**

- a) Adjournment of Meeting

With nothing there being nothing further the meeting was adjourned at 5:39 p.m.

**ACTION:** Motion to Adjourn

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

Duly adopted this the 5<sup>th</sup> day of March, 2020.

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Stephanie Satkowiak,  
Chair

ATTEST:

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Heidi L. Holland, Deputy Town Clerk  
And Clerk to the Board