



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, May 21, 2020 @ 5:00 PM
This meeting will be held remotely.

Link to join the meeting:
<https://global.gotomeeting.com/join/417487749>

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. Draft Minutes

- March 5, 2020

[March 5, 2020 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of March 5, 2020 Minutes

3. OLD BUSINESS

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

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Library Update (February-May)
Presenter: Joy Garretson, Library Director
- b. COVID-19 Response
Presenter: Joy Garretson, Library Director
- c. Budget Request to Council
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, March 5, 2020 @ 5:00 PM
Wooten Room - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak
Etheleen Eason
Elizabeth Barber
Belle Allen
Caroline Daily
Elizabeth McLaurin
Vanessa Flores-Watson
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:

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- November 21, 2019

ACTION: Adoption of November 21, 2019 Minutes

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

3 OLD BUSINESS

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

Joy stated she had been working with Mr. Lindsay and speaking with DFI (Development Finance Initiative) from the School of Government, on this process. She stated the contract is ready to be signed with the payment broke up into two fiscal years.

She stated this would not just benefit the library but the town as a whole. DFI would study properties and look how things are currently being used. DFI would do a community scan and look at demographic and economic data, current historic plans, collect and analysis data for parcels of land (look at the current use and potential use), guide public interest in stakeholders, public analysis, high level sight analysis to

understand if the proposed building would work on the current piece of land, look at the feasibility of private investments and work on tools on bringing in private investors. The bottom line is they would look to make sure Clayton could support this proposed library on the current site of land and whether or not a private partner would be interested in working with the library on this project. The next step would be determined on whether DFI says yes or no. This process would take 5 months, depending on when the contract is signed, but hope to start sometime in April. In April the new Economic Development Director would be starting and would be able to work on this project from the beginning.

4 NEW BUSINESS

a) Recognition of New Board Member

- Vanessa Flores-Watson

Presenter: Joy Garretson, Library Director

Ms. Flores-Watson arrived at 5:08 p.m. Ms. Satkowiak asked her to tell the board a little about herself. She stated she has been in Clayton for 9 years and originally from Ecuador. She stated she is excited to be here. The board introduced themselves to her. Ms. Satkowiak thanked Ms. Flores-Watson for agreeing to join the board.

b) Election of 2020 Board Officers

Presenter: Stephanie Satkowiak, Chair

- Chair
- Vice-Chair

Ms. Satkowiak stated herself, Ms. Allen and Ms. Garretson have gone through much discussion on who should step into the Chair and Co-Chair roles. She stated she and Ms. Allen are not eligible to serve another term. She stated they are looking for nominations and suggestions for these two positions. She stated if there is a concern on time restraint for these positions, do not be alarmed. Ms. Allen stated she would like to nominate Laurie Lee as Chair and Caroline Dailey as Vice-Chair. Ms. Allen stated she has talked to both of them. Ms. Satkowiak asked if there were any other nominations, there were not. Ms. Satkowiak stated it had been a privilege to work with everyone and she thanked Ms. Allen and Ms. Garretson for all their help and hard work. Council Member Holder stated he thinks they have done a great job.

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

Motion: Board Member McLaurin

Second: Board Member Barber

Vote: Unanimous

5 LIBRARIAN'S REPORT

a) Library Update

Presenter: Joy Garretson, Library Director

Ms. Garretson gave her library update for January 2020. She stated public computer use is up as well as E-books, E-Audio and circulation. She stated program attendance has been great. One program with a big turnout was the NC Natural Science Museum with 90 attendees. The meeting room is only designed to hold 60 people so this program had to

be capped at 60. There were people that had waited in the hall for this event. With the big turnout of this program, all special event programs now require registration.

She stated there is a new book club, called Pageburners, that meet at Revival. The first meeting had 75 attendees, the next had about 40 and the third had about 25, which 25 is a good number to have. Some of the books they have read are by author Anthony Bourdain and the March book is Commonwealth by Ann Patchett. She stated people have come from in from all over and have become friends, that's what the spirit is all about. She stated she would create a Facebook page just for this group. Revival is happy with Ms. Garretson because of the traffic the book club is attracting.

She stated she would be teaching a senior technology class that would teach safety, tips and tricks on social media. She stated there were 8 attendees and this is a good number at a technology class. The library had implemented a 30 minute express pass for the use of the public computers. This is an attempt to help with the Census efforts this spring. The furniture for the meeting room had been ordered and would be installed in the spring. The Friends of the Library have agreed to purchase new rolling, nesting tables and new seating that can easily be wiped off. Ms. Garretson stated she is working hard to create new collaborations. She is working with the farmers market, she stated there would be a blueberry baking contest this summer. She is working on a grant with the Partnership of Johnston County. The library is doing an active ready program which would teach parents how to read with young children. There is a Techno Tigresses group which is a group of young Middle School girls that would hold a three hour workshop in June to help kids learn what kind of project they do and will work on some LEGO projects. They plan on coming back a couple times to hold programs with kids. The library had also partnered with Clayton Visual Arts to host an elementary art class the second Saturday of every month. She stated every slot had been filled and there is a waiting list.

January 2020 Snapshot

Library Visits: 3512; Physical Items Circulated: 5994; E-Audio Checkouts: 203; E-Book Checkouts: 511; Uses of Public Computers: 413

January Programs/Attendance

20 Children's Programs (646 in attendance); 1 Young Adult Programs (7 in attendance); 5 Adult Programs (119 in attendance)

b) 2020 Census

Presenter: Joy Garretson, Library Director

Ms. Garretson stated in Mid-March everyone would receive an invite to fill out the 2020 Census. She stated you could complete it over the phone, online (preferred method), or fill it out and mail in. The library would be helping with this. The Census is not as well funded as it had been in previous years, this year the planning had come a little later than normal. She stated she and Stacy Beard, Communications Director, would work on a series of social media posts about the Census to get the information out. She stated if you do not fill out the information someone from the Census would call you. They would continue to call and would come to your house if they could not get you by phone.

She stated there was voice for concern about citizenship on this, she stated there would not be a citizenship question on this Census. She discussed the importance of completing

the Census. The Census data is used to pull down millions of federal funding. The funding goes to fire departments, Title 1 schools, libraries, disaster relief, etc. She stated it is really important to get this information out. She stated within the next two weeks she would have something on the April calendar about this. She had contacted a Census representative to get volunteers assigned to the library that would help people fill out the Census if they need it. The representative would also recruit for part-time workers.

c) Budget Preparations

Presenter: Joy Garretson, Library Director

Ms. Garretson stated the budget request is due March 13th. She stated she doesn't have the final numbers for this yet but wanted to let the board know what she had been working on. She stated after discussion with the new Human Resources director, she would be requesting to hire a Circulation Supervisor mid-year. This person would need a Bachelor's degree and a lot of customer service experience. She stated she is currently over 13 people and needs help to deal with certain tasks such as shelving needs, sending notices out, etc. She stated this person would do a lot of higher level jobs and would be part of the management team at the library. She would need this person to be the customer service ambassador for the library and speak with citizens when Ms. Garretson is unavailable. Council Member Holder stated from a council standpoint, it would be good to state the fees that the library has collected and have those visible. He stated if they collect a certain amount of money for fees, this could possibly go towards this new higher end position. Ms. Flores-Watson asked if there is anyone currently at the library that could be promoted to this position. Ms. Garretson stated she would pick the best person suitable for this job.

She stated she would be getting quotes for door counters. The data has not been accurate because the door counter had not been working. She stated this is a high priority. She would also look at quotes on furniture. She stated she does not know if anyone had ever come to the library to do a furniture analysis which would look at a few offices to get organized and give solutions to current space. She stated she would like to have new modern furniture in the teen room and there is also a need for better furniture in the children's room.

She would also ask for an increased budget for Children's Programs and presenters. She stated she would like to step up the programming style. She would also look at small cosmetic changes such as updating the sign, fresh paint and replace broken iPad mounts. She had planned a Strategic Planning and Training workshop which is a full day workshop for staff that would discuss team building and conflict resolution.

She stated there was a reading contest that began in February and would end on March 6th. She would have a report on the contest at the next meeting. She stated she was able to increase circulation during this contest.

Ms. Garretson asked the board what they would like to see reflected in the budget. Ms. Daily asked about the contract with the E-Books, she asked if there is usually a specific number of books sent for each book. Ms. Garretson stated an E-book is bought individually and E-books are extremely expensive. These books have a shelf life and could only be used a certain number of times. Ms. Garretson stated she does look at the waiting list and if there are more than 4 waiting she does order another copy. She stated

if someone had waited a long time for a book to let her know. She stated if an E-book is checked out and not read, a copy is still used up.

6 OTHER BUSINESS

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

The board discussed the great job that Ms. Garretson has done. Ms. Allen asked if anyone had signed up for the book fair. Ms. Garretson shared the dates and times of the book fair.

7 ADJOURN

- a) Adjournment of Meeting

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

ACTION: Motion to Adjourn

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

Duly adopted this the 21st day of May, 2020.

Laurie Lee, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk &
Clerk to the Board

March 5, 2020
Minutes