



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, November 19, 2020 @ 5:00 PM
GoTo Meeting - Remote

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Elizabeth McLaurin
Stephanie Satkowiak
Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:04 p.m. An adjustment was made to the agenda to add item, "Food For Fines", under New Business.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- October 15, 2020

ACTION: Adoption of October 15, 2020 Minutes

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

3 OLD BUSINESS

- a) 2021 Meeting Calendar (CORRECTION)
Presenter: Heidi Holland, Deputy Town Clerk

Ms. Holland presented an updated 2021 meeting calendar schedule to be approved by the board. The calendar that was approved at the October meeting had an error. Ms. Garretson stated during the months the board does not meet, she would still like to send information to the board members to keep them informed.

ACTION: Approval on Corrected Version of 2021 Meeting Calendar

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

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

Ms. Garretson stated she would like input from both Ms. Lee and Ms. Satkowiak on this item since they are on the steering committee. She shared a presentation on this research to board members. She stated two meetings were held with consultants from DFI, they are working on a downtown scan to see what Clayton's market can handle as far as new development. They are researching the level of development already going on downtown. She stated downtown has a very low vacancy rate, lots of room is needed to have any new retail or restaurants. DFI's overall assessment is that downtown has a really healthy market and with COVID, our downtown has not seemed to suffer. The main obstacle for rebuilding on the current library site would be parking. She stated feedback was given by developer's to work on potential solutions to the parking issue but the main concern is people with mobility issues, young mom's, large families, etc., may have to walk a long way to the library. She stated research is still ongoing and it is positive but there are issues to still work out.

Ms. Lee stated she agrees with Ms. Garretson and this was a first high level meeting, DFI will drill down beyond this. She stated the meeting shared information that downtown has a need for condo/apartment type living as well as a need for office space. Ms. Garretson stated this was a great first meeting and she was excited about the number of people from the community that attended this virtual meeting.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Food For Fines
Presenter: Joy Garretson, Library Director

Ms. Garretson stated last year this program was started which allowed people to offset up to \$5 of their library fines by bringing non-perishable food items that would be donated to Clayton Area Ministries. This does not apply to lost items. She stated this program was successful. There is a drop off outside and as people donate items, they would contact the library to let them know. This process follows the no contact order, however, studies show COVID is not spread through items such as boxed items or canned foods so the risk of transmitting COVID is low. The board members stated this was a great idea.

- b) Library Update
Presenter: Joy Garretson, Library Director

Ms. Garretson shared stats for the library's month of October. She stated circulation has gone up, it has increased about 4% from September. Appointments at the library went up 40% from last month. Cleaning protocols have still been practiced and there have been no reports of a patron getting sick from visiting the library. A lot of kids used the children's department and 10 of the backpack kits have been checked out. She stated all of the programs are still being held online. She pulled up the story time link to demonstrate to members. Every week is a different theme, she stated having the story times online is fun but it does not bring in the participation that they were used to when the library was open to the public. She stated the teen programs have had great

participation, they are especially enjoying the craft programs. For the knit night programs, the ladies really enjoy this and it is a great outlet for them. Ms. Garretson has been hosting the Page Burners book club with between 10-14 viewers. She discussed the popular titles for the month with "*The Guest List*" being most popular.

October 2020 Snapshot

Physical Items Circulated: 3343; E-Audio Checkouts: 240; E-Book Checkouts: 805; Appointments/Visits: 106/183

October Programs/Attendance

14 Children's Programs/103 Viewers/154 craft kits picked up; 5 Young Adult Programs/32 Viewers; 9 Adult Programs/63 Viewers

She shared the library has an elf, Lucille, which would be making appearances during the month of December. The library would share lots of posts and at times would be partnering up with the Parks & Rec. elf, Clayton.

She stated the library would be starting a cookie showcase for the month of December where patrons could enter photos of them actually making them as well as the recipe. These would be posted on the library's Facebook page with a favorite receipt to be chosen. She stated if anyone has a great recipe she hoped they would share it.

Pam Baumgartner has been working on "17 Days of Christmas" and giving prizes out on each of those days in the Curbside Pickup service bag. She stated they are also looking into putting bookmarks into the bags. The library is trying to celebrate the holidays with everyone and is finding ways during this difficult year to end on a high note.

c) COVID-19 Update

Presenter: Joy Garretson, Library Director

With increasing COVID numbers, the library has been asked to put a hold on appointments at this time until December 4th, however, Curbside Service would continue. This decision is just as an abundance of caution. She stated the library has done a great job of keeping their patrons safe and following safety protocols.

d) Library Staff Update

Presenter: Joy Garretson, Library Director

She stated the Youth Services Librarian, Laura McGuire's last day was November 6th. 35 applications have been submitted for her position. There have been really good applicants. 12 applicants will be scheduled for a brief phone interview followed by a longer phone interview.

Nancy Medlin, Deputy Town Manager, is retiring after 20+ years with the town on November 20th. Ms. Garretson stated she would be greatly missed.

Bette Barber, who has served many years of service on the library board, will be leaving the board in December. She will continue to serve on the Friends of the Library Board. Board members thanked her for her support and stated they will miss her at these meetings.

Ms. Garretson stated her staff has been doing a great job and she urged board members to call the library to talk to staff. She stated they love hearing from them.

6 OTHER BUSINESS

- a) Ms. Garretson stated to the board that in January a Chair and Vice-Chair would need to be voted on. The current Chair and Vice-Chair could remain the same if the board desires. She stated to Ms. Lee and Ms. Daily that if either would like to step down, to let the board know so there is time to nominate new members into those positions. Ms. Daily and Ms. Lee stated they are fine continuing in their roles if the members would have them. This would be officially voted on at the January meeting. Ms. Allen stated she thinks they are both doing a wonderful job.

7 ADJOURN

- a) Adjournment of Meeting

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

ACTION: Motion to Adjourn

Motion: Board Member Lee

Second: Board Member Daily

Vote: Unanimous

Duly adopted this the 21st day of January, 2021.



Laurie Lee, Chair

ATTEST:

Heidi L. Holland

Heidi Holland, Clerk to the Board
& Deputy Town Clerk