



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, June 18, 2020 @ 3:30 PM

THIS MEETING WILL BE A REMOTE MEETING. ANYONE WISHING TO OFFER PUBLIC COMMENTS SHOULD EMAIL THE CLERK TO THE BOARD AT HHOLLAND@TOWNOFCLAYTONNC.ORG NO LATER THAN 12:00 NOON ON THE DAY OF THE MEETING. ANY COMMENTS RECEIVED WILL BE READ INTO THE RECORD.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - May 21, 2020

[May 21, 2020 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of May 21, 2020 Draft Minutes

3. OLD BUSINESS

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Library Update (May)
Presenter: Joy Garretson, Library Director
- b. COVID-19: Next Steps
Presenter: Joy Garretson, Library Director
- c. Budget Request Update
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

7. ADJOURN

- a. Adjournment of Meeting
POTENTIAL ACTION: Motion to Adjourn



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

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

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

MEMBERS ABSENT:

Vanessa Flores-Watson
Elizabeth McLaurin
Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the remote GoTo meeting to order at 5:02 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
• March 5, 2020

ACTION: Adoption of March 5, 2020 Minutes

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

3 OLD BUSINESS

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

Ms. Garretson did not have any new information to report. She stated this project is just getting started and the library would start to receive updates every couple weeks. She shared information about additional services DFI would assist with. The would help the library identify grant or funding sources as well as provide a team that would look at the impact COVID-19 had on the town.

The new Economic Development Director Patrick Pierce attended this meeting. Ms. Garretson introduced Mr. Pierce to the members and stated he is a great fit for the town. Mr. Pierce stated this analysis, provided by DFI, would benefit the library project but

would be a good analysis of downtown and also benefit the DDA. He stated the grant piece is an important piece in this process. He thanked Ms. Garretson for taking him on a tour of the library which has helped him understand the library a lot better. Ms. Lee thanked Mr. Pierce and welcomed him to the town.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Library Update (February-May)
Presenter: Joy Garretson, Library Director

Ms. Garretson shared an update on the library for February through May. She stated due to COVID-19, the library was only open for two weeks in March. She stated the decision to close the library came without much warning. Library visits in March were down with just over 1100 visits, physical circulation was half of what it should have been, however, E-books and audio books were on the increase.

The library began an online library card signup which allows folks to get a library card online, even if you are not a Clayton town resident. However, if you live out of town, your card is only good for three months. 73.9% more cards have been given out than this time last year with only about 100 of these cards out of town residents.

Ms. Garretson shared information about programs being held remotely. She shared that Laura McGuire has been hosting Baby Rhyme Time which includes her baby. She encouraged members to go on Facebook and watch it. She stated lots of people have been watching these videos because they are just the right length. Pam Taylor has been working with teens who are interested in meeting weekly, she stated they have just started a teen book club. Caroline has been hosting the Knit Night and there have been lots of Zoom calls with the book clubs. The Summer Reading program this summer will be completely online.

Mrs. Garretson shared pictures of her staff practicing social distancing. She stated they all continue to stay busy with inventory, cleaning, continuing education and online programming. She shared that a document preservation group studied how long the virus can live on plastic surfaces and that is 72 hours. She discussed about library books being in homes and the risks of the books transmitting the virus. There is a quarantine zone set up in the library. When a book is returned, staff checks the book into the quarantined zone with gloves. The book is then issued an available check out date. The book would stay dormant in the quarantine zone for 3 days before it can go back into circulation.

Ms. Garretson stated COVID-19 has resulted in big changes for the library but she and her staff are doing their best to communicate as best as they can. She stated this has not been easy but she is very proud of her staff. Ms. Allen stated she is equally as proud. Ms. Satkowiak stated she wanted to recognize the number of people that have reached out to the library during this time.

March 2020 Snapshot

Library Visits: 1126; Physical Items Circulated: 3313; E-Audio Checkouts: 201; E-Book Checkouts: 455; Uses of Public Computer: 197

March Programs/Attendance

12 held/15 Cancelled (189 in attendance); Children's Programs: 7 programs (123 in attendance); Young Adult Programs: 2 programs (11 in attendance); Adult Programs: 8 programs (89 in attendance)

April 2020 Snapshot

Library Visits: 0; Physical Items Circulated: 0; E-Audio Checkouts: 275; E-Book Checkouts: 977; Uses of Public Computer: 0

April Programs/Attendance (All Online)

5 Preschool Storytimes (609 views); 5 Baby Rhyme Times (454 views); 1 Book Club (12 in attendance); Young Adult Programs: 4 online meetings (20 in attendance)

- b) COVID-19 Response
Presenter: Joy Garretson, Library Director

Ms. Garretson provided an update on COVID-19. She stated her staff have been on A & B day shifts and have been doing tasks such as inventory, cleaning the history room, and online programming. As the state moved into Stage 1, the library staff is still on A & B shifts. The library started "Curbside Book Pickup" where a library cardholder is able to place a hold on items in the catalog or by calling the library to reserve items. When the items are ready, staff will call or email to schedule a pickup time. At the pickup time, the items would be available for no contact pickup at the table by the side entrance. The bags are labeled with names and in plastic bags to avoid any contact. This procedure has been shared on Facebook and Instagram as well as the town's website.

She stated she has been working on a plan to reopen. The town will be purchasing plexiglass and will have sneeze guards at the checkouts. Staff is also working on signage for direction within the library. When the library does open it would run a little different, such as using computers one person at a time, having a maximum time one can spend in the library, and having a 1 hour maximum use on computers per person per day. During the first couple weeks of reopening, it would be likely that the children's room and the teen room would be closed due to the small size of these room and not being able to social distance. The library is working on receiving remote learning software that would allow the librarians to help people on the computers while keeping social distance. There would also be self-checkout stations opening. On May 22, Stage 2 began and after Memorial Day, all staff started to report daily. The Town's Safety Officer provided training on how to clean spaces after use. Thermometers would be available to take temperatures and face masks would also be available to use when social distancing is not a possibility. Even after the library opens to the public, programs will still continue to be on-line. The library is also arranging special hours that would be reserved only for at risk populations.

- c) Budget Request to Council
Presenter: Joy Garretson, Library Director

Ms. Garretson stated she still had not presented to Council her budget requests. It is her understanding that the budget would need to be trimmed before presenting it to Council. She shared a few items that would be different than last year's budget request. Some of those items are there would be no new positions requested, staff hours and staff could be affected and she is prepared to cancel all fall travel and training.

There would be big changes regarding contracts for the library. She stated Friends of the Library committed to donating money to the library to help with the purchase of E-books. She would still like to purchase the door counters which would help with tracking the traffic and would help with keep the library under capacity once the library does open to the public. She would like to keep the Every Child Ready to Read Training Kit which is a kindergarten readiness program. Online training for staff, which is free, would still continue. In regards to equipment, she stated she applied for a grant called Active Reading Experiences which is still pending approval. If the grant is approved, it would allow the library to create 35 backpacks to loan out to parents for their kids that would help them learn to read and prepare them for kindergarten. She would like to replace the damaged iPad wall mounts in the teen and children's room and would like new tables for the children's room. There was a request for additional furniture in the children's room but this had to be cut from this year's budget request.

6 OTHER BUSINESS

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

Ms. Lee asked if anyone had any questions or recommendations. She thanked Ms. Garretson and stated she is on top of everything.

7 ADJOURN

- a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 5:48 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 18th day of June, 2020.

Laurie Lee, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk &
Clerk to the Board

May 21, 2020
Minutes