



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, August 20, 2020 @ 5:00 PM
Remote - GoTo Meeting
This Meeting Will Be Held Remotely.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - June 18, 2020 Draft Minutes[June 18, 2020 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of June 18, 2020 Minutes

3. OLD BUSINESS

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

4. NEW BUSINESS

- a. Courier Service and Policies
Presenter: Joy Garretson, Library Director
- b. Grants Received and Grants to Apply for in FY21
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. Library Update
 - June-July*Presenter: Joy Garretson*
- b. COVID-19 Response, Reopening and Other Updates
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, June 18, 2020 @ 3:30 PM

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Elizabeth Barber
Belle Allen
Caroline Daily
Vanessa Flores-Watson

STAFF PRESENT:

Art Holder, Council Liaison
Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Etheleen Eason
Elizabeth McLaurin
Stephanie Satkowiak
Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 3:31 p.m.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- May 21, 2020 Draft Minutes

ACTION: Adoption of May 21, 2020 Draft Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

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

Ms. Garretson provided information for the month of May.

May 2020

Physical Items Circulated: 580; E-Audio Checkouts: 225; E-Book Checkouts: 1099

Online Programs

Storytime Video Views: 208; Teen/TAB Events: 16; Adult crafts and book club: 38;
Online Card Signups: 70

Ms. Garretson discussed in detail the new Curbside Service which started May 18th. This service allows people to reserve items from the library and pickup from a table outside designated for this service. She stated numbers are way up for the online collection and they continue to rise. Friends of the Library donated funds to the library for E-Books as well as E-Audio. Ms. Garretson stated by the time COVID-19 hit, most of the book budget was gone so this donation was very helpful. She stated it helped staff be able to purchase items relating to race and race relations. Ms. Garretson stated she would really like to have speaker forums on this subject once public starts to meet in person again. She stated she discussed talking to Clayton citizen Michael Sims to find out if he would set up community talks. She asked if the board had any ideas, she stated she is interested in hearing their thoughts.

Ms. Garretson stated Laura McGuire continues to do adorable videos with the online Storytime. She discussed what determines a view when it comes to social media videos. She stated when someone watches a video for a certain period of time that is considered a view. For adults, the knitting group has been really popular, they would like to meet every week versus every other week. She stated she is going to meet with Mike at Revival to try to figure out when the book club Pageburners would be able to start back meeting. She stated the library staff returned to work their regular schedules on May 18th.

She shared that physical checks out are on the rise with the most popular book being "The Museum of Desire" by Jonathan Kellerman. The "Giver of Stars" and "Where the Crawdads Sing" tied for the most checked out E-Book/E-Audio for the month of May.

Ms. Garretson shared pictures of curbside book pickup area. She stated staff plans to continue this service even after opening up to the public. She stated staff is offering "Letters to Pete the Cat", which allows kids to write letters to Pete the Cat and the teens have been writing back responses.

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

Ms. Garretson stated the library is planning on opening this morning with limited hours, however, the self-checkout is not working like she wants. She stated because numbers for COVID are still rising, she would be enforcing the use of face masks when the library does open. She stated the plan is to open up on July 6th to the public. There would be separate hours just for seniors which will be 9-10 a.m.

She went into detail about the kindergarten ready program kits. These kits will go through the library's quarantine process. The library will receive the kits on July 1.

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

Ms. Garretson stated the budget had not been approved yet but should be adopted tonight. The library would then find out if they were approved for what they have asked for. She stated she was grateful she did not have to cut books or major items with the budget being leaner than it had been in the past. She stated she hoped tonight would go well.

6 OTHER BUSINESS

- a) Ms. Lee stated Ms. Garretson and her staff have done a wonderful job to stay connected during this time. Ms. Barber asked if folks would like to donate, which account it should go to. Ms. Garretson stated the best way to accept donations is to donate to the Friends of the Library, all of that money would be able to go the library.

7 ADJOURN

- a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 3:51 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Barber

Second: Board Member Daily

Vote: Unanimous

Duly adopted this the 20th day of August, 2020

Laurie Lee, Chair

ATTEST:

Heidi Holland, Clerk to the Board
& Deputy Town Clerk

June 18, 2020
Minutes