



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, September 19, 2019 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - August 15, 2019

[August 15, 2019 DRAFT Minutes](#)

3. OLD BUSINESS

- a. Margaret Sullivan's Studio Report Update
Presenter: Joy Garretson, Library Director
- b. Request for Proposal Process Update
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Child Safety in Library
 - *Approval of Updated Policy*

Presenter: Joy Garretson, Library Director
- b. Library Board By-Laws Review

5. LIBRARIAN'S REPORT

- a. Annual Report to State Library
Presenter: Joy Garretson, Library Director
- b. August Highlights
Presenter: Joy Garretson, Library Director

6. OTHER BUSINESS

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

7. ADJOURN



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, August 15, 2019 @ 5:00 PM
Wooten Room - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak, Chair
Etheleen Eason
Elizabeth Barber
Belle Allen
Carolina Daily
Art Holder
Laurie Lee
Paul Taperek
Lisa Brogdon

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Joy Garretson, Library Director

MEMBERS ABSENT:

Elizabeth McLaurin

1 CALL TO ORDER

2 APPROVAL OF MINUTES

- a) Draft Minutes
- June 20, 2019

ACTION: Adoption of June 20, 2019 Minutes

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

3 OLD BUSINESS

- a) Review of Margaret Sullivan's Studio Report
Presenter: Joy Garretson, Library Director

Ms. Garretson presented possible design ideas to the Advisory Board. Belle Allen expressed a desire for a larger section designated in future library space for history and artifacts room to house the community history collection. Discussion regarding the "Envisioning A New Clayton Library" document (library map ideas) occurred. Art Holder stated that the Town Council is currently thinking that the library itself would be a two-story structure with mixed use space above. Ms. Garretson stated that no official designs have been decided upon, and that no budget proposal has been made officially to the Council. Mr. Holder stated that there appears to be a disconnect between what the Town Council is expecting and what was presented to the Advisory Board. Prior minutes were reviewed, and it was determined that the Advisory Board had voted on February 21st to

pursue investigating a 20,000 square foot library design, which would equate to a single story for library use. Ms. Garretson reviewed the March recommendations presented to Town Council, and it was determined that "Scenario B" was accepted By the Town Council at that time to move forward with budget planning and requests for proposal. This scenario included a single floor of 20,000 square feet for library space.

A Clayton Vision document created by Margaret Sullivan was shared that will be printed and distributed to Advisory Board members, Town Council, and used when asking for requests for proposals.

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

Ms. Garretson has begun working with Dave DeYoung and a group through UNC School of Government to develop the Request for Proposals. Outside help was enlisted because of the complex nature of a potential public/private partnership. This group would bring extensive resources and prior experience with this type of project in other communities, according to Nancy Medlin. Ms. Garretson reported that this project could be one of the first in the state exemplifying this type of public/ private cooperation. Ms. Garretson stated that we are not required to accept any RFP if it is decided that none received meet the needs of the community.

4 NEW BUSINESS

- a) Presentation to Council
Presenters: Joy Garretson, Library Director and Stephanie Satkowiak, Chair

The slide presentation was viewed and suggestions made to enhance several elements of the presentation.

Discussion

The following suggestions were made by the Advisory Board for the presentation to Town Council:

1. Highlight a particular collaboration and provide details. It was suggested that the Tarheel Traveler fundraiser collaboration would be good to mention and provide anecdotal information to illustrate the types of collaboration that are occurring. The Friends of the Library contributions and efforts were mentioned as well.
2. Discuss specific ideas contributed by the Board (i.e. writing contest) regarding collections and programming.
3. Additional information about specific donations and grants, including the grant to bring a children's author to speak at the library.
4. Place emphasis through priority placement of statement regarding designing a library that meets the needs of and fits the "feel" of the Clayton community.
5. Adding a goal to continue leveraging resources and skills to move the library forward and serve the needs of the community.

5 LIBRARIAN'S REPORT

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

A snapshot handout was provided outlining specifics of the summer months for services and attendance. Ms. Garretson stated that children's attendance is up by 700 this summer. Ms. Garretson reported that she has joined a consortium (e-inc) to add to the audio and digital book collections and add magazine access, allowing library to offer more resources to patrons. E-inc is linked through the Libby app, and Ms. Garretson will be conducting a training for the Advisory Board regarding the use of this resource. Materials will be developed for patrons of the library to inform them of this resource as well.

Ms. Garretson requested that Advisory Board members join the library newsletter, and she will send an email to facilitate this.

Robots have been purchased with donation from Ken Taylor to be included in Maker Spaces. Future class suggestions for community information included internet safety for parents and children, internet and computer usage. Music Therapy program will begin in October once per month, and a possible event may be a Christmas singing event.

Ms. Garretson is making attempts to include part time employees in staff trainings and activities to ensure continuity throughout the library hours.

6 OTHER BUSINESS

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

None presented.

7 ADJOURN

- a) **ACTION:** Motion to adjourn was made.

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

Duly adopted this the 19th day of September, 2019.

Stephanie Satkowiak,
Chair

ATTEST:

Heidi Holland, Clerk to the Board
& Deputy Town Clerk

August 15, 2019
Minutes