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

BOARD MEMBERS PRESENT:
Stephanie Satkowiak, Chair
Etheleen Eason
Elizabeth Barber
Belle Allen
Elizabeth McLaurin
Laurie Lee

STAFF PRESENT:
Nancy Medlin, Deputy Town Manager
Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:
Caroline Daily
Lisa Brogdon
Paul Taperek

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

a) Draft Minutes
- August 15, 2019

ACTION: Adoption of August 15, 2019 Minutes

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

3 OLD BUSINESS

a) Margaret Sullivan's Studio Report Update
Presenter: Joy Garretson, Library Director

Ms. Garretson stated she has bound copies of this report and will get a copy to the members this week.

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

Ms. Garretson stated she is still in the process of working on this with Economic Director David DeYoung.

4 NEW BUSINESS

a) Child Safety in Library

- *Approval of Updated Policy*

Presenter: Joy Garretson, Library Director

This summer there was an incident that occurred in the library that made Ms. Garretson and her staff want to update the Child Safety Policy. An updated copy of this was printed and distributed to each member for their suggestions and approval before officially updating this policy. There was one suggestion of changing "Should" to "Must". There was discussion on this subject stating this situation has never been a problem with the library but they need to be prepared in the future.

ACTION: Motion to Approve Updated Child Safety Policy

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

b) Library Board By-Laws Review

Ms. Garretson stated she would like every member to have a copy of the by-laws, she stated there are a few things in the by-laws that she wants to remind the members of. These by-laws have not changed since 2018, she wants to make sure the members are aware and familiar with them. There was discussion of the upcoming vacancies as well as the process of the election of officers. There was a suggestion to update item E(2)(c) which talks about recording the meetings, to read the Town Clerk or Deputy Town Clerk will be the recorder of the minutes. Ms. Garretson stated she will make this revision and present the changes to the board before presenting these to Council for adoption.

5 LIBRARIAN'S REPORT

a) Annual Report to State Library
Presenter: Joy Garretson, Library Director

Ms. Garretson discussed the Statistical Report for 2018-2019, the State Library generated this report for the library. Ms. Garretson stated the registered users slightly increased from 27 to 28 percent. Ms. Medlin stated this is a bigger growth than it seems due to the population growing much faster. The computer use is down slightly which is attributed to the convenience of citizens using their phones rather than logging onto a computer. It was stated the library is getting rid of materials that are used, dirty and inaccurate and will be replaced with items that are much more relevant. The nonfiction collection was weeded out not too long ago, the next project will be to go through the reference materials and decide what to keep and what to discard. The DVD's are checking out well and the total collection use is high.

In 2017 the library was able to record the citizens that attended the eclipse which brought in about 1,000 people, this attendance made the adult programs looks like it decreased. There was more discussion on different stats on this report. There was a question on the percentages under the Usage section, Ms. Garretson stated she would

look into that. Last year's children's collection circulated twice as much as adults so this year their budget was higher as a result. The summer reading program had 700 more participants this year than last year and total programs were 162 last year and well over 300 this year. She stated she is starting to see all of Laura McGuire's hard work through these numbers. There was discussion on the zeros in the report, Ms. Garretson stated these are programs that she would like to develop in the library.

October 1st there is a new program, Tech Talk, which will teach individuals who need assistance with technology such as iPads, iPhones, etc. Starting in January, the first Friday of every month, Ms. Garretson will go to the Community Center to teach computer classes to senior citizens.

b) August Highlights
Presenter: Joy Garretson, Library Director

Ms. Garretson stated there were no programs in August except for the Home school Book Club and a couple adult programs. E-book checkouts have increased. She stated they are working on communication at the library, on Mondays they are now meeting with the part-time staff so all library staff can all be on the same page. They are also working on mailing lists and social media campaigns. Part-time staff are now creating monthly displays, Ms. Garretson invited the members to stop by and look at these. She stated yesterday 41 kids attended the Lap Sit and today 30 attended, she stated most of the attendees were new. Story times started up again on September 18 and the August book sale brought in a little over $2,500.

August 2019 Snapshot
Library Services Visits: 4050; Physical Items Circulated: 7758; E-Audio Checkouts: 201; E-Book Checkouts: 360; Uses of Public Computers: 472

Programs/Attendance
1 Juvenile Book Club (11 in attendance); 6 Adult Programs (35 in attendance); Children's Circulation: 4782; Young Adult Circulation: 344; Adult Circulation: 2632

6 OTHER BUSINESS

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

Laurie Lee thanked Ms. Satkowiak for her presentation at the Town Council meeting on the library's annual update.

7 ADJOURN

a) **ACTION:** Motion to adjourn was made at 5:47 p.m.

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

Duly adopted this the 21st of November, 2019.

Stephanie Satkowiak,
Chair

ATTEST:

Heidi Holland, Clerk to the Board &
Deputy Town Clerk