



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, May 16, 2019 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - March 21, 2019
 - April 18, 2019

[March 21 2019 DRAFT Minutes](#)
[April 18 2019 DRAFT Minutes](#)

3. OLD BUSINESS

- a. Town Council Annual Update - June 3, 2019
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Library Update
Presenter: Joy Garretson

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, March 21, 2019 @ 5:00 PM
Wooten Room - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak, Chair
Etheleen Eason
Elizabeth Barber ***left at 5:51 p.m.*
Belle Allen
Caroline Daily
Elizabeth McLaurin
Lisa Brogdon
Laurie Lee
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Dave DeYoung, Economic Development Director
Nancy Medlin, Deputy Town Manager
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes

ACTION: Adoption of February 21, 2019 Minutes

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

3 OLD BUSINESS

- a) Update on Council Budget Retreat/Library Request for Building Money
Presenter: Joy Garretson

Ms. Garretson shared what was discussed at last month's meeting and what she presented to Council. Her goal is to communicate to the Town and to Council that the library is not just about books anymore, it's about connecting. She wants to create a building that people of all ages want to go to. She stated if we don't have a vibrant and strong and growing building that people want to go to then you lose something. The Council has not stated what is going on the bond referendum yet, they will be setting their priorities at the April 1st Town Council Special meeting. It will then be up to staff and financial advisors to figure out how items fit into a bond program. Whether this project gets on the bond issue or not, the library needs to think about steps forward.

4 NEW BUSINESS

- a) Mixed-Use Library Building, Request for Proposals
Presenter: Joy Garretson

Ms. Garreston stated when the discussion began on how to fund the library building, one of the things mentioned was the potential to work with private developers to build a mixed-use building. She presented slides that explained mixed-use buildings and showed examples used in other cities. Mixed-use buildings integrate the library and other uses, such as offices, hotels, restaurants, apartments. If the library worked with a private developer it might be more feasible to get this project built. Ms. Garretson stated when this was presented to Council they were excited about the idea. In Margaret Sullivan's research it stated the library could go up to 4 stories, in a mixed-use building the library would be the bottom floor. The library needs to be the driver of this project, whoever comes on board will need to adapt to what the library is looking for.

Mr. DeYoung was present, he spoke about this project and shared a few slides with facts and photos. It was stated the next step toward this process would be to submit an RFP and get this out to the right people in the development community. Ms. Garretson stated it would not be a commitment, it would be a fact finding mission and there would not be a cost to anyone for this step.

Ms. Garretson stated they want to get started on this and asked the board for their blessing. Ms. Allen suggested a motion to investigate the mixed-use project. It was asked if the board could see the RFP before it went out, Mr. DeYoung stated there would be a drafted RFP, this could be shared with the Library Board and then recommended to Council.

There was general discussion about the safety of the children if this project were to be approved. It was stated there would have to be strict rules that whoever had access to the top floors would not be a threat to the children at the library. There was also discussion of keeping the historic look of Clayton if a new building is constructed.

There were statements that this is very exciting and demonstrates thinking outside of the box. This isn't going to be a quick process, this is going to take some time. There was lengthy discussion of the pros and cons of this project.

ACTION: Approval of Mixed-Use Library Building Concept, Move Forward with RFP to Town Council

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

- b) Creation of Task Force to Search Out Partnership Opportunities
Presenter: Joy Garretson

Ms. Garretson stated she wanted the board members to create a small group that would make strategic contacts with larger companies in Clayton to raise money for this project.

She would like for the group to create a couple of meetings where they compile a list of companies, people and plans of action. Ms. Garretson stated she can't ask for money, this is where she needs the board to assist. We need to let these companies know what the vision is and get them excited about it. It was stated it might be hard for companies to donate big money when they did not know exactly what the money would be going for. Right now we need to focus on getting pledges rather than commitments. Ms. Satkowiak suggested we start putting feelers out in the community and touch base at the next meeting.

- c) Talking Points for Library Board and Friends of Library Members
Presenter: Joy Garretson

Ms. Garretson displayed a slide from Margaret Sullivan's findings in her study. Ms. Garretson discussed talking points that would help the members know exactly what to say when they are discussing this project. Some of the findings included the current number of critical issues the current building has. We also want the community to know the goal is to create a beautiful, multi-functional space that draws on our history (incorporating elements of that history and current building into its design) and functions for the 21st century.

5 LIBRARIAN'S REPORT

- a) Library Update
Presenter: Joy Garretson

Ms. Garretson reported last month almost 800 people attended programs; last year the attendance was only 376. The library has added the Toddler Storytime which brought almost 59 people there to wiggle, dance and count. The library is going to decrease the RB Digital collection from 8000 books to 1000 and spend that money on the audio books.

Ms. Garretson has a survey out to find out who is coming to the library, what they find important and technology wants and needs. She stated there were a lot of responses about the collection. The survey will run until April 20.

The library now has DVD's available for check out. On May 11th the Library will be at the Farmer's Market and the teens will be doing a scavenger hunt. During the 150th celebration April 12th-13th, the library will be hosting a Historical Ghost Tour. There will be no regular Children's programs in April.

February 2019 Snapshot

Library Services Visits: 4022; Physical Items Circulated: 5834

E-Audio Checkouts: 130; E-Book Checkouts: 312; Uses of Public Computers: 381

Programs/Attendance

Children: 31 programs; 797 in attendance. Young Adults: 2 programs; 31 in attendance.

Adults: 6 programs; 50 in attendance

6 OTHER BUSINESS

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

The board members expressed their joy and gratitude to Ms. Garretson for her hard work.

7 ADJOURN

- a) With nothing further the meeting was adjourned at 6:10 p.m.

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

Duly adopted this the 18th day of April, 2019.

Stephanie Satkowiak, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk &
Clerk to the Board



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, April 18, 2019 @ 5:00 PM
Wooten Room - Town Hall

MEMBERS PRESENT:

Elizabeth Barber
Belle Allen
Laurie Lee
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Stephanie Satkowiak
Etheleen Eason
Carolina Daily
Elizabeth McLaurin
Lisa Brogdon

1 CALL TO ORDER

- a) Ms. Allen called the meeting to order at 5:03p.m.

A quorum was not met.

2 APPROVAL OF MINUTES

- a) Draft Minutes
- March 21, 2019

Minutes were not approved, a quorum was not met.

3 OLD BUSINESS

- a) Nomination of Members for Building Project Task Force
(Board members will nominate individuals who can advocate for the library, create partnerships, and identify donation opportunities)
Presenter: Joy Garretson, Library Director

There was lengthy discussion on the Building Project Task Force. It was stated that no connections had been made yet. Ms. Garretson recapped what was discussed at the March 2019 meeting for the Library Request project. Ms. Garretson stated the library project was not on the CIP priority list for this year.

The goal for the task force is to get contacts that will get the community interested in this project. This project needs people that have connections to the larger corporations. The task force needs members that can put in a few months of dedicated fundraising and can contribute in a lasting way to the library.

Ms. Garretson stated she is working with Margaret Sullivan to get drawings of internal space. She is also working with Dave DeYoung, Economic Development Director, to get an RFP out to the community to see who would be interested in building a mixed-use building. This will be out at the end of June. Ms. Garretson stated when it is complete she will pass it onto the members. Ms. Allen stated before the members ask for any money there needs to be a plan in place.

Ms. Barber asked if Council Members could come individually to the Library and attend programs. The idea is for them to see what the library is actually doing so they can get a feel for what needs to be done for the future of the library. There was lengthy discussion about the Friends of the Library and what they can and can't do as far as fundraising.

4 NEW BUSINESS

- a) Town Council Annual Update - June 3, 2019
Presenter: Heidi Holland, Deputy Town Clerk

Ms. Holland stated the Annual Update to Town Council is scheduled for June 3. This is usually presented by the Board Chair. The update provides information on accomplishments and highlights during this past year as well as recommendations and suggestions for the future. At the next meeting board members will have an opportunity to submit any information they would like to see on the update.

5 LIBRARIAN'S REPORT

- a) Library Update
Presenter: Joy Garretson

Ms. Garretson distributed to each member a report for July-December 2018 that shared item circulation, program statistics, new programs and any grants and donations received for these months. In April, 100 people came to the play Rumpelstiltskin, this play was a rescheduled event from a cancelled play in December.

The library has hired a new part-time associate in the Kids Room, Laura Culpepper. Ms. Culpepper has a background in education and social work. She will be able to help with reading programs and also the Spanish speaking community and needed resources.

Ms. Garretson stated The North Carolina Forestry Association will present "Who Lives in the Woods" on April 25. The Friends of the Library will have their book sale on April 26, 27 and 29 in the Clayton Council Chambers and Regular Children's programming will start back up May 1. Ms. Garretson distributed the March 2019 Snapshot to everyone, she stated all of the numbers for the Library Services were higher than last year.

March 2019 Snapshot

Library Services Visits: 4416; Physical Items Circulated: 6521; E-Audio Checkouts: 156; E-Book Checkouts: 327; Uses of Public Computers: 450

Programs/Attendance

Children: 34 programs; 765 in attendance. Young Adults: 2 programs; 18 in attendance. Adults: 5 programs; 33 in attendance.

6 OTHER BUSINESS

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

7 ADJOURN

- a) With nothing further the meeting was adjourned at 5:57p.m.

Duly adopted this 16th day of May, 2019.

Stephanie Satkowiak, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk
& Clerk to the Board

April 18, 2019
Minutes