



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, June 20, 2019 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - May 16, 2019

[May 16, 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of May 16, 2019 Minutes

3. OLD BUSINESS

- a. Town Council Annual Update - New Date: August 19
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Trustee Training
Presenter: Joy Garretson, Library Director

5. LIBRARIAN'S REPORT

- a. Library Update
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, May 16, 2019 @ 5:00 PM
Wooten Room - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak, Chair
Etheleen Eason
Elizabeth Barber
Belle Allen
Elizabeth McLaurin
Lisa Brogdon
Laurie Lee
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Caroline Daily

1 CALL TO ORDER

- a) Ms. Satkowiak called the meeting to order at 5:01p.m.

2 APPROVAL OF MINUTES

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

ACTION: Adoption of March 21, 2019 & April 18, 2019 Minutes

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

3 OLD BUSINESS

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

Ms. Satkowiak discussed the upcoming Annual Update to Town Council on June 3, 2019. This update should include the visions of the future as well as accomplishments from this year. Ms. Satkowiak asked members to email her any ideas, input, and information they can think of to include in this update. Ms. Garretson will prepare a brief slide presentation, she asked members to provide any other information they would like Council to hear.

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

- a) Library Update
Presenter: Joy Garretson

Ms. Garretson discussed her July 2018-April 2019 report, she stated as far as circulation goes, May is looking good and June is usually a big month for circulation. The amount of programs during this time has increased as well. She stated she will share with Council the amount of circulations being checked out. She also stated she wants to draw attention to the grants and donations the library has received, the number of grants they have received is more than normal. It was asked if the library keeps a log of traffic coming in and out, and if so, this would be a good statistic to show Council. If there has been an increase of traffic, this may have an impact on Council seeing the need for more space for the library. Ms. Garretson stated the board's recommendation for the future of the library needs to be presented at this update as well as their support for preparing the RFP.

There was brief discussion and explanation on the funds that Ken Taylor donated to the library to create Mobile/Modular Makerspace. Makerspace is a place where you have the tools and materials that you need to make something. Makerspace is another type of literacy in the library, it pulls in the traditional literacy and combines it with a hands on literacy. Ms. Garretson stated they will be buying robots along with other items to go along with that, these items will be reusable. On May 30, the check will be presented to the library and in August or September there are plans to hold a Maker Fair.

Ms. Garretson distributed to each member the April 2019 Snapshot. In order to prepare for the Summer Reading program, there were no story times or young adult programs during the month of April. She stated even without programs during April, the circulation numbers were still comparable to other months. The Friends of the Library Book Sale was a success. It ran April 26th-28th and brought in \$3,469.96.

April 2019 Snapshot

Library Services Visits: 4291; Physical Items Circulated: 6167; E-Audio Checkouts: 167; E-Book Checkouts: 273; Uses of Public Computers: 387

Programs/Attendance

Children: 7 programs; 267 in attendance. Young Adults: 0 programs. Adults: 5 programs; 35 in attendance.

Ms. Garretson stated Mardia visited the seniors at the Clayton Center for Active Aging during April and May, she goes there the first Tuesday of every month and helps them with crafts. She stated this program is growing, in April she had 18 people there and they really enjoy her being there. On May 18, there was a scavenger hunt which started at the library with clues from Town Square to the Farmer's Market. Ms. Garretson was at the Farmer's Market from 9am-1pm where she handed out calendars and clues for the scavenger hunt.

The Library staff had a meeting where they discussed customer service and took a tour of

the library. Notes were made of things they felt were confusing, weird or made them uncomfortable. There was mention there is not a sign in the parking lot stating you are at the library. There was a suggestion to put signs in the parking lot, inside explaining what part of the library you are at and also the sections of the books. The staff wants it to be easier for people to navigate around the library and be able to find what they need.

6 OTHER BUSINESS

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

It was suggested to possibly bring local authors to the library to attract more people to the library. It was stated this was done in the past and drew a lot of people in.

Scott Mason from The Tar Heel Traveler will be at the Gateway Event Center on June 13, 2019 from 6:00-9:00p.m. for a book signing, this is presented by The Woman's Club of Clayton and Friends of the Library. Tickets are \$35.00 each, only 200 tickets will be sold.

Margaret Sullivan should have a schematic on the building drawings for the vision of the new building by the end of June.

7 ADJOURN

- a) **ACTION:** Motion to adjourn was made at 5:48p.m.

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

Duly adopted this 20th day of June, 2019.

Stephanie Satkowiak,
Chair

ATTEST:

Heidi Holland, Deputy Town Clerk &
Clerk to the Board

May 16, 2019
Minutes