



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, January 17, 2019 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
- November 15, 2018
- [November 15, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of November 15, 2018 Minutes

3. ELECTION OF NEW OFFICERS

- a. Election of 2019 Board Officers
Presenter: Stephanie Satkowiak, Chair
- Chair
 - Co-Chair

POTENTIAL ACTION: Approval of 2019 Board Chair and Co-Chair Officers

4. OLD BUSINESS

- a. Update - Library Space and Services Assessment Grant
Presenter: Joy Garretson

5. NEW BUSINESS

6. LIBRARIAN'S REPORT

- a. Library Update
Presenter: Joy Garretson

7. OTHER BUSINESS

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

8. ADJOURN



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, November 15, 2018 @ 5:00 PM
Wooten Room - Town Hall

MEMBERS PRESENT:

Stephanie Satkowiak
Elizabeth Barber
Belle Allen
Caroline Daily
Elizabeth McLaurin
Paul Taperek
Linda Hester

STAFF PRESENT:

Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Etheleen Eason
Lisa Brogdon

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
• October 18, 2018

ACTION: Adoption of October 18, 2018 Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

- a) Margaret Sullivan will be back on December 13th and 14th. On the 14th the library will take a trip to South Carolina to look at a library that Margaret has designed. There is discussion about a possible focus group on December 13th. She will be back in the spring which she will then present to council a final report.

Ms. Satkowiak asked the members if they had received an invitation for a come to the town to talk to the focus group on elder services event. This event will meet in the Amelia Church Fellowship Hall and is sponsored by the State and Johnston County. There was discussion about this event being held the same time and evening as the Town of Clayton's Advisory Board Event. Ms. McLaurin stated she received this invitation also and

so many events had to be rescheduled due to Hurricane Florence, there are conflicts lately with events that aren't ordinarily a problem. Ms. Satkowiak stated she thought it was important for the members of the library to attend this event and she would like to go as well. She said she would reach out to the senior center to find out if they had any other dates for this event, she would reach out and email the members.

5 LIBRARIAN'S REPORT

- a) Library Update
Presenter: Joy Garretson

Ms. Garretson stated they have been pretty busy at the library. The library has ordered new furniture, it will be delivered the end of December. The library will be getting couches, chairs and coffee tables for the teen room.

The Friends of the Library approved for the library to purchase a catalog system to search for book titles. Ms. Garretson visited the library in Smithfield, they have mounted tablets where you can scroll for titles on the tablet. Ms. Garretson liked this idea and the library was approved for two iPads for the teen and children's department. These iPads will be in lock boxes and mounted to the wall and should be up in the next week. You will only be able to search the catalog on these iPads.

OCTOBER UPDATE

Library Services: 4,815 Visits; 6,986 Physical items circulated; 160 E-Audio Checkouts; 188 E-Book Checkouts; 480 Public Computer uses.

PROGRAMS

4 Adult Programs (114 in attendance)
2 Youth Programs (53 in attendance)
28 Children's Programs (723 in attendance)

Ms. Garretson stated the numbers last month were much lower than this month. In September there were 13 children's programs, this month there were 28 children's programs. In September there were 200 children at the programs, in October there were 723, Ms. Garretson states a lot of the increase has to do with Laura McGuire. In October, the attendance for storytime was 470. Ms. McGuire is doing a lot of outreach at local preschools, with a Clayton Mom Group, she is doing a Battle of the Books with Cooper Elementary and a Jr. Book Club with West Clayton.

In January the library is going to add another storytime for toddlers which will include movement and music and words. This storytime will be directed towards the range of 19 month old toddlers who want to move and explore more rather than entirely sit and listen to a story.

There were 27 teens in attendance at the library's Halloween party. The adult outreach attendance is up as well as circulation and visits. Ms. Garretson stated she is getting a lot of compliments about the library staff.

The Police Department is collecting blankets for their Winter Blanket Drive and the knitting group is knitting a lot of blankets for them. Ms. Garretson stated if anyone has any blankets they want to donate to let her know.

Ms. Garretson stated the library has been buying more E-Audio, E-Books and regular books to add to the collection. She stated the most popular book in October was Juror #3 by James Patterson and for children the most popular book was The Adventures of Captain Underpants by Dav Pilkey.

The library will be closed December 17th and 18th for inventory and there will be no storytime for the month of December.

The Food for Fines drive will start in December and will benefit the Clayton Area Ministries. For every non-perishable food item you bring, it will wipe off \$5.00 of library fines. Ms. Garretson stated anyone can donate food as well.

Ms. Garretson stated she is getting a good response on receiving overdue books backs due to the letters and notices that were mailed out.

6 OTHER BUSINESS

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

Ms. Satkowiak started a discussion on self-care. She stated so many things that are offered at the library pertain to self-care such as reading, knitting, etc.,. She stated the library should be a place we can reinvent ourselves and the library is a hub of self-care opportunities, even if it means to come and talk to others. The discussion went into the library going into a direction of helping people that come to the library that may need a little help. There was talk of creating toiletry kits and having those available in the bathroom for people that may need those as well as information on employment opportunities.

Ms. Barber stated she has had two phone calls about donations to the library in memory or in honor of someone. There was question whether the check should be made out to Hocutt or to the Friends of the Library. If the check is made out to Hocutt, it would be considered a donation but it then goes into the town fund and considered revenue, however if the check is made out to the Friends of the Library, there is more oversight as to what the money can be used for.

There was a question on what adult clubs the library had, Ms. Garretson stated there is a book club, coloring club, knitting club, outreach club (adult moms groups), and also a craft club but that was cancelled this month because of the hurricane.

There were comments about what a great job Ms. Garretson and her staff at the library has done in just the year that Ms. Garretson has been there. Ms. Garretson stated her staff and the new librarian Ms. McGuire is a great asset to the library and to the town.

7 ADJOURN

a) Motion to adjourn was made at 5:43 p.m.

 Motion: Board Member Elizabeth McLaurin
 Second: Board Member Caroline Daily
 Vote: Unanimous

Duly adopted this 17th day of January, 2019.

Stephanie Satkowiak
Chair

ATTEST:

Heidi L. Holland, Deputy Town Clerk
and Clerk to the Board