



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, February 21, 2019 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
[January 17, 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of January 17, 2019 Minutes

3. OLD BUSINESS

- a. Update from Margaret Sullivan's Research
Presenter: Joy Garreston

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, January 17, 2019 @ 5:00 PM
Wooten Room - Town Hall

BOARD MEMBERS PRESENT:

Stephanie Satkowiak, *Chair*
Etheleen Eason
Elizabeth Barber
Belle Allen, *Co-Chair*
Caroline Daily
Elizabeth McLaurin
Lisa Brogdon
Laurie Lee
Paul Taperek

STAFF PRESENT:

Joy Garretson, Library Director
Art Holder, Council Member/Board Liaison
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
- November 15, 2018

ACTION: Adoption of November 15, 2018 Minutes

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

3 ELECTION OF NEW OFFICERS

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

Ms. McLaurin moved to keep Ms. Satkowiak as our chair. Belle Allen agreed with this nomination. Ms. Satkowiak asked if there were any other suggestions or nominations, there were no further mentions. Ms. Satkowiak suggested Belle Allen should continue as co-chair, Ms. McLaurin agreed with the suggestion. There were no further suggestions or nominations for the co-chair position.

ACTION: Approval of 2019 Board Chair

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

ACTION: Approval of 2019 Co-Chair Officer

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

4 OLD BUSINESS

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

Joy Garretson spoke about Margaret Sullivan, who came in December and presented to management the size of building that can be potentially built on the current plot of land that the library now has.

Ms. Garretson went into backstory about a grant from Student Museum Library Services that she received last year. This grant was for consultants to come to the library, look at the space and services and determine what size library they will need in a town the size of Clayton. Ms. Sullivan is currently working on that report and will be presenting it soon. The trip to South Carolina was cancelled but has been rescheduled for February 1st, Ms. Garretson, Nancy Medlin and Adam Lindsay will be driving to there to visit with Ms. Sullivan and take a tour of her library.

On February 4th, Ms. Sullivan will be presenting her findings to Council at the Town Council meeting. She will discuss what she has discovered from communicating with people from the town and the different parts of this process. Ms. Garretson stated she would love to have every board member to attend.

5 NEW BUSINESS

- a) Each member introduced themselves to our new Board Member Laurie Lee. Everyone welcomed her on board and expressed their excitement to have her.

6 LIBRARIAN'S REPORT

- a) Library Update
Presenter: Joy Garretson

Ms. Garretson stated the staff received the gifts that the board members gave to the staff for the holidays, she thanked them for everything. She stated the Friends of the Library also made cookies for the staff for the holidays. She expressed there has been a lot going on in the library. Ms. Garretson made a list of major changes that has occurred at the library since she has started. She provided every member a flyer with statistics (see attachment) of the past two Fiscal Years along with Fiscal Year 2019 to date. She stated that FY17 & 18 does not reflect electronic book use, which has risen and continues to rise.

She expects electronic circulation to come close to doubling from last year, they are adding new books all the time.

Laura McGuire is still doing a lot of outreach to the daycares, schools, groups, etc. She currently is working with West Clayton Elementary and Cooper doing book clubs along with a home school book club which meets at the library. Mardia is still going to the senior center and Ms. Garretson is going to start visiting the recreation center to do outreach.

Ms. Garretson talked about the programs in the library. There is a new K-5 Maker Club – STEM/Making Program. The afternoon K-5 STEM storytime has been revamped, after moving it to the time the public suggested, there was still no one attending. They took the word storytime off the title and people are coming now, with 26 people attending the last meeting. The Homeschool Book Club had 20 people in attendance for that program. Another program starting is a movement and music storytime for toddlers which involves music, movement, dancing, and storytime while helping improve their fine motor skills. There is also a baby only storytime. There is a new Teen Book Review club, and the Teen Game Night will be revised, adding a little more structure.

Ms. Garretson discussed the grants, scholarships and major donations the library has received. She stated Laura wrote and was awarded a grant from the Association of Library Services to Children. She was also awarded a grant from the NC Library Association to attend the Youth Services Biennial Retreat.

In the next fiscal year the author of “Where the Mountain Meets the Moon”, Grace Lin will come to the auditorium. Also, the library is teaming with 3rd and 4th graders at Cooper, Riverwood and West Clayton Elementary Schools. These schools will do an author study and team with Balridge Books.

The friends have given the library \$1000.00 for the iPad catalogs in the library. She stated she bought the iPads and they are working well. In December, Ken Taylor who is the husband of one of our librarians, gave \$5000.00 to the library for the Mobile/Modular Makerspace. This program will teach kids the engineering/architecture side of projects such as complete a circuit, sewing, 3d printing. This is a type of literacy, teaching kids how to follow and read instructions, this is targeted to all ages. Ms. Garretson stated she would love the members to come to the library for her to show them some of the projects.

Ms. Garretson stated they have worked on an inventory, everything has been scanned in, and they are working on collection development. Michelle Obama’s book “Becoming” was stated as the most popular book of the month. They are doing a book of the week for adults and children. The staff is now systematically cleaning each book as they come back in. The library now has new couches and chair as well as a new smartboard, soon there will be speaker next to the smartboard so they can begin having movie days and nights.

7 OTHER BUSINESS

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

There was discussion about Linda Hester, sending her a card to celebrate and show appreciation of her time spent on the board. Ms. Satkowiak stated if anyone wants to contribute to something special for Ms. Hester to let her know.

8 ADJOURN

a) **ACTION:** Motion to adjourn was made at 5:52 p.m.

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

Duly adopted this 21st day of February, 2019.

Stephanie Satkowiak, Chair

ATTEST:

Heidi L. Holland, Clerk to the Board



HOCUTT-ELLINGTON MEMORIAL LIBRARY

JULY - DECEMBER 2018 REPORT



PHYSICAL ITEM CIRCULATION

	FY17	FY18	FY19 to date
 Juvenile Circulation	54,325	53,397	25,278
 Young Adult Circulation	3,712	3,097	1,746
 Adult Circulation	31,539	28,447	14,876

ELECTRONIC ITEM CIRCULATION AND HOLDINGS

E Book Circulation

1,263

Audiobook Circulation

922

Public Computer Sessions

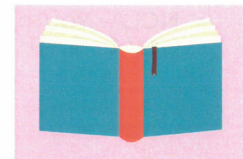
1,980

Total E-Book Titles Held:

5,778

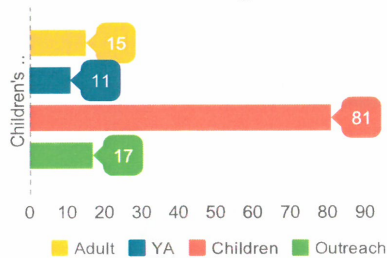
Total Audiobook Titles Held:

8,149

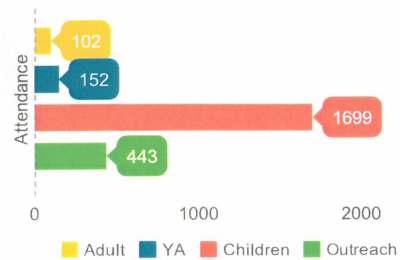


PROGRAM STATISTICS

Total Programs



Program Attendance



NEW PROGRAMS IN THE LIBRARY

- Books with Buddy- Therapy dog reading program
- K-5 Maker Club- STEM/Making Program
- Code Club - Elementary Student Coding Program
- Homeschool Book Club- Elementary-aged book club for homeschoolers
- Toddler Movement and Music- Storytime for wiggly toddlers
- Teen Book Review - Book club for teens



GRANTS AND DONATIONS RECEIVED

Grants

- IMLS- Library Space and Services Assessment: \$34,015
- IMLS- Scholarship to Research Institute for Public Libraries: \$500
- ALSC- Children's Author Grant - \$4,000
- NCLA- Youth Services Biennial Retreat Grant - \$179

Major Donations

- Friends of the Library- Library Space and Services Assessment Match: \$8,500
- Friends of the Library - Funds for iPad catalogs in library: \$1,000
- Friends of the Library- Quarterly donations: \$500
- Ken Taylor- Funds to create Mobile/Modular Makerspace: \$5,000