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

MEMBERS PRESENT:
Etheleen Eason
Belle Allen
Caroline Daily
Elizabeth McLaurin
Laurie Lee
Paul Taperek

STAFF PRESENT:
Art Holder, Council Member
Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:
Stephanie Satkowiak, *Chair*
Elizabeth Barber
Lisa Brogdon

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

a) Draft Minutes

ACTION: Adoption of January 17, 2019 Minutes

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

3 OLD BUSINESS

a) Update from Margaret Sullivan's Research
Presenter: Joy Garretson

Ms. Garretson discussed the presentation Margaret Sullivan presented to Council on February 18, 2019. The goal for this study was the library's building needs and to be able to fit the standards of what others are doing across the country into our Town. She studied our building and Town size and came up with four options for the Council and library to look at. These are not final, just the first steps. She shared with members the slides she thought would be most useful. Ms. Garretson stated she loves the history of the Town and doesn't want to lose the history, however, the current building works against us. The library was built when the town was much smaller and it fit a different need. Currently, there is a lack of space for the public and no room to receive items, there should be a lot more space available to devote to the public. Ms. Garretson introduced Adam Lindsay, Town Manager, to the members and then briefly went over the 4 options for the library. She stated Ms. Sullivan's recommendation to the council is the 25,000 sq. ft. completely new building. Mr. Lindsay went into detail of the financial aspect of this project and the challenges of obtaining the amount needed for the project. It was asked how many recent improvements to the library can be salvaged; it was replied the shelving in the library could be salvaged as well as the new furniture.

The conversation went into the importance of asking the larger companies in the Town for financial support, we need to foster relationships with these companies with the understanding that they are in our Town, if they want this to be a place they are proud of then they need to invest in us. Ms. Garretson stated she is trying to build these relationships in this Town. It was stated that we are possibly short changing ourselves if we do not go with the larger design, in a few years we will be back to the same situation if we don't. Although the history of the library wants to be salvaged, it will cost more to renovate rather than to build new. It was stated the building could be rebuilt to have a historic look and to keep items from the original building and incorporate them into the new building, such as the mural.

The conversation went into discussion as to how much does the board want Ms. Garretson to ask from the Council and to find out how much they are willing to support. It was stated the Friends of the Library can create an organized fundraising committee to raise money for this new project. It was suggested to have a board meeting that will include the Friends of the Library and get serious about fundraising for this. The library does plan on applying for grants to help fund this project.

The members discussed their thoughts and discussed different possible scenarios. It was stated the 11,500 sq. ft. building would work for right now, but would become too small within 5 years, you would eventually have to build on top of it. It was decided to ask Council for the 20,000 sq. ft. scenario, but remove the footprint of the old building. There was a motion to ask Council for this floorplan.

ACTION: Approval to ask Council for the 20,000 SQ FT Floorplan

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

4 NEW BUSINESS

5 LIBRARIAN'S REPORT

a) Library Update
Presenter: Joy Garretson

Ms. Garretson distributed to each member a FY20 Budget Preparation to let them know what the library is asking for in this upcoming budget. Some of the items that have been requested are 2 baby changing stations as well as having a handicap door installed. There is also a request for new meeting room tables and chairs and a Smart TV.

Ms. Garretson stated the current RB Digital contract is $2,500 a year which gives the library about 8,000 audio books, they are not the newest books. We can add $3,200 to the contract and receive 5 best sellers per month, this is something that is being considered. Ms. Garretson stated the Ebook checkouts have doubled since this time last year, it has been advertised and people are paying more attention. The January 2019 Snapshot flyer, which has the stats for the month, was distributed to each member (see attached).

Ms. Garretson stated she does not receive much feedback from the members and she would like to hear more from them.

6 OTHER BUSINESS

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

7 ADJOURN

a) Motion to adjourn was made at 6:07 p.m.

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

Duly adopted this 21st day of March, 2019.

Stephanie Satkowiak

Stephanie Satkowiak, Chair

ATTEST:

Heidi Holland

Heidi Holland, Deputy Town Clerk &
Clerk to the Board