



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, August 15, 2019 @ 5:00 PM
Wooten Room - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - June 20, 2019

[June 20, 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of June 20, 2019 Minutes

3. OLD BUSINESS

- a. Review of Margaret Sullivan's Studio Report
Presenter: Joy Garretson, Library Director
- b. Request for Proposal Update
Presenter: Joy Garretson, Library Director

4. NEW BUSINESS

- a. Presentation to Council
Presenters: Joy Garretson, Library Director and Stephanie Satkowiak, Chair

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, June 20, 2019 @ 5:00 PM
Wooten Room - Town Hall

MEMBERS PRESENT:

Stephanie Satkowiak, Chair
Etheleen Eason
Elizabeth Barber
Belle Allen
Caroline Daily
Elizabeth McLaurin
Lisa Brogdon
Laurie Lee

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Paul Tapererk

1 CALL TO ORDER

2 APPROVAL OF MINUTES

- a) Draft Minutes
 - May 16, 2019

ACTION: Adoption of May 16, 2019 Minutes

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

3 OLD BUSINESS

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

Ms. Garretson stated the annual update to the Town Council has been moved from June 3 to the August 19 meeting. The August 19th meeting will be after the summer reading program begins and after the current fiscal year ends. The library wants to give the stats of the fiscal year to Council regarding program numbers and the traffic in the library. The board stated this was a good choice to move the meeting.

4 NEW BUSINESS

a) Trustee Training

Presenter: Joy Garretson, Library Director

Ms. Garretson stated these booklets came from Linda at the State Library. Ms. Garretson went over important points in the book and stated the book has reminders to the members of their role as trustees. In some of our future meetings she would like to have training sessions, this book is step 1 in that direction. She stated she will bring the library staff to the meetings from time to time so they can give their opinion to the members. She showed the members a section in the book of resources that will benefit the members. The book mentions policies, she asked the members to give their opinion on the policies and she wants to forward those to Council.

5 LIBRARIAN'S REPORT

a) Library Update

Presenter: Joy Garretson, Library Director

Ms. Garretson gave her update on the library. She gave each member the handout for the May Snapshot. She stated they are preparing for a busy summer. The Physical Items Circulated are up from April and the Children's program numbers are way up. She stated approximately 50 people came to the scavenger hunt. For this being the first hunt, this was a great number. She stated this was a good opportunity for people that normally are not able to come out and interact to do just that. Last summer the library did a Music Therapy program, the woman that taught it last year wants to partner with the library again to do more music therapy and increase adult programs. This programs teaches how to deal with stress management through music.

May 2019 Snapshot

Library Services Visits: 4404; Physical Items Circulated: 6734; E-Audio Checkouts: 151; E-Book Checkouts: 284; Uses of Public Computers: 377

Programs/Attendance

Children: 28 programs; 754 in attendance. Young Adults: 3 programs; 71 in attendance. Adults: 7 programs; 62 in attendance.

The Summer Reading kickoff had about 250 people, which is a huge number for the library. Laura McGuire has been reclassified to a Supervisor, so she can now supervise the children's department. There has been new signage added to the library, it was stated the signs help to navigate easier inside the library. Also, the children's seating has been shipped, they have added 2 new chairs and plan on buying a Lego table in the future. There will also be a handicap door installed soon.

Ms. Garretson stated at the June Council meeting, the Council approved the library's budget. She stated she budgeted to have a substitute library worker, this person will fill in if someone is out for an extended period of time.

Ms. Medlin discussed the budget a little further. She stated this is the first time Council has adopted a 5-year Capital Improvement Plan (CIP). In the plan is a new library, it does

assume the funding model where 3/4 of the funding will come from a private source and the rest will come from the Town. Ms. Garretson is still working with Economic Development Director Dave DeYoung to create an RFQ to see if there is any interest in the town to work with the library on a project like this. Once this is finalized, Ms. Garretson would like to show the members as well as the drawing of the new library from Margaret Sullivan (Library Space and Services Needs Assessment Consultant), she hopes to have this by the end of the year. It was stated the library is at 5-year end of the CIP and it is just a plan, it is not anything that has been adopted. It was stated the library did not get cut from the plan, that is an exciting factor. The members need to keep reminding Council how important the library is to the community and what it can be in the future.

6 OTHER BUSINESS

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

7 ADJOURN

- a) **ACTION:** Motion to adjourn was made at 5:38p.m.

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

Duly adopted this 15th day of August, 2019.

Stephanie Satkowiak,
Chair

ATTEST:

Heidi Holland, Deputy Town Clerk
& Clerk to the Board

June 20, 2019
Minutes