



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Agenda
Thursday, September 20, 2018 @ 5:00 PM
Wooten Hall - Town Hall

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. Draft Minutes
 - August 16, 2018

[August 16, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

3. OLD BUSINESS

- a. Demonstration of eBooks and RB Digital Apps
Presenter: Joy Garretson

4. NEW BUSINESS

5. LIBRARIAN'S REPORT

- a. Introduction to Laura McGuire, new Children's Librarian
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, August 16, 2018 @ 5:00 PM
Wooten Hall – Town Hall

BOARD MEMBERS PRESENT:

Art Holder
Stephanie Satkowiak
Etheleen Eason
Elizabeth Barber
Caroline Daily
Elizabeth McLaurin
Lisa Brogdon
Natasha Ellis-Smith
Linda Hester

STAFF PRESENT:

Nancy Medlin, Deputy Town Manager
Joy Garretson, Library Director
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Belle Allen
Paul Taperek

1 CALL TO ORDER

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

2 APPROVAL OF MINUTES

- a) Draft Minutes
- May 17, 2018 Minutes
 - July 19, 2018 Minutes

ACTION: Adoption of Minutes

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

3 OLD BUSINESS

4 NEW BUSINESS

a) Grant Update: Meet and Greet with Margaret Sullivan

Presenter: Joy Garretson, Library Director

Joy talked about a Meet and Greet with Margaret Sullivan, who is the Library Space and Services Needs Assessment Consultant. She provided a profile packet (Request for Qualifications) to each member about Ms. Sullivan. Joy stated that Margaret was selected for this position because of her qualifications. A Meet and Greet was held at the library on Monday, August 20 from 3-6 p.m. An invitation was sent out welcoming people to stop by the library, to meet, talk and ask Margaret any questions. On Tuesday, August 21, the library was closed so Margaret could provide staff training where she discussed what the goals are for the library and she made any necessary recommendations. Joy talked about a Performance Management program during this training which determined how many people are attending programs, how many people the library would like to see attend programs and how the library is reaching out to the community. There was also a team building experience where Margaret asked the Library staff how they are meeting goals and how they can do better.

5 LIBRARIAN'S REPORT

a. Library Update:

Presenter: Joy Garretson

For the month of July the library had POPsicle party. The library had over 5400 visits; Physical items that were circulated: 8932; E-Audio Checkouts: 144; E-book Checkouts: 224. Joy stated the circulation was slightly lower than the numbers in 2017. She said the low numbers are a normal trend but she did not believe it had to be that way.

Programs: Children's Attendance: 466; Teen Attendance: 69; Adult Attendance: 25; Uses of Public Computers: 422.

The library plans to start really pushing out awareness on the eBook services to the community. Joy stated it took a good six months to get situated with the eBooks. The library did not do much collecting of eBooks during that six month period, they are now trying to make up for that time they missed. Joy discussed being more systematic with the eBooks and plans to have Laura (the

new librarian) work on the eBook collection. Joy said she expects to see a lot more talk about the Audio and eBook collections on social media such as Facebook, Instagram, YouTube which will hopefully get people familiar with it and using it more.

Joy discussed that RB Digital is the app for the audio books and Overdrive (Libby) is the app for the eBooks. Over 7000 titles are listed in the RB Digital collection. Joy mentioned she is doing more advertising for both programs. There was talk about how the RB Digital did not offer a lot of new and updated titles. Joy said she ordered the classic edition titles which is about 7000 titles (the newer titles were more expensive). She also mentioned she can add more books to the RB Digital library, if someone requests a title she can order it and add on a book by book basis. With eBooks, there is not a set limit on the books, the library can order however many titles requested. Joy mentioned she could perform a demonstration to get people familiar with the apps for the audio books and the eBooks. A motion was made.

ACTION: Demonstration of eBooks and RB Digital at next meeting
Motion: Board Member Garretson
Second: Board Member McLaurin
Vote: Unanimous

On July 28, there was an end of summer celebration where the library gave away 2 Kindle Fires. The top adult winner was Martha Avila who read a total of 44 books. The two top winners in the Children's category were 9 year old Owen Lindsay, who read for 120 hours, and 6 year old Atley Coon who read 201 books. Both children won a ukulele, 2 free ukulele lessons from the Neighborhood Academy of Music and a free movie pass from Howell Movie Theater.

Teen Advisory Board

There was discussion on getting to know more about the teens who serve on the Library's Teen Advisory Board. Currently there are 18 teens who serve, there was mention of inviting them all to the next LAB meeting. Stephanie then suggested it may be better if our board attends one of their meetings. Stephanie stated it would be a great opportunity to get to meet the teens of the board, to thank them and make them feel important. Joy stated their next meeting is the first of August and she would find out their meeting schedule.

Public Computer Use

Elizabeth McLaurin asked if the public computer use has gone up since the computers were moved to the front of the library. Joy said she did not know the answer to that but she would look into that and report back at a later date.

b. Summer Reading 2018 & Plans for Fall

Presenter: Joy Garretson

Joy provided flyers to everyone that included information and details regarding upcoming summer events and plans for the fall.

Joy reported the attendance numbers for the Summer Reading Programs (Liz and Linda were ambassadors) are as follows: Summer Library Kickoff: 130; Rags to Riches Presents: Stone Soup: 110; Teen Throwback Thursdays, Book Clubs and Game Nights: 71; Storyteller Ron Jones: 38; Clayton Youth Theater's Bye Bye Birdie Sneak Peek: 38; Storytime in the Woods: 80; 80s Buti Flow Yoga: 10; Painting to the Music: 9; Lapsit & Pre-K Storytimes: 375; POPsicle Party: 40; Harry Potter Yoga: 31; for a total attendance of 932. Joy mentioned that the library had fewer programs this year than last year. She stated the staff was less tired this year with less programs and they were able to provide better quality programs, Joy was happy with how the programs turned out. The teen board had a summer library book club program for the first time this year, Joy mentioned they are going to extend their book club next year also and include book reviews. Joy mentioned the teen advisory board is adding 18 new members. She also stated there was an increase of 181% for teens and adults for the program signups compared to last year.

Program Signups Participants

Children Participants: 192; Teen: 54; and Adult: 127 for a total of 373 participants. Children's Storytimes and Teen Game Nights will take a break during the month of August, story time will start back up September 12.

New Employee Laura McGuire

The library has a new employee, Laura McGuire who started on Friday, August 17. She is the New Youth Services employee. She has an educational background as an elementary teacher and has been a media care specialist for the past three years. She comes to us from Jeffreys Grove Elementary in Wake County. She has a master's in Library Sciences from East Carolina University. She has received two Bright Ideas grants and Joy said she is thrilled to have her and her ideas on board. Stephanie mentioned bringing Laura to the next board meeting. Joy discussed how Laura did a story time and recorded it on YouTube which she stated was exactly what she was looking for.

Fall Book Sale

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The library Book Sale will run on Friday, September 7th from 4:00 – 7:00 p.m.; Saturday, September 8th from 8:00 a.m. – 2:00 p.m.; and Monday, September 10th from 4:00 - 7:00 p.m. at the library. Stephanie asked if there was a need for donations for the book sale, Elizabeth Barber stated right now there is no room so they will hold off on any donations. Stephanie mentioned to the board members to sign up with friends to work the book sale.

Furniture Purchase

The library will be purchasing new furniture soon. The furniture will go into the teen room. Depending on space they are looking to purchase 1-2 couches, 4 reading chairs and a device charging station. Joy stated she would let everyone know when the colors and fabrics for the furniture have been chosen.

Cash Handling Procedures

The library plans to adopt a new procedure for handling their cash. This includes purchasing a safe and a cash register. The new procedures will implement new cash handling policies and procedures internally. The procedures will run help to prevent any auditing problems. Nancy Medlin spoke about the change from a financial standpoint to bring the library more consistent with the town. Joy would like the new register to possibly provide an automatic receipt. Joy talks of staff working one night a week as well as one Saturday a month, which at the end of the day each employee will be responsible for counting the cash in the register as well as filling out a report.

Program Changes

- ♦ The new library employee Laura will work on increasing the outreach efforts, reaching out to pre-schools and working on collection development.
- ♦ Staff will be promoting online resources.
- ♦ A new improved code club will start in September. No further details were mentioned. Natasha asked Joy if any help was needed, she said she would love to help.

Teen Advisory Board Art Contest

Joy mentioned the Rock the Block was a ton of work with not much pay-off. The teen advisory board comes up with ideas for different programs and Joy has the final decision. One of the contests that has been decided on is an art contest for a new design for the library bags. Students from Riverwood Middle, Clayton Middle and Clayton High School will be eligible to enter the contest which will be announced August 27th. The deadline for the artwork submission is October 15. The winner will be announced at a reception on November 1 (time was not determined but stated maybe around 5:00 p.m. or 6:00 p.m.) at the library. The Friends of the Library will choose their favorite 3 designs and the public will have the final decision. Caroline Daily asked if Corinth Holders High could be included in the contest, Joy said

she would find that information out. There was discussion if the winner had to be a Clayton resident, Joy said she would find that information out also. Stephanie thanked Joy for all of her hard work.

6 OTHER BUSINESS

a) From the Field: Board Suggestions

Presenter(s): Board Members

7 ADJOURN

a. Adjourn the Meeting

ACTION: Motion to Adjourn was made at 5:54 p.m.

Motion: Board Member McLaurin

Second: Board Member Barber

Vote: Unanimous

Stephanie Satkowiak
Chair

ATTEST:

Heidi L. Holland
Deputy Town Clerk & Clerk to the Board

August 16, 2018

Minutes