



Town of Clayton
Hocutt-Ellington Memorial Library Advisory Board Minutes
Thursday, June 16, 2022 @ 5:30 PM
Hocutt-Ellington Memorial Library
100 S. Church Street

BOARD MEMBERS PRESENT:

Laurie Lee, Chair
Etheleen Eason
Julia Curran
Kathryn Turnbull
Eugene Wheeler
Amber Revels-Stocks
Vanessa Flores-Watson
Victoria Privette

STAFF PRESENT:

Joy Garretson, Library Director
Michael Sims, Council Member Liaison
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Paul Taperek

1 CALL TO ORDER

- a) Ms. Lee called the meeting to order at 5:01 p.m.

2 APPROVAL OF MINUTES

- a) No minutes to approve.

3 OLD BUSINESS

- a) Volunteer Opportunities for History Room Packing and Storage
Presenter: Joy Garretson, Library Director

Ms. Garretson stated her schedule allows Friday's and Monday's that can be dedicated to this project. She asked members to meet with her after this meeting to schedule time to help. She stated she is not available on weekend because of the programs going on at the library. She stated would only need one volunteer per day.

4 NEW BUSINESS

- a) Policy Review Schedule
Presenter: Laurie Lee, Chair

Ms. Garretson stated this is about creating a policy schedule. As a board, she would like members to review library policies on a regular basis. Presented was the History Room Collection Policy. She stated she would like the board to review this over the next month and plan to adopt this at next month's meeting. Also at the next meeting, Ms. Garretson would like to have a schedule of the upcoming policies. She would provide the board with

the entire policy list to review. She stated she would like the board to review the Display Challenge Policy, this needs to be the one of the first to review.

Council Member Sims stated his experience is to break it up and a couple people would take a certain sections and review quarterly. Ms. Garretson stated the idea is you never stop reviewing policies. The policies are on the library's website under About Us. Then look at challenge policy next. It is not a requirement to review policies but a best practice.

Ms. Lee suggested to get list, then break it up into reasonable groups then review these quarterly. Ms. Garretson will email the pdf over of the policies to Board Members and hand deliver to Ms. Eason. No action taken.

b)

Ms. Garretson stated this would not be voted on today, proposed to vote on next month. She discussed there has never been an adopted history policy which is why there is such a wide collection of items. As Ms. Garretson started going through the history room, she realized a policy was needed. A draft of the policy was presented to members. She shared some of the items that are currently stored in the history room such as scrapbooks, newspaper clippings and photos, she will be looking whether to keep hardcopies or scan in digitally.

She asked board members to look at a few items marked discussed.. May need an acquisition committee to decide what to accept, instead of just having one person to decide. She would like a procedure that would formalize a procedure for accepting items. Suggested process could be that staff gives a recommendation and then it goes to the committee. Ms. Garretson stated this is all up for review.

There was discussion on Documentation of Accessions.

There was discussion on the Deaccession Policies, this is weeding the items in the history room. There is a spreadsheet of when the collections begins and ends. Joy discussed a lot of items that can be scanned and accessible on the website but discard the hardcopies.

Ms. Lee stated having a committee is a good idea, Ms. Flores-Watson agreed.

5 LIBRARIAN'S REPORT

a) May Report
Presenter: Joy Garretson, Library Director

Ms. Garretson stated circulation numbers have been the highest since she's been here. By Mid-June, 185 cards have already been issued, Ms. Garretson stated that is huge. The Summer Program is going great and the teen program is small but getting bigger. The adult program also has a great turn-out.

The Summer Reading kicked off, over 250 people come which was awesome. Registration will continue all summer. As of right now, current registration is well past the numbers in 2021. On July 18th, Ms. Garretson will present the Strategic Plan to council.

The library is getting new library cards which will help transition over to Cardinal system. Shared was a proof of the card, these will be here soon. The library will be getting new office furniture in three offices and also an update on their website page which she share the progress so far. She stated they will also be adding streaming services to the Overdrive collection.

May 2022 Snapshot

Library Visits: 3,583; Physical Items Circulated: 7,970; E-Audio Checkouts: 417; E-Book Checkouts: 752; E-Magazine Checkouts: 28; New Patrons: 171

May Programs/Attendance

13 Children's Programs (178 Attendees); 2 Teen Programs (8 Attendees); 7 Adult Programs (101 Attendees).

6 OTHER BUSINESS

- a) Ms. Privette's Yoga studio, Victory Power Yoga, will doing yoga classes with the library this summer.

7 ADJOURN

- a) With nothing further, a motion to adjourn was made at 6:28 p.m.

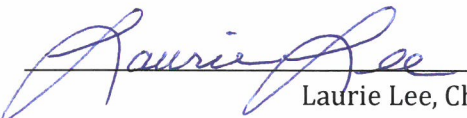
ACTION: Motion to Adjourn

Motion: Board Member Flores-Watson

Second: Board Member Curran

Vote: Unanimous

Duly adopted this the 18th of August, 2022.


Laurie Lee, Chair

ATTEST:


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