

**NOTICE OF A REGULAR MEETING OF THE  
LIBRARY ADVISORY BOARD OF THE TOWN OF  
CLARKDALE**

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN to the members of the Library Advisory Board of the Town of Clarkdale and to the general public that the Library Advisory Board will hold a Regular Meeting open to the public on **Thursday, March 1, 2012, at 9:00 a.m.** in the **Clark Memorial Library, 39 N. Ninth Street,** Clarkdale, Arizona. Members of the Library Advisory Board will attend either in person or by telephone, video or internet conferencing.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 28<sup>th</sup> of February, 2012, at 2:30 p.m.

Supporting documentation and staff reports furnished to the Board with this agenda are available for review at the Clark Memorial Library.

Dated this 23<sup>rd</sup> day of February, 2012.

BY: *Margie Hardie*

Margie Hardie

Community Services Administrative Assistant II

ALL ITEMS LISTED ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

**1. CALL TO ORDER**

**2. PUBLIC COMMENT** – The Board invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

**3. MINUTES** –Approval of the minutes of the regular meeting held on November 3, 2011.

**4. INFORMATIONAL REPORTS**

- a. **CHAIRPERSON'S REPORT** – A report from the Chairperson on current events.
- b. **STAFF REPORTS** – A report from Community Services staff members on current events.
- c. **FINANCE REPORTS**- A review of the current finance reports.

**NEW BUSINESS**

**5. CUSTOM-BUILT SHELVING UNIT-** Discussion and consideration to approve the use of funds from the Library Donation Account to build a custom-built shelving unit.

**6. FUTURE AGENDA ITEMS**

**7. ADJOURNMENT**

Reasonable accommodations may be requested by contacting Town Hall at least 72 hours in advance of the meeting. Phone 928-639-2400, TDD 1-800-367-8939.

**MINUTES OF A REGULAR MEETING OF THE  
LIBRARY ADVISORY BOARD OF THE TOWN OF  
CLARKDALE**

A Regular Meeting of the Library Advisory Board was held on **Thursday, November 3, 2011,** at **9:00 a.m.** in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**CALL TO ORDER – The meeting was called to order at 9:02 a.m. by Chairperson Peterson.**

**Board Members:** Chairperson Joy Best  
Vice Chairperson Sherry Bailey  
Roberta Peterson  
Isabel Erickson  
Paula Olguin (Absent)

**Town Staff:** Dawn Norman, Community Services Supervisor

**Others in attendance:** None

**PUBLIC COMMENT –** The Board invites the public to provide comments at this time. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Board Liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

**There was no Public Comment**

**MINUTES –Approval of the minutes of the Regular Meeting held on September 1, 2011.**

**Board Member Best moved to approve the minutes of the Regular Meeting on September 1, 2011. Motion seconded by Board Member Erickson. Motion approved unanimously.**

**INFORMATIONAL REPORTS**

**CHAIRPERSON’S REPORT – A report on current events.**

No report

**STAFF REPORTS – A report from Community Services staff members on current events.**

- Board Member Olguin will be submitting her resignation from the Board due to family matters that require her to be out of town.
- The Town Manager has instituted a quarterly Board & Commission Newsletter.
- Administrative Assistant II, Margie Hardie, is absent on family leave.

**FINANCE REPORTS- A review of the current finance reports.**

The Board reviewed the current finance report.

## **NEW BUSINESS**

### **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON- Discussion and consideration of electing Chairperson and Vice Chairperson.**

**Board Member Best motioned to elect Board Member Peterson as Chairperson. Board Member Peterson declined the nomination. Board Member Bailey motioned to elect Board Member Best as Chairperson. Board Member Erickson seconded the motion. The motion passed unanimously. Board Member Erickson motioned to elect Board Member Bailey as Vice Chairperson. Board Member Peterson seconded the motion. The motion passed unanimously.**

Board Member Peterson announced her resignation from the board effective January 1, 2012.

### **2011 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE – A work session to discuss preparing for and conducting the annual Library Advisory Board Book Sale.**

There was a general discussion of this year's Library Advisory Board Annual Book Sale. Staff has reserved the Clark Memorial Clubhouse Ladies Lounge as the venue for the book sale.

The details of organizing the sale were outlined and all tasks were assigned to members of the board and town staff.

### **PURCHASE OF TENT CANOPIES - Discussion and consideration to approve the purchase of tent canopies.**

Community Services Supervisor Norman explained that the two 10'x10' canopies used annually for the Ice Cream Social were destroyed in a violent storm at this year's Old Fashioned 4th of July event. Staff researched the cost to replace the two canopies and prices range from \$124.00 to \$198.00 plus shipping and handling, depending on the brand and quality.

There was open discussion on the size and number of canopies needed.

**Board Member Erickson motioned to purchase two (2), 10'X10' tent canopies with the total expenditure not to exceed \$600.00. Motion seconded by Board Member Bailey. Motion passed unanimously.**

### **LIBRARY FUNDRAISING- A work session to discuss fundraising ideas to benefit the Clark Memorial Library.**

There was a general discussion of the current fundraisers and suggested fundraising ideas in support of the library. The two current fundraising events are the 4<sup>th</sup> of July Ice cream Social and the Annual Library Book Sale.

Suggestions for future fundraisers to benefit the Library included:

- Book bundles at the Book Sale and sales of book bundles as Valentine's Day presents
- Raffle items donated by local merchants
- Sales of books and presents in the Library lobby

### **LIBRARY PROGRAMS – A discussion on library programs.**

There was a general discussion of library programs. The Library currently offers: Art in Public Places, Exploring Clarkdale, and Clarkdale Stories.

There was open discussion on ideas for future programming, such as, educating patrons on the use of eReaders, create historic exhibits in conjunction with the Clarkdale Historical Society and Museum, educational classes conducted by volunteers and an annual Library Open House.

**FUTURE AGENDA ITEMS:**

**Commemoration of deceased Board Members Mary Sue Hill and Pat Watson**  
**Strategic Planning Session**

**ADJOURNMENT-** Without objection, the meeting was adjourned at 10:25 a.m.

**APPROVED:** \_\_\_\_\_  
Joy Best, Chairperson

**SUBMITTED:** \_\_\_\_\_  
Margie Hardie, Community Services Administrative Assistant

# LIBRARY DONATION ACCOUNT

## 80-4-2400-4001 REV/80-5-2400-8001

Number	Date	Description of Transaction	Debit (-)	Credit (+)	Balance
	7/1/10	BEGINNING BALANCE			\$5,873.13
	7/8/10	Ice Cream Social		\$369.55	\$6,242.68
	7/18/10	Ice Cream Social		\$25.00	\$6,267.68
	7/22/10	Donation		\$3.50	\$6,271.18
	8/5/10	Donation		\$3.66	\$6,274.84
	10/21/10	Donation		\$0.95	\$6,275.79
	11/4/10	Donation Leanne Worthen		\$7.10	\$6,282.89
	11/17/10	Petty Cash Book Sale	\$100.00		\$6,182.89
	11/18/10	Donation		\$4.10	\$6,186.99
	11/15/10	Donation		\$5.00	\$6,191.99
	12/9/10	Donation		\$95.75	\$6,287.74
	12/23/10	Library Remodel	\$5,000.00		\$1,287.74
	12/30/10	Donation		\$5.79	\$1,293.53
	12/30/10	Donation		\$1.10	\$1,294.63
	12/6/10	BOOK SALES		\$725.00	\$2,019.63
	12/13/10	BOOK SALES		\$218.80	\$2,238.43
	12/23/10	BOOK SALES		\$1.00	\$2,239.43
	1/13/11	DONATIONS		\$2.10	\$2,241.53
	1/27/11	DONATIONS		\$4.25	\$2,245.78
	2/2/11	DONATIONS		\$3.00	\$2,248.78
	3/3/11	DONATIONS		\$4.25	\$2,253.03
	3/17/11	DONATIONS		\$3.30	\$2,256.33
	3/31/11	DONATIONS		\$4.00	\$2,260.33
	4/14/11	DONATIONS		\$2.00	\$2,262.33
	4/21/11	ERICKSON DONATION		\$225.00	\$2,487.33
	4/21/11	DONATIONS		\$1.00	\$2,488.33
	4/28/11	DONATIONS		\$1.00	\$2,489.33
	5/1/11	DONATIONS		\$29.00	\$2,518.33
	6/1/11	DONATIONS		\$6.05	\$2,524.38
	6/7/11	LIONS CLUB		\$100.00	\$2,624.38





# Staff Report

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**Agenda Item:**           **CUSTOM-BUILT SHELVING UNIT-** Discussion and consideration to approve the use of funds from the Library Donation Account to build a custom-built shelving unit.

**Staff Contact:**           Dawn Norman, Community Services Supervisor

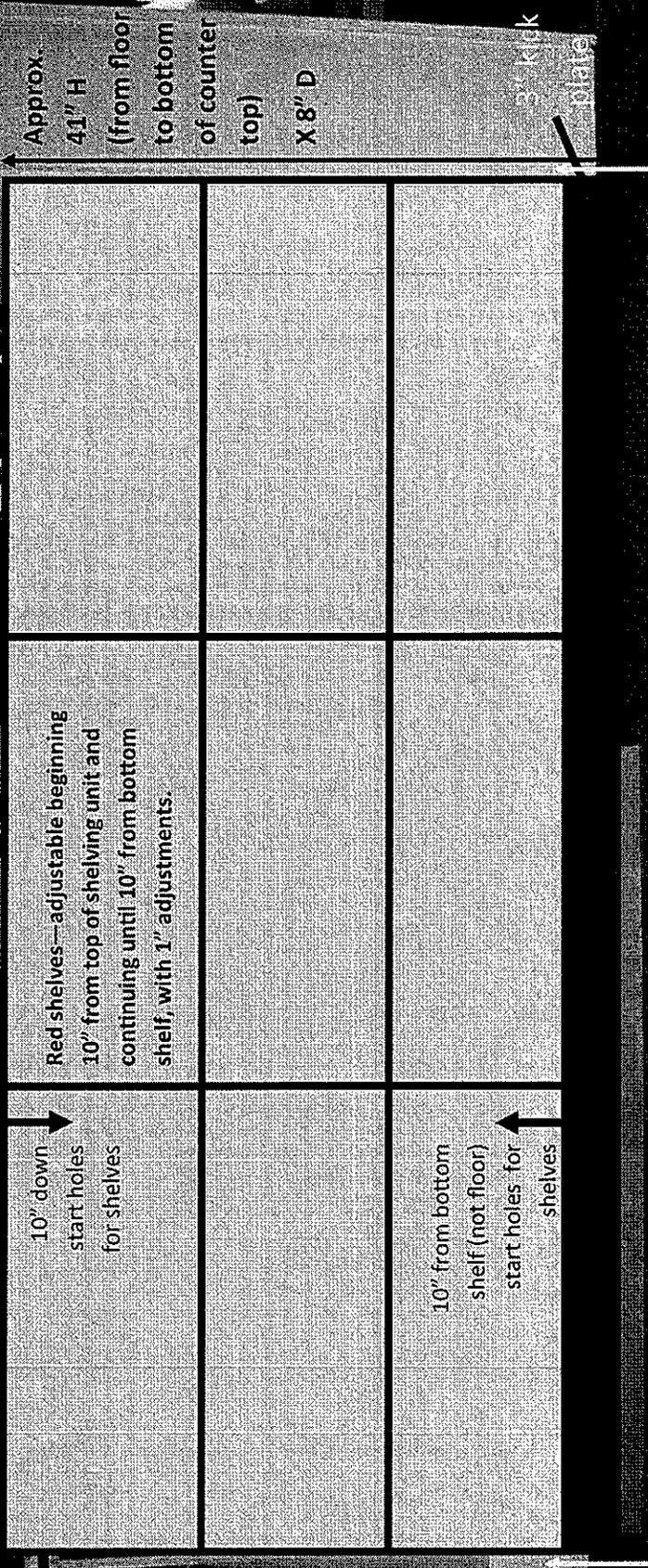
**Meeting Date:**           March 1, 2012

**Background:**           As the Library Advisory Board is aware, the library underwent a major renovation in 2010. This renovation did not add more square footage, only redesigned the layout. Due to space being very limited in the library, staff is challenged when wanting to create a display, whether permanent or temporary. The staff has to be creative with the use of space while respecting the normal use of the library and ensuring that services are not interrupted. This has been a challenge. Since re-opening, staff has tried different locations for each of the permanent displays in the library, one of which is the "New Books" section. This is the most anticipated section sought out by our patrons.

In late October 2011, a temporary display was installed under the circulation desk counter top to house the Adult "New Books" section as a trial. A book shelf in our inventory was the correct height to fit in the space temporarily to see how this under-utilized space would work. Since the installation, the display has received excellent reviews by both patrons and volunteers/staff. The current shelving unit is too deep (12") for the space and not long enough. Staff would like to be able to utilize the whole area under the circulation desk counter top to showcase all of the new books: adult, young adult and juvenile. Currently, young adult and juvenile are displayed separately due to shelving/space limitations.

Staff would like to install a custom-built shelving unit, measuring approximately 8' wide, 41" high, and 8" deep. This unit would be built and installed by the Public Works Department. Public Works Superintendent Joe Concialdi prepared an estimate which includes both the labor and materials, totaling approximately \$1,234.00. A rough drawing of the proposed shelving is attached for your review.

**Recommendation:**   Staff recommends the Board to approve the use of funds from the Library Donation Account to build a custom-built shelving unit.



Note: We would like the molding removed from the area where the shelving unit will sit in order to allow the unit to be flush with the wall.