

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

A Special Meeting of the Library Advisory Board of the Town of Clarkdale was held on **Thursday, September 20, 2012, 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 Best.

**Board Members:** Chairperson Joy Best  
Vice Chairperson Sherry Bailey  
Paul McCleary  
John Sherman  
Jerry Wiley

**Town Staff:** Margie Hardie, Administrative Assistant II

**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 July 5, 2012.

*Board Member Wiley moved to approve the minutes of the Regular Meeting held July 5, 2012. Motion seconded by Board Member Bailey. Motion approved unanimously.*

**INFORMATIONAL REPORTS**

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

There was no report.

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

Board Member Sherman had requested statistics on the number of people patronizing the library on a daily basis. The statistics available for 2012 are as follows:

<u>Month</u>	<u>Number of days recorded</u>	<u>Total number of patrons</u>
June	4	138
July	5	151
September	5	183

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

The Board reviewed the current finance report. In response to questions previously posed by the board, staff answered as follows:

**Where in the budget are the library fines and fees posted?**

We no longer charge late fees/fines but we do collect fines assessed by other libraries and keep those fees. All fees collected, with the exception of donations, are deposited into the Town's general fund which is used to offset the Library's FY budget. This includes copies, printer fees,

damaged item fees and administrative fees. All donations are kept separate from the general fund and are earmarked specifically for the library. The donation funds are recorded on the Library Donation Account Spreadsheet which the board reviews at their regular meeting.

**Can there be an official accounting for the gift cards received from Wal-Mart, Safeway, etc. in the town accounts so that the balance of each card is posted?**

The finance department has stated that gift cards cannot be tracked through a town account. An alternate solution would be to create an Excel spreadsheet to document each gift card with a beginning and ending balance.

**NEW BUSINESS**

**2012 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE – Discussion and consideration of the 2012 Library Advisory Board Annual Book Sale.**

There was a general discussion of this year's Library Advisory Board Annual Book Sale. The Ladies Lounge has been reserved from November 18<sup>th</sup>, 2012 through December 18<sup>th</sup>, 2012 for the sale. This reservation includes days for the set-up, take-down and the Book Sale held December 7<sup>th</sup>, 2012 through December 16<sup>th</sup>, 2012. Chairperson Best illustrated the set-up and compiled a list of tasks for preparation, the actual sale and disassembling after the sale.

**Preparations:**

- Advertise in the town newsflyer, local newspapers and distribute flyers
- Staff submits a work order for 16 tables and 5 chairs
- Tables are set up
- Antique tables are covered
- Decorate the Ladies Lounge
- Unbox books, sort by genre, store empty boxes under tables.
- Put up signs for prices and genres.
- Pick up a \$100-money drawer from the Finance Department.

**During the Sale:**

- Check donation cans in the Ladies Lounge and turn in cash to the Library Staff daily
- Towards the end of the sale, asses remaining books for repricing

**Conclusion of the Sale:**

- Box up the unsold books
- Flatten the unused boxes for storage
- Store the decorations
- Donate remaining items

**FUTURE AGENDA ITEMS:**

*Future direction of the library*

*Elections*

*Library Statistics*

**ADJOURNMENT-** Without objection, the meeting was adjourned at 9:45 a.m.

**APPROVED:**

  
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Joy Best, Chairperson

**SUBMITTED:**

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Margie Hardie, Community Services Administrative Assistant II