

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

Pursuant to Resolution No. 215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, **NOTICE IS HEREBY GIVEN** that the Library Advisory Board of the Town of Clarkdale will hold a Regular Meeting on **Thursday, January 3, 2013, at 9:00 a.m.** in the Clark Memorial Clubhouse Ladies Lounge, 19 North Ninth Street, Clarkdale, Arizona. Members of the Library Advisory Board will attend either in person or by telephone, video or internet conferencing. All members of the public are invited to attend.

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 27<sup>th</sup> day of December, 2012, at 4:00 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 19<sup>th</sup> day of December, 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 1, 2012.

**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.

**NEW BUSINESS**

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

**6. ART IN PUBLIC PLACES ART MURAL** - Discussion and consideration of Art in Public Places Art Mural.

**7. FUTURE OF THE CLARK MEMORIAL LIBRARY** – A discussion on the future of the Clark Memorial Library.

**8. LIBRARY BOOK SALE** – Discussion of the 2012 Library Book Sale.

**9. FUTURE AGENDA ITEMS**

**10. 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 of the Town of Clarkdale was held on **Thursday, November 1, 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 9:07 a.m. by Chairperson Best.

**Board Members:** Chairperson Joy Best  
Ann Viarengo  
John Sherman  
Jerry Wiley  
Paul McCleary- Absent

**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 Special Meeting held September 20, 2012.

*Board Member Wiley moved to approve the minutes of the Special Meeting held September 20, 2012. Motion seconded by Board Member Sherman. 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.

The Library Board will receive a report on the Library Donation account periodically rather than at all meetings. Reports will be distributed when there are significant deposits or withdrawals from the account. For example, the Board will receive a report on the amount of sales received from the annual book sale.

## **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. Listed below are the remaining tasks to be completed for the book sale.

- **Post informational flyer on the website and place flyers throughout the community**

- **Distribute announcement in local newspapers**
- **Request announcement on radio stations**
- **Start setting up book sale on 12/4/12**
- **Arrange display in library lobby of books for raffle and instruct library staff on process for selling raffle tickets (2@ \$1.00)**
- **Books for raffle moved to the Ladies Lounge when the book sale begins**
- **Library Board members take shifts selling raffle tickets at the book sale.**
- **Raffle takes place on Sunday, December 16, 2012**
- **Date to disassemble book sale 12/17/12 – 12/18/12**

**FUTURE AGENDA ITEMS:**

**Future direction of the library**

**Elections**

**Library Statistics**

**ADJOURNMENT-** Without objection, the meeting was adjourned at 10:02 a.m.

**APPROVED:** \_\_\_\_\_

Joy Best, Chairperson

**SUBMITTED:** \_\_\_\_\_

Margie Hardie, Community Services Administrative Assistant II

December 18, 2012

Dear Town of Clarkdale,

Effective January 4, 2013, I am resigning from my position on the library board. My life is changing and I'm going to follow its flow. I have enjoyed my time helping with library activities and I have met many nice people. Thanks for letting me help out.

Sincerely,

A handwritten signature in cursive script that reads "Joy Best".

Joy Best

# **Role of the Mayor/Chair**

Page 31 - PSH

- Ensure that meetings operate efficiently and that decorum is maintained.
- Work closely with the staff liaison to develop agendas and review the requested agenda items.
- Ensure that the meetings are run as closely as practical by Robert's Rules of Order and that they move along without delay.
- Be open enough to allow individuals to speak without being unfairly restricted.

# **Role of the Mayor/Chair**

Page 31 - PSH

- Make sure that items which are not on the agenda are not discussed, even under future agenda items.
- See that the Council/commission considers the major issues and does not become sidetracked by insignificant concerns.
- Attempt to educate the public as to the process and policies of the Town.

# Role of the Mayor/Chair

Page 31 - PSH

- Attempt to bridge the differences that may exist among the opinions of the Council/commissioners in order to reach a consensus.
- Build an atmosphere where it is okay to disagree, as long as you are not disagreeable.
- Be the last representative to give his/her opinion after all others have spoken.



# Staff Report

**Agenda Item:** ART IN PUBLIC PLACES ART MURAL - Discussion and consideration of Art in Public Places Art Mural.

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

**Meeting Date:** January 3, 2013

**Background:** The Clark Memorial Library implemented the Art in Public Places program in early 2011 with launching the first exhibit in June 2011. "Art in Public Places" is a nationally recognized cultural arts concept that allows for art to be exhibited in a public space including publicly accessible buildings. This program brings visual arts and the community together by providing continuing exhibits of local and area artwork. It adds the dimension of artistic appreciation for all age groups visiting or participating in library activities. It fosters an ongoing commitment to arts and culture in the community, allows for partnerships and the investment of the arts into local arts and cultural education, reflects the town's demographics, provides a visually welcoming platform for seasonal and out-of-town guests, and expands Clarkdale's reputation as an arts and cultural destination.

After Art in Public Places began, staff along with the Art in Public Places (APP) Committee began discussing ideas of how to expand the program along with commemorating Clarkdale's Centennial. This discussion led to the idea of a community mural. The sign located in front of the Town Hall Administration/Library had been vacant with no plans for use of signage so the blank canvas established a location for this proposed project. In February 2012, the APP Committee arranged a meeting with local Artist Joan Bourque who has spearheaded many community murals throughout the Verde Valley. After meeting and details were received, staff discussed this project more in depth and several challenges arose with the timeline we were working with along with the grant deadlines fast approaching. Since the project would be done on public property we were dealing with a more lengthy public process than what had been anticipated. In addition, Council's approval was needed prior to submitting any grant application as well as their approval of the mural. It was determined that staff and the APP Committee would need to continue discussions on how to move forward on the idea but with the intent that it would be done at a later date.

The Art in Public Places Committee has brought forward a proposal to install a mural on the original proposed location – the vacant sign located in front of the Town Hall Administration/Library building. The proposal along with photographs are attached. Staff met with the APP Committee on December 12<sup>th</sup> to discuss the proposed project. During the meeting additional information was offered:

## History/Background –

Investigating further into the history of the tiles, the committee learned that they are a product made as part of the Made in Clarkdale Kids Program from sometime in the 1990's. About 20 students from CJES went to the studio of Dan Wright, Art Instructor, to learn about clay. They made clay from scratch learning about its cohesion, how it takes color, how to build

it up into three-dimensional surfaces, how it is dried, fired, etc. The completed tiles were intended to be displayed in a visible space. They were donated to the Town of Clarkdale at that time and stored by the Clarkdale Chamber of Commerce. Some were applied by the Clarkdale Chamber of Commerce members to the ramp leading into the Caboose. Others were boxed and stored for an appropriate project.

#### Installation –

A temporary framework to hold the bottom row in place will be constructed without damage to the base of the concrete sign. Starting with the bottom row center, each tile is coated on the back with a special exterior tile adhesive as is the background to which it is adhered. Each tile is then pushed in place until it has bonded. Once the bottom row is complete it needs to set and dry. Then the top row is added in the same manner. Once set, a colored exterior grout is used to fill in around the tiles to seal them.

Everything is left to dry into a permanent position. It is possible that a translucent coating may need to be applied to the finished product to protect it from vandalism as determined by the Public Works Department.

Upon completion of the mural, a descriptive plaque or brick/stone walkway could be installed. Several options are being considered. If more of the story were told it could be done in text along with a photograph of the finished mural, framed and installed in the Lobby of the library.

If the Library Advisory Board approves the proposed project, the Library Advisory Board's recommendation would then go before the Town Council for their consideration and approval.

# LIBRARY MURAL PROJECT

## Art in Public Places

Proposal for tile mural:

### History/Background

Shortly after Art in Public Places began art exhibits at Clark Memorial Library in 2010, a request was received from Assistant Town Manager, Janet Perry to consider having a mural installed on the freestanding concrete block sign in front of the library. In 2011 a meeting was held with professional artist and muralist Joan Bourque to explore some options for a painted mural and funding. Funding deadlines could not be met and the space under consideration was deemed too small for the community-wide project under discussion. Later in 2011, the Art in Public Places committee learned that there were cartons of decorative tiles, created by Clarkdale Elementary School students, stored in the locker at the Caboose and they were made available for a mural project that could be proposed at the Library. The committee collected, sorted and laid out the tiles in a space appropriate to the size of the concrete block sign. (See photos attached)

### Significance

\*Art in Public Places mission and goal is to bring a variety of Arts to the community displayed in and around public areas.

\*The tiles have been created and made by students of the Clarkdale Jerome Elementary School

\*Topics or subject matter of the individual tile designs reflect the culture and values of Clarkdale: flowers, trees, sun, moon, stars, snakes, birds, mules, mountains, cactus, gardens, rabbits, Hallie's Comet, hearts, hands, and all good things Clarkdale. The mural will be anchored by hands...hands across Clarkdale reaching out, united in support of community arts, education, sustainability, friendship, innocence, creativity, imagination, connection.....

\*Mural cost and assembly is a gift from community residents

\*Installation is a community project

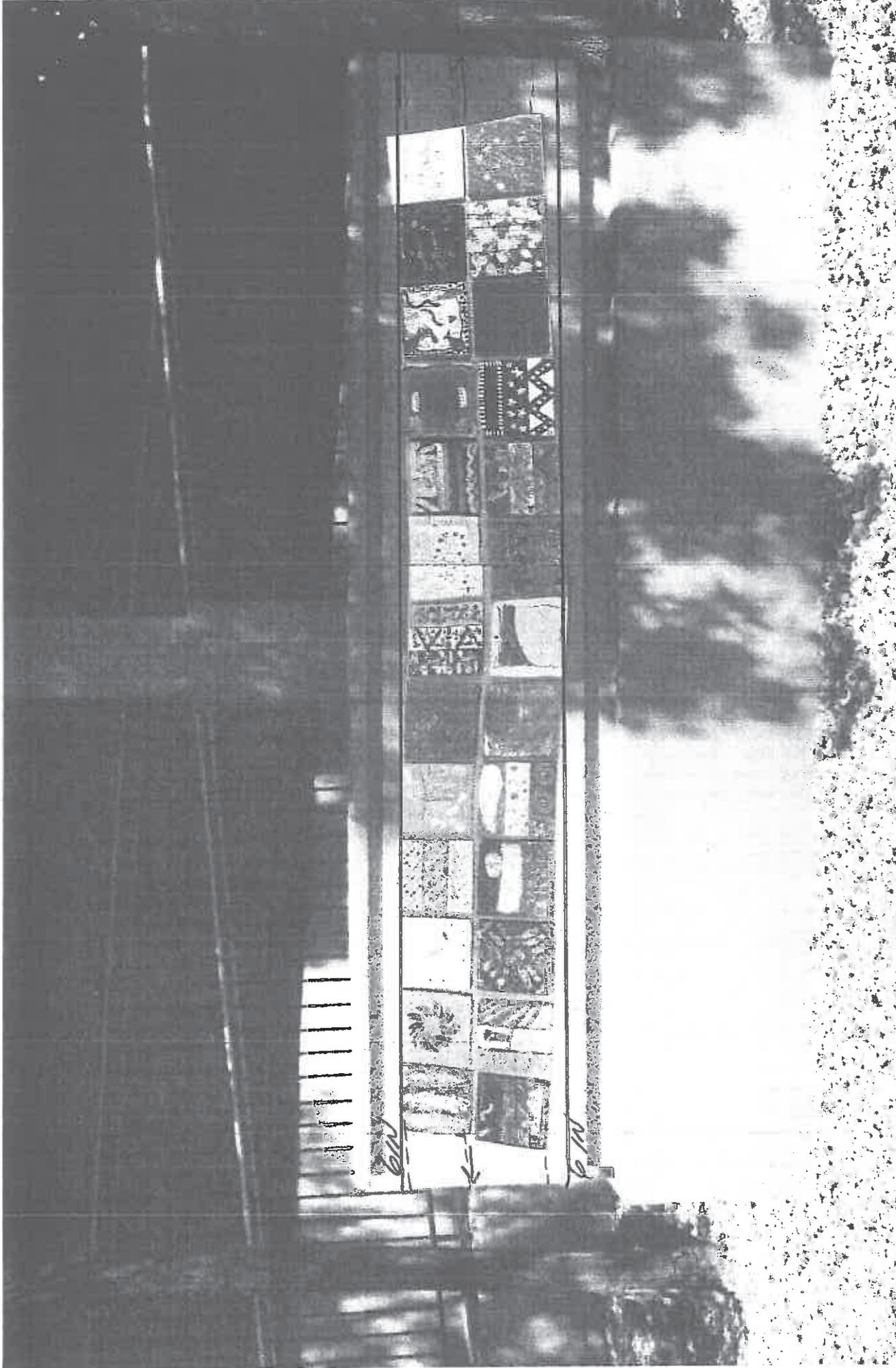
### Proposal

The tile mural would consist of two rows across the mid-section of the concrete sign, front and back. (See photos attached)

All materials and labor will be donated; there will be no cost to the Town of Clarkdale.

### Timeline

Spring or Fall 2013 installation. Installation is dependent upon weather conditions and volunteer labor force as well as subject to the Town of Clarkdale approval process.



TILES ACTUALLY EXTEND END-TO-END ON BOTH SIDES OF CONCRETE



# Staff Report

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**Agenda Item:**           **FUTURE OF THE CLARK MEMORIAL LIBRARY** – A discussion on the future of the Clark Memorial Library.

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

**Meeting Date:**           January 3, 2013

**Background:**           In 2008, the Town of Clarkdale, along with municipalities and government agencies across the nation, was faced with the major impact of the economic downturn. Numerous ideas and strategies were implemented, including the creation of the Community Services Department, combining Parks and Recreation and Library services. At that time, the federal government had deployed the Federal Stimulus Relief Program, offering agencies the opportunity to offer or expand needed services to their community. The grants were offered for a wide range of projects.

Town Staff wanted to take advantage of these opportunities and formed a committee of staff members to focus on all federal stimulus funding available. The committee members were assigned different projects focusing on the various areas. Community Services Supervisor Dawn Norman and the then current Director of Community Development, Sherry Bailey, were charged with seeking out affordable increased broadband services for our area along with developing a conceptual plan for the library utilizing the Department of Commerce funding made available through the National Telecommunication and Information Administration (NTIA) for Greater Broadband Technology Operations Programs. Funding from this area was being provided for the specific intention of affording higher levels of technology access and to make that available to all citizens.

Staff's conceptual design for the Clark Memorial Library included two phases. Phase I was a remodel and reorganization of the library and was completed in October 2010 utilizing funding already acquired through existing grant awards, donations and Proposition 202 funds. Phase II included a major expansion of the library incorporating a wide span of technology and was dependent on the NTIA grant award. In moving forward with this concept, the Library wanted to take advantage of any other grant funding made available from other resources. The library was successful in receiving a grant award through the Arizona State Library, Archives, and Public Records- Library Services and Technology Act (LSTA) Grant. This award was for laptops, Wi-Fi, a wireless printer, two projectors, two white boards, a sound system, educational materials and miscellaneous supplies, bringing the library one step closer to achieving the plan. Although the Town was unsuccessful in attaining the NTIA grant, the ideas are forward thinking and valuable to consider for any future plans for the Library.

Staff has provided the history of the project, including staff reports and minutes from Council Meetings and Library Advisory Board meetings, for review.

**Recommendation:** This item is scheduled as a discussion only, and no official action is necessary from the Board.

**Library Advisory Board Meeting January 3, 2013**

**FUTURE OF THE CLARK MEMORIAL LIBRARY** – A discussion on the future of the Clark Memorial Library

**List of Additional Documents for this agenda item**

**05-26-09 Council Meeting**

Council Staff Report- Presentation by the Community Services Department

Council Staff Report- Grant Submittal

Council Meeting Minutes

**08-06-09 Library Advisory Board Meeting**

LAB Staff Report- Grant Submittal

LAB Meeting Minutes

**03-04-10 Library Advisory Board Meeting**

LAB Staff Report- Library Services and Technology ACT (LSTA) Grant Application

LAB Meeting Minutes



# Staff Report

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**Agenda Item:**           **PRESENTATION BY THE COMMUNITY SERVICES DEPARTMENT** - Discussion with Council regarding future plans for the Clark Memorial Library.

**Staff Contact:**         Janet Perry, Assistant Town Manager

**Meeting Date:**         May 26, 2009

**Background:**         Council's January 30, 2009 Strategic Planning agenda focused primarily on preparing Clarkdale to meet serious and continuing economic challenges. Among the numerous ideas and strategies discussed during that session was a community outreach concept which included combining Parks & Recreation and Library services, along with an increased focus on volunteer services. A Community Services Department has since been formed to facilitate this vision. The organizational changes made in order to accommodate this new department were done by shifting existing employees and reassigning tasks, thereby not adding or increasing expenses.

Of the many benefits the community will experience from these efforts, we are proud to offer increased hours of operation at the Library. Beginning June 1, 2009 the Clark Memorial Library hours will change to:

Monday – Thursdays; 8:30 a.m. to 5:30 p.m.  
Saturdays;                 12:30 p.m. to 4:30 p.m.

At this time staff would like to present the Community Services Department to Council. Further, we would like to discuss future departmental plans in greater detail, including physical improvements proposed in the Library.

The extent and magnitude of physical changes proposed in the Library will be based on available funding. At this time staff has explored, and is pursuing, a variety of sources in that regard. At a minimum, we propose to move forward with a plan being referred to as "Phase I". This proposal is based on a remodel of the Library using existing grant funds remaining from the Library State Grant-in-Aids program. Other potential funding sources exist within the Library Board and from Prop 202 funds received, both being appropriate considerations for this project given the broad community-wide benefits that it offers.

Since Phase I involves a considerable reorganization of the existing Library space, the Library would need to close for approximately one month to accomplish the changes in an efficient and timely manner. With wanting to not interrupt services to patrons over the coming summer, if Phase I is implemented, it would not be until sometime this next fall.

The plan proposed as "Phase II" has been prepared based on the possibility of federal stimulus grant funds being awarded to the Town under the Greater Broadband Technology Operations Program. Phase II is a much more aggressive plan designed to broaden services to the community

on a large scale. This plan would be pursued only on the premise of the stimulus funding source coming available. The expectation is that any final determination of funds awarded under this stimulus program would be announced before the fall. Therefore, we would know before implementing Phase I whether Phase II is a viable option.

Should the Town be among the Greater Broadband Technology Operations Program grant recipients, staff will revisit plans for implementing Phase II with Council.

**Recommendation:** This is a presentation and discussion only and no action is required.



# Staff Report

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**Agenda Item:** GRANT SUBMITTAL – Discussion and consideration for submittal of an application to the Greater Broadband Technology Operations Program for federal stimulus funding.

**Staff Contact:** Sherry Bailey, Community Development Director

**Meeting Date:** May 26, 2009

**Background:** As a part of the current federal stimulus relief efforts, the Department of Commerce is making funding available through the National Telecommunication and Information Administration (NTIA) for Greater Broadband Technology Operations Programs. Funding from this area is being provided for the specific intention of affording higher levels of technology access and to make that available to all citizens.

Following preliminary research by staff we feel that, not only is there a clear need for increased levels of technology in Clarkdale, but that all ages of residents would reap tremendous benefits by having these technologies made readily available. Two hundred (200) million dollars has been set aside for library computer center development and \$250 million will be available for innovative programs that encourage sustainable adoption of broadband services. Should staff be successful in our efforts at seeking these funds, the physical reorganization taking place in the Clark Memorial Library would shift to the previously discussed “Phase II” plan. That plan has been developed specifically in preparation for an expansion of the Library and services offered there, based on this funding option.

Our conceptual plans at this point are based on information already released from the NTIA. Staff expects to see the release of the final guidelines for this program within a few days. When that information is received, we anticipate the application timeline to be a brief one. With that in mind, we are asking Council at this time to authorize staff to move forward with the submittal process which would incorporate the Phase II plan in the Library, should this funding be granted.

**Recommendation:** Staff recommends that Council authorize continued work to pursue funding under the Greater Broadband Technology Operations Program.

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale  
Held on Tuesday, May 26, 2009**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, May 26, 2009, at 3:00 PM. in the Clark Memorial Clubhouse, Men’s Lounge, 19 N. Ninth, Clarkdale, Arizona.

Town Council:

Mayor Doug Von Gausig  
Vice Mayor Jerry Wiley

Councilmember Patricia Williams  
Councilmember Curtiss Bohall  
Councilmember Richard Dehnert

Town Staff:

Town Manager Gayle Mabery  
Public Works Director Steve Burroughs  
Police Chief Pat Haynie  
Deputy Town Clerk Walt Good  
Community Service Supervisor Dawn Norman  
Police Sergeant Chris Wylie

Town Clerk/Finance Director Kathy Bainbridge  
Community Development Director Sherry Bailey  
Utility Director Wayne Debrosky  
Assistant Town Manager Janet Perry  
Admin Assistant Margie Hardie

**CALL TO ORDER at 3:06 PM**

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council 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 Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Vincent Ashworth, Clarkdale, spoke on the Town’s ordinance which only allows two vehicles at a residence under repair. Mr. Ashworth believes that these should be reviewed on a case by case basis. His personal cars are Jaguars and are collector items. They are never on jacks. Mayor Von Gausig request that Mr. Ashworth visit the Community Development Department for clarification.

Curt Bohall, Clarkdale, advised Council that Interstate Highway 17 Southbound will begin a pavement preservation project from Sunset Point Rest Area to Black Canyon City. The project will begin on May 25, 2009 and continue until January 2010. Beginning the week of May 25, expect long delays southbound from 8 PM to 8 AM daily.

**CONSENT AGENDA** - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

**A) Reports** - Approval of written Reports from Town Departments and Other Agencies

Building Permit Report – April 2009  
Capital Improvements Report - April 2009  
Magistrate Court Report – April 2009  
Police Department Report – April 2009  
Water and Wastewater Report – April 2009  
Clarkdale Fire District Report and Mutual Aid Responses Report – April 2009  
Cottonwood Area Transit (CAT) Operations Report – April 2009  
Verde Valley Humane Society – No report

- B) Verde Valley Humane Society Impound Animal Agreement** – Approval of a 2009-2010 Verde Valley Humane Society Impound Animal Agreement.
- C) Reimbursement Agreement for Use of Town Facilities with Verde Valley Theatre** – Approval of a 2009-2010 Reimbursement Agreement for the use of Town Facilities by the Verde Valley Theatre.

Vice Mayor Wiley requested that consent item A and C be pulled for discussion.

Vice Mayor Wiley moved to approve item B of the Consent Agenda as prepared by staff. Motion was seconded by Councilmember Bohall. Motion approved unanimously.

Vice Mayor Wiley asked that the April Police Report and the April Water/Wastewater report be pulled for discussion.

On the Police report Vice Mayor Wiley asked about the increase on the Suspicious People/Vehicle section and in the Other Types section. Police Chief Haynie replied that the Other Types section is up because of increased Police involvement on civil matters. This is also the reason for the Domestic Violence increase. The Suspicious People/Vehicle increase results from educating the public and getting increased calls to prevent car thefts. Councilmember Williams asked about the increase in the Traffic Warnings section. Police Chief Haynie replied that all officers are documenting all warnings, even verbal warnings, and that traffic is back on Hwy 89A now that the construction is finished.

On the Water/Wastewater report Vice Mayor Wiley noticed that there were 85 accounts that have wells and stated that these accounts affect our wastewater revenues. Vice Mayor Wiley wondered what could be done to determine the total flow/gallons into the Town wastewater system from these accounts.

Vice Mayor Wiley moved to accept Consent Agenda Item A as submitted by staff. Councilmember Dehnert seconded the motion. Motion was approved unanimously.

Vice Mayor Wiley asked if the problems from the past have been corrected with the Verde Valley Theatre Group. Kathy Bainbridge, Town Clerk/Finance Director replied that the Town had experienced difficulties with one play this past year. An agreement between the Town and the theatre had a damage deposit provision which had been changed. Additional vigilance by the theatre group helped ensure that the rules were being followed.

Vice Mayor Wiley moved to accept Consent Agenda Item C as presented by staff. Councilmember Dehnert seconded the motion. Motion was approved unanimously.

**NEW BUSINESS**

**PRESENTATION BY THE COMMUNITY SERVICES DEPARTMENT** - Discussion with Council regarding future plans for the Clark Memorial Library.

Assistant Town Manager Perry presented Council the newly formed Community Services Department. The Town is looking at ways of doing a better job of outreach and volunteer management with fewer Town staff. The new department will report to Assistant Town Manager Perry and be comprised of Community Services Supervisor Dawn Norman, Administrative Assistant Margie Hardie, Library Aide Carolyn Grey and Library Manager Charlotte Hawken. Ms. Norman and Ms. Hardie will move to the Library by the end of this week.

Assistant Town Manager Perry noted that this reorganization would enable the Town to staff the library and increase hours of operation from 24 to 40 hours per week. The library will be open 8:30 AM to 5:30 PM Monday through Thursday and 12:30 PM to 4:30 PM on Saturday and closed Friday and Sunday. Flyers announcing the increased hours will be distributed to the school this week for every child to take home. Assistant Town Manager Perry thanked Ms. Norman, Ms. Hardie and Ms. Hawken for their work at bringing this change about.

The Community Services Department will also be tasked with growing and managing the Town of Clarkdale Volunteers. This will help the Town staff areas with volunteers.

Discussion on the proposed phased remodel of the library was held and Council was informed construction would begin in the fall and would probably take about a month. Funds to cover Phase I of the remodel will come from the library grant that was used to re-roof the building already. Phase I plans will be needed to facilitate the Library improvements. Conceptional architectural drawings were handed out to Council.

Assistant Town Manager Perry thanked Public Works Director Steve Burroughs for his work on the conceptional drawings. Town Manager Mabery added that this work saves the Town considerable money over a consultant doing the master planning.

Public Works Director Steve Burroughs provided Council with the conceptional drawings for Phase I and described the changes. There will be limited funds and time to do the work. The building will use the existing furniture and equipment to save the Town money.

Vice Mayor Wiley asked if the remodel would have enough book shelf space. Public Works Director Steve Burroughs replied that it would, the existing shelves are not used to capacity. Vice Mayor Wiley reminded him that the bottom shelves are not used because of the difficulty to get down and back up when retrieving books from the bottom.

Mayor Von Gausig asked if the conference room would have windows for viewing into the Library. Public Works Director Steve Burroughs replied that there had been discussion to have windows and it would allow light into the area. Also the existing exterior windows in that area are single pane and should be replaced. Work on Phase I items are work that could be done in house.

Councilmember Williams asked why the Library needs two restrooms if it is short on space. Public Works Director Steve Burroughs replied that by bringing in a full department and being open more hours, more people using the facilities is expected. Councilmember Williams asked if the current restroom was used. Public Works Director Steve Burroughs said that it does get heavy use. The proposed restrooms would also be ADA compliant. Town Manager Mabery informed Council that Phase I would be done in the fall if funds for Phase II do not become available. The Town can do Phase I items with existing grant funds

Vice Mayor Wiley asked if there is a need for a conference room in the Library. Town Manager Mabery replied that staff is proposing the conference room to be used as a public meeting space bringing in more people to the Library.

Town Manager Mabery informed Council that Phase II is completely dependent on the Town getting stimulus money to perform the work as there are no Town funds available for Phase II.

Public Works Director Steve Burroughs presented Council with the conceptional drawings for Phase II and described the changes. This phase is predicated on the Town being successful in being awarded stimulus funds. The building will be expanded to the North, back of the building and to the East, right side looking at the building. This new construction will also allow a mezzanine area for more space.

Councilmember Williams asked what the construction support would be for the expansion. Public Works Director Steve Burroughs replied it would be post and beam.

Community Development Director Bailey spoke to Council about stimulus funding for the broadband infrastructure money for rural areas from the Department of Commerce. Funding is related to rural areas and looks at innovative programs that have been built into this concept on those guidelines.

Councilmember Dehnert asked Ms. Bailey about what economic stimulus this could bring to the area. Community Development Director Bailey replied that the proposed changes for long distance communication would allow the Town to expand and meet future demands. These innovative communication offerings would open the Town up for economic growth.

Vice Mayor Wiley asked if the building structure design could handle the new weight. Public Works Director Steve Burroughs stated that the design of the floor usage at a diagonal will spread the weight over several beams instead of one set. Closed circuit monitoring for the mezzanine area is being discussed.

Councilmember Williams congratulated staff on a terrific job of covering all the bases in both Phases and the conceptional drawings.

**GRANT SUBMITTAL** – Discussion and consideration for submittal of an application to the Greater Broadband Technology Operations Program for federal stimulus funding.

Community Development Director Bailey presented Council the reasons for applying for the Greater Broadband Technology Operations Program and that when the rules come forth the Town will have to react very fast. The National Telecommunication and Information Administration (NTIA) has provided local meetings in the area and Ms. Bailey and Ms. Norman attended the one in Flagstaff. Since then we have been monitoring what NTIA is sending out and expect the rules to be finalized by June 2009. NTIA has been frontloading the information and asking how the rural community would like the grant funding to be handled. This will be a onetime funding for the rural areas that are underserved on non-served. To qualify, the proposal has to be innovative. It is unknown at this time if there will be any Town liability, but if the grant is awarded the Council will review the grant before it is accepted. This grant is for the Library only, not the area broadband service. The area broadband service is a Verde Valley grant and the Town would be doing that with the other communities in the valley.

Councilmember Dehnert asked if we received the grant would there be a need for additional Town employees and other infrastructure needs that might affect the Town budget. Community Development Director Bailey explained that staff is looking at the sustainability of this and believes that this is manageable with existing staff and with working with others like an IGA with the Clarkdale-Jerome School District.

Councilmember Williams moved to approve staff to submit an application to the Greater Broadband Technology Operations Program for federal stimulus funding. Motion was seconded by Vice Mayor Wiley. Motion was approved unanimously.

**BUDGET WORKSESSION** – A worksession to discuss the 2009 - 2010 Fiscal Year Budget.

Mayor Von Gausig reviewed a PowerPoint presentation to Council that he had received at the League of Arizona Cities and Towns Executive Committee Meeting pertaining to the Arizona State Budget situation. Clarkdale has been concerned about the transference of the state vehicle tax money; this was not dedicated money but funds that the Town could use in the General fund. The State is looking for \$84 million of the money and Clarkdale's portion of that is expected to be about \$85,000.00. The League of Arizona Cities and Towns will be representing Arizona communities informing the State that we believe this is illegal. They are also looking at impact fees and a moratorium on construction sales tax. Mayor Von Gausig has spoken with Representative Peirce on both matters.

Representative Peirce believes that the impact fees are going to be reviewed. The impact fees are perceived to be mismanaged.

Mayor Von Gausig continued with the Powerpoint presentation describing the expenses and revenues of the State and the biggest problems the state is experiencing.

The Deputy Secretary of State said that the League may be able to stop the reduction of money going to communities this year but communities need to know that it will happen and begin to prepare for the reduced funds.

The State needs to do a better long term planning on how to fund for its needs.

Kathy Bainbridge, Town Clerk/Finance Director, described the repercussions of the proposed State budget item cuts on the Town of Clarkdale. Right now the State is talking about taking about 42% of the motor vehicle tax money. That may change and most likely go up instead of down.

Last meeting we came to Council with updates and revisions to the trial budget and recommendations for balancing the budget. \$85,000.00, represents 42% of the motor vehicle tax money the State is possibly holding.

Some of the options that Council will have for budget remedy for the \$85,000 shortfall are:

- Increasing the staff furlough from 5% (38 hours per week) to 10% (36 hours per week). For each every two hours reduction the Town General Fund is saving \$66,000 and the other funds about \$37,000.
- Emergency Services Sales Tax is a ¼% of the tax we are collecting. This year we balanced that budget with Police Department expenditures. The option would be Police Department equipment expense be set at \$35,000, which would return about \$33,000 to the General Fund.
- The transfer of street taxes from the General Fund to the HURF Fund can be decided at year end, based upon revenues.

Mayor Von Gausig stated that the State Budget numbers are affecting the Town and will in the future.

Town Manager Mabery stated that even when the Town gets those numbers some of those State reduction items may be litigated by the League and the Town could see more revenue. The Town needs to know what the options are and what the Town's plan to meet shortfalls will be.

The Mayor opened the agenda item up for public comment.

Frank Sa, Clarkdale, Mr. Sa thanked Kathy Bainbridge for the information that he had requested and received. On the wage calculation he had received, he asked if those were wages currently being paid. Town Manager Mabery replied that the current wages are at a 10% furlough rate and they have been since January 1, 2009. So the Town is operating at a 10% furlough and this reflects those current rates. Mr. Sa requested seeing one pay period. Town Manager Mabery replied that if he would like to come in to the Finance Department

that they could provide that information to him. Calculations provided are for a one week period and if you multiply that number by two you would have a pay period amount. Mr. Sa asked if he could get a copy of the Town expenditures for last month. Town Manager Mabery replied that that information is online and approved by the Council and is accessible through the Town web site.

Vice Mayor Wiley asked Mr. Sa if he had any suggestion for the Town with all the financial information that he is collecting. Mr. Sa replied that he did not at the present but would.

Jackie Leslie, Clarkdale, Ms. Leslie stated that she had gone to the Town and requested the Finance Director to provide her a list of employees, their salary/hourly wage, and job duties. What she gave me was an updated version, but Ms. Leslie believes that this did not tell her exactly who is getting what. She feels that she has been "snookered" and would like the information presented to be broken down into some pie charts to make it easier for her to understand for each department. Ms. Leslie said she was denied that because the Finance Director does not currently have that information in that form. Town Manager Mabery responded the Finance Director is correct we do not have that information in a pie chart form, we do have the information available to anyone and are willing to allow you to come in and review the information in the office or explain the information that you have already been provided. You can interpret the information that the Town has provided you and put that information into a pie chart form if you would like. The Town does not have the time or the funds to create information into new forms. Town Manager Mabery continued that she is sorry that this was not in the form that Ms. Leslie had wanted but that the information that was requested was supplied. Ms. Leslie stated she had asked others and the information could be turned into a pie chart with no effort by the Town.

Ellie Bauer, Clarkdale, stated that she was glad that the Mayor had stated that sales taxes are regressive. She understands the financial straits that the Town is in as most members in the community are experiencing financial difficulties. One of the items that the State could look at to help its financial woes is the sales tax on professional services. We have no service based tax. We can do a lot with the staff we have now and do not need to add staff. We are at the point of realizing that salary and fringe benefits are the Town's biggest expense.

The Mayor closed public comment.

This agenda item was a worksession and Council took no action.

**ADJOURNMENT** – Mayor Von Gausig adjourned the meeting by unanimous consent at 5:00 PM.

APPROVED:

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Doug Von Gausig, Mayor

ATTESTED:

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Kathy Bainbridge, Town Clerk

SUBMITTED:

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Walt Good, Deputy Town Clerk



# Staff Report

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**Agenda Item:**           **GRANT SUBMITTAL** – Discussion of the grant application to the Greater Broadband Technology Operations Program for federal stimulus funding.

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

**Meeting Date:**           August 6, 2009

**Background:**           As a part of the current federal stimulus relief efforts, the Department of Commerce is making funding available through the National Telecommunication and Information Administration (NTIA) for Greater Broadband Technology Operations Programs. Funding from this area is being provided for the specific intention of affording higher levels of technology access and to make that available to all citizens.

Following preliminary research by staff we feel that, not only is there a clear need for increased levels of technology in Clarkdale, but that all ages of residents would reap tremendous benefits by having these technologies made readily available. Two hundred (200) million dollars has been set aside for library computer center development and \$250 million will be available for innovative programs that encourage sustainable adoption of broadband services. The grant application deadline is August 14, 2009. Should staff be successful in our efforts at seeking these funds, the physical reorganization taking place in the Clark Memorial Library would shift to the previously discussed "Phase II" plan for the library. That plan has been developed specifically in preparation for an expansion of the Library and services offered there, based on this funding option.

**Recommendation:**

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

A Regular meeting of the Library Advisory Board of the Town of Clarkdale was held on August 6, 2009 at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale.

Board Members:      Chairperson John Stevenson  
                            Vice Chairperson Roberta Peterson  
                            Chris Calderon  
                            Winnie Bohall (absent)  
                            Sue Hill  
                            Maggie Krznarich  
                            Elise Rotchford (attended via teleconference)

Staff:                 Library Manager Charlotte Hawken  
                            Community Services Supervisor Dawn Norman  
                            Assistant Town Manager Janet Perry

Others in attendance: No one.

**AGENDA ITEM: CALL TO ORDER** – Chairperson Stevenson called the meeting to order at 9:04 a.m. and called roll: John Stevenson, present; Roberta Peterson, absent; Chris Calderon, present, Winnie Bohall, absent, Sue Hill, present, Maggie Krznarich, present, and Elise Rotchford, present via teleconference.

Boardmember Peterson arrived.

**AGENDA ITEM: PUBLIC COMMENT** – None.

**AGENDA ITEM: MINUTES** – Discussion and consideration of approval of the minutes of the regular board meeting held on July 2, 2009.

*Boardmember Calderon moved to approve the minutes. Boardmember Krznarich seconded and the motion passed unanimously.*

**AGENDA ITEM: REPORTS** –

**CHAIRPERSON'S REPORT** – Chairperson Stevenson stated that they had a good July 4<sup>th</sup> event. The total income from the library social was \$330.85. He stated that he had looked into a canopy similar to the Police Department's. It is expandable from 20' x 12' to 20' x 20' and costs approximately \$299.00. He stated that he thought this year's location was a poor location and he would like the Board to consider an alternate location for next year's event.

**STAFF REPORT** – Library Manager Hawken stated that there was a card circulating for former Board Member Jean Stevens. She stated that she estimates the balance of the donation account to be about \$4582, this includes the income and expenses from July 4<sup>th</sup> and a \$100.00 donation from Phoenix Cement.

Community Services Supervisor Norman stated that the library is seeking volunteers and these volunteer positions will be included in the next town news flyer. The positions include an early literacy program coordinator, a storytime coordinator, a youth book club leader, and a homework helper. She stated that Sherry Bailey who is the Town's Community Development Director, volunteered to lead the adult book club which is scheduled to begin on September 12<sup>th</sup> at 9 a.m.

**AGENDA ITEM: GRANT SUBMITTAL – Discussion of the grant application to the Broadband Technology Operations Program for federal stimulus funding.**

Community Services Supervisor Norman stated that Phase I and Phase II plans for the library had been presented to the Library Board in June. She continued that the Town is applying for two stimulus grants, one will provide broadband to the Verde Valley offering faster internet service at an affordable price and the other is for the public computer center in the library, both of which have an application deadline of August 14th. She stated that if the Public Computer Center Grant was awarded it would allow the Town to proceed with Phase II. She continued that the Town's approach was on a regional level because the Verde Valley did not have a facility of this nature. If successful, there would be a 2,125 sq. ft. addition to the library along with renovations to the existing 3,100 sq. ft.

Community Services Supervisor Norman introduced the proposed Innovation Cultivation Center and reviewed the Phase II drawings of the project with the Commission. She explained the different technical elements and equipment and how the elements could be used in different programs and by the public, including wireless internet access throughout the facility and the ability to check out laptops to use in the privacy of your home. Community Services Supervisor Norman stated that there were a couple of important factors that the work group wanted to incorporate, one was keeping the library the library, so that it was very apparent which area was the functions of the library, the other factor was maintaining the familiarity of the building and creating a comfortable and inviting environment. The goal was to incorporate the technical elements in ways that would raise patron's curiosity and entice them to want to learn more about what the equipment was and how to use it without being intimidated. She continued that outreach and education were important keys to the project because the majority of individuals were not aware of what technology and the internet were capable of or what they had to offer. She shared the different programming ideas that could be incorporated into the center, targeting youth, senior citizens and Spanish speaking residents.

She stated that the construction section of the grant was approximately \$800,000, which includes a historic cage elevator and the technology section was approximately \$350,000. Salary for an Outreach Coordinator would be included in the grant application.

Community Services Supervisor Norman shared that Community Development Director Bailey attended a workshop for the Public Computer Center Grant in Albuquerque and that most of the attendees were developing classroom-like computer labs. Staff is hoping that because the town has taken a regional approach and is presenting a completely different and out of the box concept with creative outreach efforts that the grant will be successful.

There was open discussion on the timeline and when construction would begin if the grant was awarded.

**AGENDA ITEM: FUTURE AGENDA ITEMS – A listing of items to appear on future agendas.**

- a. *Ice Cream Social canopy*
- b. *Volunteer requests for library programs*
- c. *Broadband grant, if there is new information*

**AGENDA ITEM: ADJOURNMENT – *Chairperson Stevenson moved to adjourn the meeting. Boardmember Peterson seconded and the motion passed unanimously.*** The meeting adjourned at 9:31 a.m.

**APPROVED:** \_\_\_\_\_  
John Stevenson, Chairperson

**SUBMITTED:** \_\_\_\_\_  
Charlotte Hawken, Library Manager



# Staff Report

**Agenda Item:**           **LIBRARY SERVICES AND TECHNOLOGY (LSTA) GRANT APPLICATION** - Discussion of the Library Services and Technology Act grant application.

**Staff Contact:**       Library Manager Hawken

**Meeting Date:**       March 4, 2010

**Background:**       Arizona State Library, Archives, and Public Records accepts Library Services and Technology Act (LSTA) Grant Applications annually for various projects. This is a competitive grant which has three funding categories – centennial experiences, lifespan learning, and virtual access. Typical grant awards range from \$10,000 up to \$50,000. There is no minimum or maximum amount that can be requested as well as no match requirement. The application deadline is March 15, 2010.

The first proposed project is for New Technologies under the Virtual Access category. This project will reflect a segment of the technical elements generated from the Clark Memorial Library's "Phase II" plan developed for the National Telecommunication and Information Administration (NTIA) for Greater Broadband Technology Operations grant application. Phase II was developed specifically in preparation for an expansion of the Library and services offered there.

The Yavapai Library District is scheduled to receive federal stimulus funding acquired from the first round of grant awards issued by the Greater Broadband Technology Operations Program to the Arizona State Library, Archives and Public Records. As a member of the Yavapai Library District we will receive a portion of the grant award in technical equipment and upgrades. Staff is currently working with the Yavapai Library District to develop a plan within the financial share that our library is entitled, the amount of which has not yet been determined. Discussions have included wireless internet service, laptops and software upgrades to the existing desktop computers.

This grant project will enhance the computer upgrades currently being planned by the Yavapai Library District and will assist the Town in accomplishing some of the technology aspects of Phase II for the Clark Memorial Library.

For the second proposed project the Town will apply as joint applicants with the Clarkdale Heritage Center under the Centennial Experience category. During this four phase project we will collect and preserve as many local area oral histories as possible before the 2012 Centennial. Then we will condense them into a documentary film with an accompanying book on the 100 year history of Clarkdale (1912-2012) to be viewed at the commencement of the state's and Clarkdale's centennial celebrations. In the process, this project will involve surrounding area

historical institutions and local youth through hands on learning and participation in the project. This will form a partnership with Clark Memorial Library, Heritage Conservancy Board, Clarkdale Heritage Center, community volunteers, and High School and Junior High students.

This LSTA grant will fund Phases II-IV with Phase I funding being sought after through the Arizona Historical Records Advisory Board (AHRAB) Grant.

**Phase I (AHRAB Grant):** An oral history expert will be hired to conduct a one day seminar in the Men's Lounge. The event will be publicized around the State of Arizona and will be free of charge for all those who wish to participate. The event will be organized by an event coordinator and volunteers from the Heritage Conservancy Board and the Clarkdale Heritage Center.

**Phase II (LSTA Grant):** Purchase the equipment needed for independent filmmaking that will be available for community use at the Clark Memorial Library. This equipment will be used to document oral histories of Clarkdale residents, both past and present, and condense the collection into a documentary film and book.

**Phase III (LSTA Grant):** Volunteers and the Mingus High School digital media class will help film, document, and transcribe histories. All this will accumulate in a free public viewing of the documentary of the 100 year history of the Town of Clarkdale 1912-2012 shown in the Clarkdale Town Park to kick off both the State of Arizona and the Town of Clarkdale's Centennial Celebration.

**Phase IV (LSTA Grant):** Phase IV will take place during the following school year (2011-2012) with funds from future AHRAB and LSTA grants. Funds will be used to educate at the junior high level; teaching the significance of oral and documented history. Kids will get hands on experience recording their own oral histories and properly storing them, utilizing equipment at the Clark Memorial Library purchased in phase II.

**Recommendation:** This item is scheduled as a discussion only, and no official action is necessary from the Board.

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

A Regular Meeting of the Library Advisory Board of the Town of Clarkdale was held on March 4, 2010, at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, Arizona.

Board Members:      Chairperson Sue Hill  
                            Vice Chairperson Winnie Bohall  
                            Maggie Krznarich      (absent)  
                            Roberta Peterson  
                            Elise Rotchford  
                            John Stevenson      (absent)

Staff:                  Library Manager Charlotte Hawken  
                            Community Services Supervisor Dawn Norman  
                            Assistant Town Manager Perry  
                            Public Works Director Burroughs

Others in attendance: None.

**AGENDA ITEM: CALL TO ORDER** –Chairperson Hill called the meeting to order at 9:07 a.m. and noted that Board Members Stevenson and Krznarich were absent.

**AGENDA ITEM: PUBLIC COMMENT** – None.

**AGENDA ITEM: MINUTES** – Discussion and consideration of approval of the minutes of the Regular Board Meeting held on January 7, 2009.

*Board Member Bohall moved to approve the minutes with a minor correction. Board Member Peterson seconded and the motion passed unanimously.*

**AGENDA ITEM: REPORTS**

**CHAIRPERSON'S REPORT** – None.

**STAFF REPORT** –

Community Services Supervisor Dawn Norman reported the following:

1. She invited the Board Member's to attend the annual Volunteer on Tuesday, April 13<sup>th</sup>, at 5 p.m. in the Men's Lounge. Invitations were distributed to the Board Members.
2. She thanked Boardmember Bohall for taking the initiative to get donations of small portable shopping baskets from Walgreens and Essentials Beauty Supply for patrons to use in the library.
3. She noted that Flora Stafford, the Library's Storytime facilitator, has been ill and Boardmember Rotchford, Flora's daughter, filled in for her and had a wonderful program for the kids.

Assistant Town Manager Perry stated that with the current economic situation, the Town had two positions eliminated last week. The job duties for those positions are being shifted to other staff members in the organization. One of the topics discussed at the Council's

Strategic Planning session last Friday was the impact of the increase of job duties being transferred. This discussion included implementing adjustments to the board and commission meetings - reducing the frequency of meetings and recruiting volunteers for minute taking to alleviate the impact. The outcome of the discussion was to hold meetings every other month for the Library and Heritage Conservancy Boards. She stated she will develop a meeting timetable for the Library Board and that the meetings will be held every other month. She will pass the information on to Library Manager Hawken, who will forward it to the board members.

**AGENDA ITEM: LIBRARY IMPROVEMENTS-- Discussion and consideration of library improvements.**

Community Services Supervisor Norman stated that the Town's grant application through the NTIA was declined on the library project in the first round of federal stimulus applications. Staff reviewed this project and will not reapply for stimulus funds in round 2. She stated that the town has become aware of another grant opportunity for library construction, enlargement or improvements through USDA (US Department of Agriculture) Rural Development under the American Recovery and Reinvestment Act. The plan is to achieve the larger Phase II project in several phases rather than in one big leap and will start by applying for the construction portion through the USDA Rural Development grant. Currently, staff is focusing on the Phase I project which will incorporate the approved State-Grants-in-Aid Construction project. This State-Grants-in-Aid has a completion deadline of June 30<sup>th</sup>. Staff inquired and received authorization from the state to expend the remaining grant funds on purchasing the construction materials and supplies by June 30<sup>th</sup> with the intent to perform the construction during the fall when school is back in session.

Public Works Director Burroughs presented carpet and tile samples to the Board. There was open discussion on the samples. The carpet would have a low pile and the tile would be low maintenance and be installed in the entrance, circulation desk and the restroom areas. The Board Members selected the samples of choice.

**AGENDA ITEM: LIBRARY SERVICES AND TECHNOLOGY (LSTA) GRANT APPLICATION - Discussion of the Library Services and Technology Act grant application.**

Community Service Supervisor Norman stated that the Town Council approved the submission of two LSTA grants applications. The first application is for technology that will be coordinated with the Yavapai County Library District, as the District will be receiving a portion of the stimulus funds awarded to the State Library. Our application will focus on wireless internet service and laptop computers for the library.

Community Services Supervisor Norman continued that the second application is under the centennial experience category. This grant is being written by Shawna Jones, one of the Archive Co-Managers, and will be for developing a movie and book of oral histories of Clarkdale's 100 year history. The movie will then be shown in the Town Park during the centennial celebration in 2012. Both the movie and book will be available in the library for patrons to check out. In addition, this project includes the purchase of Two Mac computers and video equipment which will be placed in the library and made available to patrons to create movies and other digital

media. This equipment is the same equipment used at both the high school and college for their digital media classes.

There was open discussion on the equipment, including the benefits to the community and concerns regarding upkeep and maintenance and the possibility of equipment breaking.

**AGENDA ITEM: NON-CATALOGUED BOOKS – A work session to discuss non-catalogued books.**

Community Services Supervisor Norman noted that there are 1927 and earlier books stored in the Reading Room of the Clubhouse as well as in the library. These books were stored with the intent that the Reading Room would be restored to its earlier condition. Staff did not know if the Board was aware of these items and thought the Board should discuss the items and make a recommendation to staff on how to proceed. Staff could continue with storing the books in the Reading Room in hopes that the room would be restored to its original state. Another option would be for the Board to evaluate the books and their value, if any. After an inventory of the books is conducted the Board could then make a decision on how to proceed. The Board could consider holding a collectors/classic book sale, perhaps jointly with the Jerome Library.

Discussion included the question of knowing anyone with expertise on old books. The members agreed to go through the books and to create an inventory of what was there. After the inventory was completed each Board Member would then research the inventory online attaining the value of the books. When this was completed the Board would then discuss and determine on how to proceed.

**AGENDA ITEM: FUTURE AGENDA ITEMS – A listing of items to appear on future agendas.**

- a. Non-catalogued books
- b. Ice Cream Social

At the request of Community Services Supervisor Norman, Chairperson Hill reopened Agenda Item: Reports - Staff Report.

Community Services Supervisor Norman stated she will check with Town Clerk Bainbridge on the Ice Cream Social and if it is required to hold meetings in order for them to discuss the event.

**AGENDA ITEM: ADJOURNMENT –**

Board Member Peterson moved to adjourn the meeting. Board Member Bohall seconded and the motion passed unanimously. The meeting adjourned at 10:13 a.m.

APPROVED:

  
\_\_\_\_\_  
Sue Hill, Chairperson

SUBMITTED:

  
\_\_\_\_\_  
DAWN NORMAN



# Staff Report

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- Agenda Item:** LIBRARY BOOK SALE – Discussion of the 2012 Library Book Sale.
- Sponsor:** Joy Best, Chairperson
- Staff Contact:** Margie Hardie, Community Services Administrative Assistant II
- Meeting Date:** January 3, 2013
- Background:** The Board will debrief and review the 2012 Library Book Sale.
- Recommendation:** This item is scheduled as a discussion only, and no official action is necessary from the Board.