

**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, May 2, 2013, 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 9:00 a.m. by Administrative Assistant **Margie Hardie**.

**Board Members:** Ann Viarengo  
John Sherman  
Jerry Wiley  
(Vacant)  
(Vacant)

**Town Staff:** Janet Perry, Human Resources/Community Services Director  
Dawn Norman, Community Services Supervisor  
Margie Hardie, Administrative Assistant II

**Others:** Tony Rhineheart

**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.**

**THE ORDER OF THE AGENDA WAS CHANGED BY GENERAL CONSENT.**

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

**Board Member Sherman moved to elect Board Member Wiley as Chairperson. Motion seconded by Board Member Viarengo. Motion approved unanimously.**

**Chairperson Wiley moved to elect Board Member Sherman as Vice Chairperson. Motion seconded by Board Member Viarengo. Motion approved unanimously.**

**MINUTES** – Approval of the minutes of the Regular Meeting held on January 3, 2013.

**Vice Chairperson Sherman moved to approve the minutes of the Regular Meeting held January 3, 2013. Motion seconded by Chairperson Wiley. Motion approved unanimously.**

**INFORMATIONAL REPORTS**

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

- Board Member McCleary has resigned due to relocating to the Phoenix area.
- Art in Public Places Mural -

- Thank you to the Art in Public Places Committee for erecting the Art Mural located in front of the library.
  - The remaining tasks for the project include installation of a walking path circling the mural, application of a protective glaze, and a plaque acknowledging the project.
- The “Story Time with the Story Lady” children’s reading program has concluded for the school year and will not return due to the retirement of the volunteer.
  - The library is offering to the sight impaired and handicapped, assistance in obtaining audio materials and audio players from the Arizona State Braille and Talking Book Library.
  - There has been an application received to fill one of the Library Advisory Board vacant positions.
  - A “Catalog Station” has been installed next to the Circulation Desk for use by patrons. This will allow patrons to search for library materials in addition to place materials on hold.

RFID Project update - The majority of library items have been tagged for the RFID book circulation system. The DVD’s and audio books are the only items remaining due to awaiting direction from the Yavapai County Library District.

## **NEW BUSINESS**

### **FOSTER GRANDPARENT PROGRAM AND RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) – Discussion and consideration to recommend to Council to approve and sign the Foster Grandparent Program Memorandum of Understanding and Retired and Senior Volunteer Program Memorandum of Understanding.**

The Civic Service Institute (CSI) at Northern Arizona University mobilizes generations to strengthen communities through service and volunteerism. The Civic Service Institute provides the largest, most diverse and effective pool of volunteers to meet the needs of communities and neighborhoods throughout Arizona. Volunteer programs administered by the CSI include: Senior Companion, Foster Grandparent, Retired Senior Volunteer Program (RSVP), Project GIVE, Professional Development and AmeriCorps.

Staff has met with Shana Smith, Program Coordinator for the Verde Valley area, and has discussed the opportunity for the Town of Clarkdale to partner with CSI and be identified as a Volunteer Station. Through this partnership, CSI would provide volunteers to the Town of Clarkdale. Two of the programs offered, Foster Grandparent and Retired Senior Volunteer Program (RSVP), would be a great fit for the Clark Memorial Library.

The Foster Grandparent Program (FGP) was created to help low income individuals age 55 and over remain physically and mentally active in their communities by becoming mentors, tutors and/or caring adults to children and youth. The requirements to become a Foster Grandparent are: candidates must be 55 years of age or older, have the desire to serve children, meet income guidelines as established by the federal government and can serve a minimum of 15 hours to a maximum of 40 hours weekly. The benefits received in return for their service is they receive a tax-free stipend of \$2.65 per hour, mileage reimbursement, secondary insurance coverage while volunteering, 40 hours of pre-service orientation and 4 hours of in-service training monthly, an annual physical, vacation and sick leave, and recognition for volunteerism with youth. Foster Grandparents have been assigned to work in school classrooms, public libraries and other youth facilities.

The Retired Senior Volunteer Program is a nationwide volunteer program, inviting adults age 55 and over to utilize their life experience and skills to help their community. Giving anywhere from four to

40 hours per week, RSVP volunteers help in many ways: assist children struggling in school with classroom activities, tutor adults to help prepare for their GED or to learn English as a second language, teaching skills to adults to gain employment and much more. Benefits for RSVP volunteers are secondary automobile liability insurance, supplemental accident and personal liability insurance and optional mileage reimbursement.

For both of these volunteer programs, candidates are required to undergo a background and fingerprint check, the cost of which is provided by the respective program.

Under the Memorandums of Understanding, the Town's main obligations for both of these programs are to have a designated staff member to serve as the liaison/station coordinator for the volunteer program, provide daily supervision of the Foster Grandparent/RSVP volunteer in their assigned activities, provide site-specific orientation and training, and ensure proper tracking and reporting of volunteers hours served.

There was open discussion on the placement process of the programs, background checks and ideas of programming that were being considered.

**Vice Chairperson Sherman motioned to recommend to Town Council to approve and sign the Foster Grandparent Program Memorandum of Understanding and Retired and Senior Volunteer Program (RSVP) Memorandum of Understanding. Board Member Viarengo seconded the motion. The motion passed unanimously.**

#### **PLANNING & PREPARING FOR THE FUTURE OF THE LIBRARY – A discussion on planning and preparing for the future of the library.**

Community Services Supervisor Dawn Norman had the privilege to attend the Small and Rural Libraries Planning Workshop provided by the Arizona State Library in Prescott, Arizona on March 18-20<sup>th</sup>. This 3 day workshop covered the steps and resources needed to develop a Strategic Plan for Libraries. This included other items of discussion that are important to include in preparing for the Strategic Planning Process. Topics included policies and procedures, new trends, collection development, staffing, along with developing a new way of thinking. In addition, this was the first workshop provided solely for small and rural libraries. The information presented was applicable to our small library unlike other library workshops that tend to the larger libraries. Many activities were performed and the library staff will be implementing many of these new techniques over the next several months. Community Services Supervisor Dawn Norman will be reviewing some of these techniques and plans for implementation with the Board.

Supervisor Norman explained that there are many steps to accomplish changes in the library and this may take a while. During The Small and Rural Libraries Planning Workshop, there were activities demonstrated to the attendees geared toward facilitating changes in the library.

One such activity was to recognize a so called "sacred cow". A "sacred cow" may be a practice, display or any aspect of the library which always remains the same regardless of its current functionality.

For example:

- Using identification stickers which indicate a certain type of book may be eliminated when there are other ways to recognize the category of a book. This change would eliminate an expense for supplies and save staff time.

- Scrutinize the benefit of certain reference items that regularly become out dated. Rather than purchasing such items, use one of the many library data bases containing the most up to date information.

Recognizing and discussing these “sacred cows” is a step toward positive change in the library. Changes implemented to date or that will take place in the next couple of weeks include the installation of the Catalog Station, review of the reference materials, weeding reference materials that our outdated and changing the status of usable reference items to non-fiction in order to allow patrons to check the items out.

**LIBRARY DONATION ACCOUNT – A review and discussion on the current Library Donation Account Financial Report.**

Community Services Supervisor Dawn Norman explained to the Board that when reviewing the Library Donation Account Financial Report, they will see credits applied to the account for monies received for lost or damaged items, including DVD’s, which are not detailed in the entry. These credit amounts are then used to purchase replacement items for those lost/damaged items. She continued that at times, those materials may no longer be available due to year published, etc. In that case, an alternate replacement item is purchased similar to the lost/damaged item or genre/category.

There was open discussion on the materials purchased.

The Board was informed that they will receive the Library Donation Account Financial Report quarterly.

**REGULAR MEETINGS OF THE LIBRARY ADVISORY BOARD – Discussion and consideration of establishing a new meeting day, time and location for the Library Advisory Board Regular Meetings.**

A general discussion was held by the board. It was noted that by changing the day/time/location of the meeting may result in expanding the opportunity for residents to join the board. The members discussed various options and took an informal survey of days/times/locations that would be convenient for the current board and potential members. The board decided to change the time of the regular meeting to 4:00 p.m. and retain the current location, day and frequency. That is, the meeting will be held in the Library Conference Room on the 1<sup>st</sup> Thursday of every other month starting in January of each year.

*Vice Chairperson Sherman motioned to move the Regular Meeting of the Library Advisory Board to the 1<sup>st</sup> Thursday of January, March, May, July, September and November at 4:00p.m. in the Library Conference Room. Board Member Viarengo seconded the motion. The motion passed unanimously.*

**WORKSESSION ON THE 4<sup>TH</sup> OF JULY ICE CREAM SOCIAL – A work session to discuss the 2013 4<sup>th</sup> of July Ice Cream Social.**

The Board discussed a number of changes to improve this event including:

- Place the ice cream scoops in warm water prior to use to improve the ease of scooping the ice cream.
- Consider moving the tables into a different configuration.

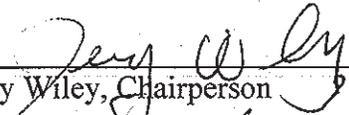
- More space is needed behind the servers to reduce congestion.
- Latex gloves should be worn by servers.
- Three tubs of Ice Cream would be used based on the 2012 sales of ice cream cones and cups.
- Hours of operation 8:00 a.m. to 12:00 p.m.
- Two more tables are needed
- Two cash boxes are needed

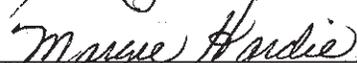
The board received a packet containing a large amount of information from the 2012 Ice Cream Social. To give proper attention to this packet which was created by former Chair, Joy Best, the Board will review the information for discussion at the Special Meeting to be held on Thursday, June 6<sup>th</sup> at 2:00 p.m. in the Library Conference Room.

**FUTURE AGENDA ITEMS – listing of items to be placed on a future agenda.**

**Work session on the 4<sup>th</sup> of July Ice Cream Social**

**ADJOURNMENT - *Without objection, the meeting was adjourned at 10:45 a.m.***

**APPROVED:**   
Jerry Wiley, Chairperson

**SUBMITTED:**   
Margie Hardie, Community Services Administrative Assistant II