

**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 Monday, September 16, 2013, at 4:00 p.m., in the Conference Room of the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Jerry Wiley  
Vice Chairperson: John Sherman  
Board Members: Ann Viarengo  
Vacant  
Vacant

Town Staff:  
Community Services Supervisor: Dawn Norman

**AGENDA ITEM: CALL TO ORDER** – Chairperson Jerry Wiley called the meeting to order at 4:00 p.m. It was noted that a quorum was present.

**AGENDA ITEM: PUBLIC COMMENT** - There was no public comment.

**AGENDA ITEM: MINUTES-Discussion and consideration of approval of the minutes of the Special Meeting held on July 11, 2013.**

*Vice Chair Sherman motioned to approve the Special Meeting minutes for July 11, 2013 as written. Board Member Viarengo seconded the motion. The motion passed unanimously.*

**AGENDA ITEM: INFORMATIONAL REPORTS**

**CHAIRPERSON’S REPORT** – A report from the Chairperson on current events. Chairperson Wiley reported that the Library is in need of volunteers and asked the board to assist with recruitment of candidates.

**STAFF REPORT** – A report from the Community Services Supervisor on current events.

Community Services Supervisor Dawn Norman reported on the following:

- Art in Public Places -
  - Current exhibit is featuring “ART OF NATURE” - Using Nature for Art. An interesting combination of natural materials used to create decorative and functional art.
  - “A River Runs Thru Us” will be featured in November and December. A gala reception is being planned for Saturday, November 9<sup>th</sup>, 6pm-8pm. An invitation will be emailed to all Board Members. In addition, the calendar will be for sale in the library with a portion of the proceeds going to the library.

- Waddell Art Dedication Ceremony - On Thursday, October 17<sup>th</sup>, 10:30 a.m. the library will celebrate the donation of a beautiful piece of art created by Ruth Waddell. Light refreshments will be served.

**NEW BUSINESS:**

**AGENDA ITEM: YAVAPAI COUNTY FREE LIBRARY DISTRICT LIBRARY SERVICE AGREEMENT – A discussion of the 2013–2014 Yavapai County Free Library District Library Service Agreement with the Town of Clarkdale.**

Community Services Supervisor Dawn Norman reviewed the FY 2013 - 2014 Library Service Agreement between Yavapai County Free Library District and the Town of Clarkdale. The agreement states that the Library District provides professional assistance and consultation services, continuing education opportunities for staff and volunteers, coordination of county-wide library services, and financial resources for operation of the Clark Memorial Library in the amount of \$37,752.02. This amount reflects an increase of \$7,139.02 from FY 2012-2013. In turn, the Town of Clarkdale agrees that the library staff are employees of the Town, statistics are maintained, and that County funds are used for library materials and operating expenses.

The Town will receive funds in the amount of \$34,352.02 which are to be used as follows:

- Library Services \$26,000.00
- Library Materials \$4,000.00
- Non-Print Materials \$4,352.02

In addition, the amount of \$3,400.00 will be retained by the Library District for book purchases for the Clark Memorial Library. Town staff will still select and place the book orders through the vendor. The vendor will bill and ship the books to the Library District directly at which time they will be cataloged by the Library District. When the cataloging is completed, the books will be placed in transit to Clarkdale and when received are ready to place on the shelves for patron check-out. The advantage to this new addition is that the Library District will oversee the A/P on the account, provide Town Staff with a monthly budget amount to spend, and catalog the items, in the end, saving town staff the time devoted to A/P and cataloging procedures for the items.

There was open discussion on the book order process, holds and monthly statistics. Community Services Supervisor Dawn Norman informed the Board that monthly statistics will be provided at the Library Advisory Board Regular Meetings so that the Board Members are kept apprised on the library's activities.

**AGENDA ITEM: 2013 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE - Discussion and consideration of the 2013 Library Advisory Board Annual Book Sale.**

Community Services Supervisor Dawn Norman shared with the Board that Town Staff had met with representatives from Made In Clarkdale. Greg Jiede, President of Made In Clarkdale, made a presentation on the organization's current status and their plans for broadening the organization's goals and mission. They intend to add events and activities, making the organization more than just the annual Made In Clarkdale event held in December. Town Staff

was excited at the direction Made In Clarkdale was moving and for the opportunities that Made In Clarkdale will be making available to the community.

Community Services Supervisor Dawn Norman explained that the reason for sharing this information is to discuss this year's Made In Clarkdale event held in conjunction with the Library Advisory Board's annual book sale and how each will be impacted. Made In Clarkdale will be expanding this year's event. This includes adding nightly entertainment acts as well as making changes to the requirements and limitations to artists that are in the show. They will be allowing for artists to replace pieces that have sold. In the past, each artist was limited to the number of pieces shown. With these changes and expansions, they are in need of more space and have respectfully proposed a change in venue or change of date for the book sale to the month of April during National Library Week.

Community Services Supervisor Dawn Norman proposed to the Board to consider relocating the book sale to the Reading Room. She explained that signage could be placed throughout Made In Clarkdale encouraging attendees to the Reading Room as well as expanding the book sale into the library as this would encourage attendees to visit the library and may bring in an audience that has not been in to the library. She also shared that Made In Clarkdale had offered to the Board man power to assist with moving books, or any tasks that the Board may need help with during the book sale.

There was open discussion on the proposed change of venue. Concerns expressed were that the Reading Room was too small to accommodate the book sale and that there was no circulation into the Reading Room which would impact the foot traffic. The general consensus of the Board was to keep the Book Sale in the Ladies Lounge and not to expand the sale in to the library.

The Board then discussed and reviewed planning for the book sale:

- Book Sale will be held December 6<sup>th</sup> - 15<sup>th</sup>.
- The Board will set-up on Thursday, December 5<sup>th</sup> at 9am.
- The Board reviewed the layout of tables and amount needed.
- Showcase certain subjects/items, including Pearl Harbor/WWII.
- Staff will orchestrate the following:
  - Public Works to set-up tables and chairs and have books delivered to Ladies Lounge by December 5<sup>th</sup>
  - Plastic bags from Walmart
  - Advertising in the Small Talk and Press Releases
  - Call out to volunteers
  - Count of books/number of books
  - Cash box

There was open discussion on the book raffle and last year's results. Due to the result not bearing the success as anticipated, the Board will consider holding the raffle during National Library Week in April.

Community Services Supervisor Dawn Norman presented 'A River Runs Thru Us' calendar to the Board for review explaining that as presented in the Staff Report, the calendars will be on sale in the library. Staff proposed to the Board to consider selling the calendars at the book sale

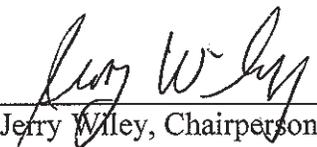
the night of the opening gala. There was consensus of the Board to sell the calendars due to the large audience that will be there.

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

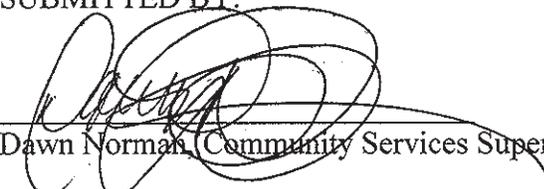
**Book Sale**  
**Raffle in April during National Library Week**

**AGENDA ITEM: ADJOURNMENT-**With no further business before the Board and with no objection, the meeting adjourned at 5:04 p.m.

APPROVED:

  
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Jerry Wiley, Chairperson

SUBMITTED BY:

  
\_\_\_\_\_  
Dawn Norman, Community Services Supervisor