

**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 7, 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 (Absent)
Board Members: Ann Viarengo
Tom Murphy
Karen Bowers

Town Staff:
Community Services Supervisor: Dawn Norman
Community Services Administrative Assistant II: Joni Westcott

AGENDA ITEM: CALL TO ORDER – Chairperson Jerry Wiley called the meeting to order at 4:02 p.m. It was noted that a quorum was present.

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

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON’S REPORT – A report from the Chairperson on current events.
None.

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

Community Services Supervisor Dawn Norman reported on the following:

- Introduction of new staff member, Joni Westcott.
- Welcome and introduction of new Library Advisory Board Members, Tom Murphy and Karen Bowers.
- Art in Public Places - “A River Runs Thru Us”
 - Exhibit will run November 9th through January 2nd
 - Gala Reception scheduled for Saturday, November 9th, 6-8pm with wine and hors d’oeuvres being served.
 - The Exhibit and gala is receiving great press coverage. This includes the advertising space of the TV Guide, graciously donated by Salt River Materials Group.
- Annual Library Statistics were compiled and submitted to Arizona State Library. Staff will provide a report to the Board at the next Regular Meeting. In addition, Staff will provide monthly statistics for the Board to review at each Regular Meeting. This will be a condensed version of the annual statistics, which will include patron count, new patrons, and checkouts.
- Waddell Art Dedication Ceremony was well attended. The piece is on permanent display in the Library’s entryway.

- Starting in January, the Library Advisory Board Meeting Location will be relocated to the Men's Lounge permanently in order to be consistent with the other Town Boards and Commissions.
- Appointment of Chairperson and Vice Chair will be conducted at the next Regular Meeting scheduled for January 2nd, 2014.

NEW BUSINESS:

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 reviewed the following tasks/responsibilities with the Board:

Made In Clarkdale and Book Sale dates/times:

Friday, December 6 th	6pm-9pm
Saturday, Dec. 7 th	10am-9pm
Sunday, Dec 8 th	10am-5pm
Mon - Thurs, Dec 9 th -Dec 12 th	9am-8pm
Friday, Dec 13 th	9am-9pm
Saturday, Dec 14 th	10am-9pm
Sunday, Dec 15 th	10am-5pm

Town Staff will orchestrate the following:

1. Plastic bags from Walmart
Status: Completed and in hand
2. Advertising - Small Talk and newspaper press releases
Status: Small Talk articles have been published in the Small Talk issues sent out in September and October. In addition, an article is included in the November issue that will be mailed next week. Current article includes hours of operation as well as a call out to volunteers to help with set-up and operations.
Newspaper press releases will be issued next week and thereafter.
3. Count of books/number of boxes
Status: Completed - total of approximately 98 boxes.
4. Public Works Staff to move boxes and set-up tables per set-up discussed on September 16th.
Status: Community Services Staff will submit work order for request next week. The request will include: 1 Plastic fold table and 13 Wood Tables, if available and poinsettias. Vice Chairperson John Sherman confirmed the use of his 2 tables.

There was open discussion on the table inventory and purchasing new tables or seeking donations from Home Depot. Town Staff will look into purchasing or acquiring heavy duty tables for the Library Advisory Board.

5. Cash Box

Status: Request will be submitted at the end of November and will be available to pick up the day of set-up, December 5th along with keys to Ladies Lounge.

6. Cash Box Daily Collection through event.

Library Advisor Board Members will be responsible for the following:

1. Set-up on Thursday, Dec 5th, 9am - ????

Status: Confirm Library Advisory Board Members' commitments. Chairperson Jerry Wiley and Board Members Ann Viarengo and Tom Murphy confirmed. Board Member Karen Bowers confirmed that she will be there at 11am due to a prior commitment on that day.

2. Library Advisory Board Member to pick up Ladies Lounge key and cash Box

Status: Board Member Ann Viarengo committed to picking up the key and cash box the morning of December 5th.

3. Staffing of event - One Library Advisory Board Member/shift; recruiting volunteers to assist during shift.

Status: Need Library Advisory Board Members to sign-up for shifts.

Community Services Supervisor Dawn Norman reviewed the shifts available with the Board.

4. Take down of event – Monday, December 16th at 9 a.m.

Status: All Library Advisory Board Members present committed to said date and time.

Community Services Supervisor Dawn Norman explained that staff will be relocating the books for sale in the library from the entry way to the large book shelves against the wall near her office. This will allow a larger number of books to be on sale as well as free up the entryway for patrons entering the library as well as allowing patrons browsing the books to be undisturbed.

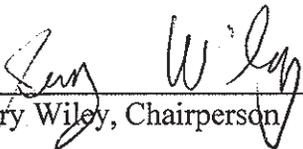
There was open discussion on closing and money collection at the end of the day. It was determined that the Library Advisory Board Member scheduled for the evening shift will empty the cash can and take it with them when leaving. They will then count the money and email the amount collected to Community Services Staff Member Joni Westcott and submit the money to Town Staff the following day.

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

4th of July Ice Cream Social - Silent Book Auction
National Library Week (April) - Raffle

AGENDA ITEM: ADJOURNMENT-With no further business before the Board and with no objection, the meeting adjourned at 4:42 p.m.

APPROVED:



Jerry Wiley, Chairperson

SUBMITTED BY:



Dawn Norman, Community Services Supervisor