

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

In accordance with Resolution #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 Special Meeting on Thursday, April 10, 2014, at 4:00 p.m., in the Clark Memorial Clubhouse Men's Lounge, 19 N. 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 8th day of April, 2014, at 2:00 p.m.

Dated this 8th day of April, 2014.

By:



Joni Westcott
Administrative Assistant II

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. PUBLIC COMMENT – The Library Advisory 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 comments 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 Special Meeting held on September 16, 2013 and the Regular Meeting held on November 7, 2013.

4. INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

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

FINANCIAL REPORT- A review of the current finance reports.

NEW BUSINESS:

5. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON - Discussion and consideration to elect a new chairperson and vice-chairperson.

6. WORKSESSION ON THE 4TH OF JULY ICE CREAM SOCIAL – A worksession to discuss the 2014 4th of July Ice Cream Social.

a. Silent Book Auction

7. NATIONAL LIBRARY WEEK-Discussion regarding National Library Week, April 13-19, 2014.

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

9. ADJOURNMENT

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

**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 9th, 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 17th, 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 6th - 15th.
- The Board will set-up on Thursday, December 5th 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 5th
 - 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:

Jerry Wiley, Chairperson

SUBMITTED BY:

Dawn Norman, Community Services Supervisor

**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

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