

**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 1, 2014, at 4:00 p.m., in the Clark Memorial Clubhouse Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

AGENDA ITEM: CALL TO ORDER - The meeting was called to order by Chairman Sherman at 4:05 pm.

Present -

Chairperson:	John Sherman
Vice Chairperson:	Karen Bowers
Board Members:	Tom Murphy Ann Viarengo Jerry Wiley

Town Staff:	Dawn Norman, Community Services Supervisor Janet Perry, HR/Community Services Director
-------------	---

Absent –

Town Staff:	Joni Westcott, CSD Administrative Asst. II
-------------	--

AGENDA ITEM: PUBLIC COMMENT – No public comment.

AGENDA ITEM: MINUTES – Approval of the minutes of the Special Meeting held on April 10, 2014.

Chairman Sherman noted that Item 3 on page 3 of the minutes contained an error by identifying Ann Viarengo as Vice-Chairperson. Staff noted the error and will correct the minutes to reflect the person to 2nd the motion as Board member Viarengo.

Board member Viarengo motioned to approve the minutes as written with correction of the name of the person to 2nd the motion as Board member Viarengo;

The motion was 2nd by Board member Murphy;

The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

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

No Chairperson Report

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

Supervisor Norman noted the following:

- The next Art in Public Places exhibit is to be installed soon and ongoing displays are scheduled through June, WORD IS ART featuring Beth Courtwright-Detwiler creating pieces using oils, masking tape, and clay. The artist will be creating a wall mural in the entry way of the library using painter's tape.
- The library welcomed a new volunteer whose duties include transit on Tuesdays and some circulation desk duties, further noting that this will relieve Board member Wiley from having primary transit duties on Tuesdays.
- Supervisor Norman met with Chairman Sherman this week and during that discussion talked about the Annual Book Sale. As a result, in preparation of bringing the item to the Board as a worksession, a meeting will be scheduled with Chairman Sherman, Vice-Chairman Bowers and Made in Clarkdale Chairman Greg Jiede.

NEW BUSINESS:

AGENDA ITEM: 2014 NATIONAL LIBRARY WEEK - An update and discussion of the 2014 National Library Week promotion.

Supervisor Norman reported: even with short notice, staff created a successful weeklong event with 37 patrons taking advantage of the offer to check out 5 items and receive coffee and/or a treat. With advance notice of future events, the anticipation is for it to be an even bigger success.

AGENDA ITEM: WORKSESSION ON THE 4TH OF JULY ICE CREAM SOCIAL – A worksession on the 2014 Fourth of July Ice Cream Social.

- Chairman Sherman noted following last year a suggestion was to eliminate asking for sheet cake donations; should sheet cakes be donated, sell them as a whole – do not cut and sell in pieces.
- Ask for 4 tubs of ice cream – staff will request the 4 tubs from Verde Canyon Railroad.
- Bookmarks to be created about the event asking for donations have been done by staff.
- Volunteers need to be present at 7:00am due to other activities starting then, and wanting to start the social earlier at 7:30am.
- Discussion about serving ice cream sandwiches, with a preference to sell 2 cookies with a scoop of ice cream, making 'homemade ice cream sandwiches'.
- Last year Tony served as barker which drummed up business for the social; he could be invited to do the same this year.
- Pricing of items is to be the same as last year.
- A general discussion regarding supplies –
 - Need more cones, particularly waffle cones as they were the most popular;
 - Chairman Sherman and Board member Murphy will meet on Monday May 5th to inventory existing supplies and determine other items needed;
 - Supervisor Norman will secure supply bins from storage to have available for the inventory meeting;
 - Purchase of items – staff will work to secure gift cards for supplies needed;
 - Chairman Sherman will take care of securing the dry ice;
 - Board member Wiley offered to do any shopping at Walmart;

- Chairman Sherman, Vice-Chairman Bowers and Board member Viarengo will meet following the inventory meeting to develop list of items needed to purchase;
- Chairman Sherman will bring crock pots and extension cords;
- Silent book auction during the Ice Cream Social? Due to issues involved with doing that at the social, discussion leaned towards the Book Sale being a more suitable setting to conduct a silent auction.

AGENDA ITEM: LIBRARY STATISTICS – Review and discussion of the Clark Memorial Library statistics.

Supervisor Norman distributed statistics with the following items generally discussed:

- Annual stats reported to District;
- Report show stats for FY 11-12, 12-13 and 13-14;
- FY 11-12 weren't completely accurate given the District's system for collecting data was new;
- Board member Wiley clarified whether or not activity noted by a library card is generated where a card is used as opposed to where the card was issued;
- Noted patron count increasing this year over last;
- Library volunteer hours – for this year number has probably decreased, knowing how things have progressed;
- Supervisor Norman proceeded with a general overview of each report line item;
- Board member Wiley asked if numbers showing comparatives with other libraries is available; Supervisor Norman stated the information could be provided, if wanted;
- Supervisor Norman distributed a comparison of attendance, noting numbers are higher over last year, noting computer use numbers are down from last year;
- Supervisor Norman distributed a Comparison of Inventory document, describing her attendance at the Small Rural Library Conference and a session there regarding researching patron use of inventory. Using that theory, she created this comparison of usage per item categories, comparing the same data to last year's stats which produced direction of inventory to be built up. This brought clarity to the purpose of providing inventory based on what the desires of the usage dictates. Supervisor Norman noted the data reflecting circulation of items and checkout of laptops.
- Board members all commented positively on the information provided.

AGENDA ITEM: YAVAPAI COUNTY LIBRARY DISTRICT AGREEMENT - A discussion of the Yavapai County Library District Agreement for FY2014-2015.

Supervisor Norman noted that we still do not have a definitive answer from the District, however based on the last communication from the District, the Board of Supervisors was not receptive to changing the original proposal. There was general discussion of the District's handling of stats and funding formulas. Supervisor Norman explained that when the District will be coming to Council she will notify Board members so they can attend. Board member Wiley mentioned having scheduled a meeting with Yavapai County Supervisor Davis next Tuesday to discuss this topic. Supervisor Norman explained the District monetary distribution practices. Chairman Sherman noted to Board member Wiley that ongoing IT support is critical to mention with Supervisor Davis.

Supervisor Norman noted the recent Yavapai County Board of Supervisor's Executive Session which addressed the subject, but produced no change as reported to the Town.

AGENDA ITEM: REGULAR MEETINGS OF THE LIBRARY ADVISORY BOARD – Discussion and consideration of establishing a new meeting day for the Library Advisory Board Regular Meetings.

Chairman Sherman explained that staff has proposed the regular meetings be changed to the 2nd Thursday of the month. This will allow staff to produce current end-of-month stats.

Board member Wiley motioned to change the regular meetings to the 2nd Thursday of the month.

The motion was 2nd by Board member Viarengo;

The motion passed unanimously.

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

Chairman Sherman suggested having a special meeting prior to the Ice Cream Social to finalize plans for the event. June 12 at 4pm was agreeable to the members. Staff will verify availability of the Men's Lounge for the meeting.

AGENDA ITEM: ADJOURNMENT

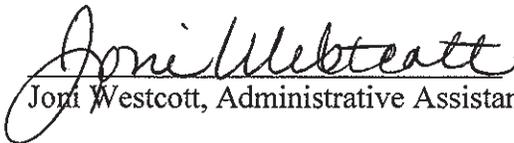
With no objection, Chairman Sherman adjourned the meeting at 5:05pm.

APPROVED:



John Sherman, Chairperson

SUBMITTED BY:



Joni Westcott, Administrative Assistant II