

**NOTICE 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 Thursday, October 9th, 2014, at 9:00 a.m., in the Clark Memorial Library Conference Room, 39 N. Ninth Street, Clarkdale, Arizona.

AGENDA ITEM: CALL TO ORDER- The meeting was called to order by Vice Chairperson, Karen Bowers at 9:00 am.

Present -

Vice Chairperson: Karen Bowers
Board Members: Ben Kramer
Ann Viarengo
John Sherman

Town Staff: Dawn Norman, Community Services Supervisor
Joni Westcott, Community Services Administrative Asst. II

Absent -

Board Member: Tom Murphy

AGENDA ITEM: PUBLIC COMMENT – No public comment.

AGENDA ITEM: MINUTES – Approval of the minutes of the Special Meeting held on June 12, 2014.

Vice Chairperson Bowers noted an error on Agenda Item: Call to Order. It identifies Chairperson Sherman as calling the meeting to order when, in fact, it was Vice-Chairperson Bowers who called the meeting to order. Staff noted the error and will correct the minutes to reflect Vice Chairperson Bowers as calling the meeting to order.

Board Member Viarengo motioned to approve the Special Meeting minutes for June 12, 2014, as written with correction. The motion was seconded by Board Member Sherman. The motion passed unanimously

NEW BUSINESS:

AGENDA ITEM: WELCOME & INTRODUCTION OF LIBRARY ADVISORY BOARD MEMBERS.

Community Services Staff Member, Joni Westcott, introduced and welcomed newly appointed Library Board Member Ben Kramer and congratulated returning members, John Sherman and Ann Viarengo.

AGENDA ITEM: ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON – Discussion and consideration of electing the Chairperson and Vice Chairperson of the Library Advisory Board Members.

Board Member Viarengo motioned to elect Board Member Sherman as Chairperson and Karen Bowers as Vice Chairperson. Board Member Kramer seconded the motion. Board Members Sherman and Bowers both accepted the nomination and the motion passed unanimously.

With no objection, Chairperson Sherman rearranged the order of the agenda items to discuss the 2014 Library Advisory Board Annual Book Sale next.

AGENDA ITEM: WORKSESSION: 2014 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE.

Community Services Supervisor, Dawn Norman presented the following:

The Annual Book Sale put on by the Library Advisory Board has been faced with many challenges over the years. The sale has outgrown the space in the Ladies Lounge along with the difficulty to have the man power to cover the hours of operation. The book sale runs concurrently with the Made In Clarkdale hours resulting in the need for volunteers to cover: 10 days – 1 – 3hr day, 6 – 11 hr. days, 1 – 12 hr. day, and 2 – 7 hr. days. While considering alternate locations, one concern is that of taking advantage of the foot traffic generated by the highly popular Made in Clarkdale event. In addition, one of the goals for the library has been to increase the exposure of the library in hopes of increasing patron usage.

The Community Services Staff took all of these challenges into lengthy consideration and, as a result, is suggesting a resolution which not only addresses, but improves upon: usable space, coverage, exposure for the library and, finally, capturing the Made In Clarkdale attendees.

Community Services Staff presented to the Library Board a plan for holding the annual book sale in the library. This proposal illustrates primarily how the event will gain on the needed space along with the added benefit of bringing increased foot traffic into the library.

This proposed change will not impede on the library's normal operations. To accommodate the event, staff will be relocating a few of the computer stations along with the laptops to the multi-use room along with a couple of the sitting chairs. The book sale will be set-up in the entryway, into the central area of library, utilizing the computer station countertop and folding tables, as well as use of the conference room. By doing this, it will separate the book sale operations from those of the daily library operations. This arrangement will also allow for staff to block off access to library materials in the evening when volunteers are staffing the book sale.

With this new venue, staff will be able to cover the book sale during Town operating hours leaving only the after-hours/weekends to be covered by the Board Members and volunteers.

During the book sale staff plans to decorate the front exterior and interior of the library with holiday lighting and other promotional tools/resources to draw attention to Made In Clarkdale (MIC) attendees. In addition, on opening night, the plan is to have volunteers in the entry way of the auditorium handing out info on the book sale as well as requesting to have a display table at the MIC event promoting the book sale.

Following a walk-through of the proposed set up there was an open discussion regarding the Book Sale and the Board Members agreed that the Library is a workable space for the sale this year with the advantages being: more room for book displays, increased foot traffic/awareness of the Clark Memorial Library, space allows for a longer running period of the sale, and more support from the Library staff.

There was further discussion regarding set up, take down and running time of the book sale. It was agreed that the set up will begin on December 2nd from 8:00am-3:30pm, all Board Members will be present. The sale will run a full month with the take down date of January 5th. Library staff will man the book sale during regular business hours, Monday-Thursday 8 am-5:30 pm and Fridays from 8 am-noon. An evening/weekend schedule will be developed for Library Board Members and additional volunteers around the Made in Clarkdale events. There will need to be a Library Board Member on site to open and close the building during non-regular business hours.

Board Member Viarengo requested a daily sales break down from 2013 to be used in the determination of evenings to run the sale for 2014. Vice Chairperson Bowers volunteered to work on the pricing/section signage for the sale.

Community Services Administrative Assistant Westcott will request volunteers and advertise the sale through the Town Small Talk newsletter as well as create the book sale flyers/promotional materials.

AGENDA ITEM: 2014 ICE CREAM SOCIAL- Review and discussion of the 2014 Ice Cream Social.

After a review of donations, expenditures and sales regarding the 2014 Ice Cream Social, Board Member Viarengo suggested that there be a set schedule developed for volunteers. Vice Chairperson Bowers agreed and added it should be posted at the park location. All Board Members agreed that they should purchase no more than 1 dozen cupcakes and that they should have a set up/tickets at the pancake breakfast area to sell "pancakes alamide". Chairperson Sherman commented that the 4 ice cream tubs donated by the Verde Canyon Railroad are plenty, additional ice cream is not needed for next year. All Board Members agreed that they will continue this discussion during the planning meeting for 2015 in the spring.

AGENDA ITEM: FUTURE AGENDA ITEMS –

Regular Meeting Schedule

Donation Funds

2014 Book Sale

Friends of the Library

AGENDA ITEM: ADJOURNMENT- With no further business before the Board and with no objection, the meeting was adjourned at 9:58 am.

APPROVED:



John Sherman, Chairperson

SUBMITTED BY:



Joni Westcott, Administrative Assistant II

