

**MINUTES OF THE 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, January 15th, 2015, at 9:00 a.m., in the Clark Memorial Library Conference Room, 39 N. Ninth Street, Clarkdale, Arizona.

AGENDA ITEM: CALL TO ORDER

Meeting was called to order at 9:07 a.m. by Chairperson Sherman.

Present:

Chairperson	John Sherman
Board Member	Ben Kramer
Board Member	Tom Murphy
Board Member	Ann Viarengo

Absent:

Vice Chairperson	Karen Bowers
------------------	--------------

Town Staff:

Community Services Administrative Assistant II: Joni Westcott

AGENDA ITEM: PUBLIC COMMENT – No public comment.

AGENDA ITEM: INFORMATIONAL REPORTS

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

None

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

Staff Member Joni Westcott reported on the following:

- Art in Public Places -Verde Valley Spinners and Weavers are on exhibit through the end of February.
- New library volunteer – The library has acquired a new volunteer to assist with general library tasks on Wednesday afternoons.

NEW BUSINESS:

AGENDA ITEM: 2014 LIBRARY ADVISORY BOARD ANNUAL BOOK SALE- Discussion of the 2014 Library Advisory Board Annual Book Sale.

Staff Member Joni Westcott reviewed the 2014 book sale event with the Library Advisory Board. The Annual Book Sale took place during the month of December in the Clark Memorial Library, a new location

for this fundraiser. A large banner along with many festive lights were installed in the front of the Library to draw the attention of Made in Clarkdale (MIC) attendees and ongoing press releases and social media posts helped to promote the event. At the MIC opening, youth volunteers handed out flyers promoting the Book Sale.

A large supply of books were donated from one particular donor, approximately 79 boxes. Chairperson Sherman and Staff Member Susan Cox were instrumental in retrieving the donated items. In addition to the large donation, an additional 50 boxes were brought up from the Clubhouse basement, bringing the total number of boxes of books to 130. Chairperson Sherman stated that after the sale, 20 boxes were taken back to the basement to store, 4 went on to the "Book Deals and Steals" shelves in the Library and 30 boxes of old/unsellable books were donated to the Old Town Mission. Board Member Murphy stated that the VFW and Verde Valley Medical Center have small libraries in which the Board could consider to donate the unsellable books to in the future.

Staff Member Joni Westcott shared that Library Staff was able to provide a great deal of support to the sale on a daily basis, Library Board Members and volunteers covered evening and weekend hours. The feedback received from library patrons, community members, and visitors was positive. People enjoyed visiting the Clark Memorial Library for the first time and the additional space and open feeling of the new location.

Staff observed the following in attendees:

- Many visitors from out of town who were in the area for the holiday;
- Many of the same individuals returned frequently during the sale to purchase additional items.

There was open discussion on the schedule and the relocation of the sale.

Staff reviewed the daily sales totals with the Board. The sales were up over last year; book sales and donations totaled \$2213.47, \$387.47 more than last year.

Library Board Members, as well as Library Staff agreed that overall the move to the Library was positive.

There was open discussion on implementing the following items in 2015:

- Continue with same dates (entire month of December)
- Add the first week in January. Chairperson Sherman felt that adding the last week in November would be more beneficial to the sale.
- Do not include weeknight evenings during Made in Clarkdale (MIC) due to lack of sales. Chairperson Sherman and Board Member Viarengo agreed that the sale should be open longer hours on the opening night of MIC.
- Board Member Kramer recommended increasing the fill-a-bag sale to \$5-6 a bag and perhaps \$15 per banker box rather than the \$3 currently charged per bag of books.

AGENDA ITEM: CLARK MEMORIAL LIBRARY COMPUTER/INTERNET/WI-FI USE POLICY- Discussion and consideration of the Clark Memorial Library Computer/Internet/Wi-Fi Use Policy.

Staff Member Joni Westcott presented the following information along with the proposed Clark Memorial Library Computer/Internet/Wi-Fi Use Policy:

The Clark Memorial Library currently utilizes the Yavapai County Library policy regarding Computer/Internet/Wi-Fi Use. Due to the change in the Library Agreement with the Yavapai County

Library District it is necessary for the Clark Memorial Library to adopt a Computer/Internet/Wi-Fi Use Policy. This will provide clear authority and guidance for the Clark Memorial Library staff.

The proposed draft policy is consistent with the Yavapai Library District policy with the exception of establishing a daily time limit for each patron of one hour (60 minutes) per day. Requests to extend time may be considered but are not to exceed two hours (120 minutes) per day. This time limit is consistent with computer/internet/Wi-Fi use policies of other libraries in the Yavapai Library Network.

There was a general discussion regarding the adoption of the Clark Memorial Library Computer/Internet/Wi-Fi Use Policy.

Chairperson Sherman motioned to adopt the Clark Memorial Library Computer / Internet/Wi-Fi Use Policy. Board Member Murphy seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS--

Donation Funds
Friends of the Library

AGENDA ITEM: ADJOURNMENT

With no objection, the meeting adjourned at 10:12 a.m.

APPROVED:



John Sherman, Chairperson

SUBMITTED BY:



Joni Westcott, Administrative Assistant II