

**Minutes of a Special Meeting of the Library Advisory Board
Of the Town of Clarkdale, Held on January 24, 2003 at 9:00 a.m.,
In the Clark Memorial Library, Clarkdale, Arizona.**

A Regular meeting of the Library Advisory Board of the Town of Clarkdale was held on January 24, 2003 at 9:00 a.m. in the Clark Memorial Library, Clarkdale Arizona.

Board Members:

Sue Hill, Chairperson
Pat Harris, Vice Chairperson
Betty Lyall
Jean Stevens
Mary Loux
John Stevenson
Mary Lu Estlick

Staff: Town Manager Gayle Mabery
Admin. Assistant Charlotte Hawken

Chairperson Hill called the meeting to order at 9:02 a.m. and noted that all of the members were present.

PUBLIC COMMENT - None.

WORKSESSION - Worksession regarding the Facilities Master Plan. Library Manager Hawken read her report: *As you know, our council has been reviewing the use of the town's buildings in order to accommodate the town departments that need more space. It was proposed that the library move into the clubhouse, but many residents are against that use of that historic building. Because of that I'm reviewing the functions and space needs of the library.*

It seems that most of the current library usage consists of the circulation of new books and the use of the computers. In the last six months, about one fourth of our circulation went to other libraries in the county and that percentage is growing. I'm thinking these functions would fit into a much smaller space if we stopped storing books that get used only occasionally. I think this option would work because we are close to the Cottonwood and Yavapai

College libraries.

The most popular parts of the library would fit into the top floor of the DMV building, which may be available because it is too small for any other department. That would mean keeping all of the computers, all of the southwest books, and small sections of all the other categories of books, audio books and videos. We would use the same front desk and perhaps the large table and chairs would fit. The shelving in the library entrance could be used and I would ask for more shelving like that because most of the other shelving we have now would not work.

The Heritage Board wants to use the entire MVD building, but with this option they would use the lower floor for archives and some space upstairs for historical displays. Combined use of the space is something that neither the Council or the Heritage Board have discussed. We are just looking for ways to present other options for consideration. Also the Council wants to meet in a joint worksession with the Library Board to discuss this and other options.

The DMV building already has air conditioning. Some remodeling is necessary, primarily adding ADA accessible rest rooms and removing one wall. It needs new flooring, lighting, wiring and general cleaning up.

We get inventory lists from the library district that tell how many times a book has been checked out and the date of the last check out. I would use this list to determine what books to keep. That means that the most popular items would be kept. A quick check shows this order of popularity:

1. Mysteries
2. Adult fiction
3. Adult Non-fiction
4. Large Print fiction
5. Adult Videos

6. *Audio book fiction*
7. *Audio book non-fiction*
8. *Children's Videos*
9. *Young Adult fiction*
10. *Picture books*

Town Manager Mabery thanked the board for the extra meeting and noted that the Council heard the original Facilities Master Plan in December. She stated that some of the Council members are concerned with moving a permanent use in the Men's Lounge of the Clubhouse. She stated that Architect Radoccia and she met individually with each Council member in the last few weeks and they heard continuing themes from them, including the following:

- 1) What's the appropriate use of the Clubhouse and the DMV building?
- 2) What's the real need for space for the library and for the Heritage archives and museum?
- 3) How is the library functioning and how would a museum function?

She noted that the next Council discussion will be next Tuesday. She stated that several town departments need more space now and the question is how to best use the space that the town has. She noted that it costs about 2 ½ times to build an addition as it does to renovate existing space.

Boardmember Loux stated that keeping the library in its current space sends the message that this library is important. The American Library Association's theme is that Libraries Build Communities.

Town Manager Mabery noted that the town is dedicating to use about 5000 square feet more of the town buildings with the Facilities Master Plan.

Boardmember Stevenson asked how would the Men's Lounge be used if the library does not move there? Town Manager Mabery responded that it would continue to be used for meetings, receptions, and public events and that improvements are needed to the restrooms and the heating and

cooling.

Boardmember Estlick stated that having the library in the Men's Lounge would be the highest and best use of that space and that she has given Manager Hawken information on grants to purchase shelving to make it look beautiful. She stated that public use opens it to more damage than library usage, which would also make it available to the public regularly..

Chairperson Hill noted that there has been damage to the buildings and its contents with the current usage. She stated that it is a large echoing room that would be helped by being filled with shelving and furniture. She asked if nearby private buildings could be rented for town office space?

Town Manager Mabery responded that the town has ample square footage to house all the town functions. Economies determine what the town can do. The town has about \$40,000 to work with. Purchasing or adding on would use that up quickly. She asked if the board had considered if moving to the Men's Lounge would increase the use of the library.

Boardmember Stevenson stated that the Men's Lounge looks like a library and that it is not being utilized and taken care of now. He stated he is in favor of the library moving to the Men's Lounge.

Town Manager Mabery noted that the cost for moving the library to the Men's Lounge are costs that need to be spent on the building anyway.

Boardmember Stevenson stated that the Council needs new chambers for meeting.

Boardmember Stevens stated that accessibility to this building is limited because the ramp is long and the railing is too hot in the summer. She stated that the Men's Lounge is more accessible.

Town Manager Mabery stated that the Council is struggling with the Facilities Master Plan. Some of them think it is great. Some are concerned with how we can make the library more accessible with the hours and activities. She stated that the goal now is to offer options for consideration. One suggestion

was to add onto the top floor on the back side of the DMV building.

Boardmember Stevenson stated that moving the library to the DMV building would reduce usage. Boardmember Estlick agreed that it was a poor location.

Boardmember Harris stated that she is against going to the Men's Lounge, but more against going to the DMV building. She stated that as far as historic usage, the library being in the Men's Lounge would be good.

Boardmember Lyall stated that she rather the library stay where it is, but if it must move than the Man's Lounge would be all right.

Chairperson Hill stated that the library would open the Men's Lounge to the public every day and that parties could still be in the auditorium.

What can we do to enhance the use of the library?

Town Manager Mabery noted that next year's budget for operation and maintenance of buildings will be less.

Boardmember Estlick noted that the school has received a 21st Century grant for after school and summer programs. Perhaps they could partner with the town and hold some the programming at the library, such as tutoring.

Pat Williams, chair of the Heritage Conservancy Board and the Design Review Board, stated that having regular function in the Men's Lounge would mean it would get better maintenance. She noted that the Heritage Conservancy Board will oppose any additions to buildings on the historic register.

Town Manager Mabery noted that one recurring theme is that there has not been enough public input.

Chairperson Hill stated that there needs to be a long explanatory article in the newspaper and then an open meeting.

Boardmember Stevenson stated that consolidation of the museum and the library in the DMV building

would ruin both as there would be no privacy and inadequate parking.

Town Manager Mabery stated that combined use of a building helps spread the subsidization of the library by the county and it might mean the archives would be available in the library.

Town Manager Mabery noted the Council wants alternatives to choose from. There are three so far:

- 1) Leave the library where it is and build an addition onto the court.
- 2) Move the library and heritage into the DMV building.
- 3) Go with the original plan, with the library in the Men's Lounge and heritage in the DMV building.

She stated that some Council members are concerned because they feel philosophically that the Clubhouse was dedicated to be open public space and that the library would limit the use and options. She noted that moving the library to the Men's Lounge now does not remove the flexibility of the use of the Men's Lounge in the future.

Boardmember Harris moved to put it on record that the board would oppose moving the library, but it could move to the Men's Lounge if necessary, and it objects to moving to the DMV building.
Boardmember Lyall seconded, and the motion passes unanimously.

ADJOURNMENT - Without objection, Chairperson Hill adjourned the meeting at 10:22 a.m.

APPROVED:

Sue Hill, Chairperson

SUBMITTED:

Charlotte Hawken, Admin. Assistant