

**Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on September 17, 2008 at 4:00 p.m. in the Clark Memorial Library, Clarkdale, Arizona.**

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on September 17, 2008 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Board Members:**

Chairperson Drake Meinke  
Vice Chairperson Gerald Wombacher  
Linda McDonough  
Jesus Valdez  
Vacancy

**Staff:** Admin. Assistant Charlotte Hawken  
Town Clerk Kathy Bainbridge

**Others in attendance:** No one.

**CALL TO ORDER** –Chairperson Meinke called the meeting to order at 4:00 p.m. and noted that all members were present.

**PUBLIC COMMENT**– None.

**CONSIDERATION OF THE MINUTES** – **Consideration of the minutes of the regular meeting held on August, 2008.** Boardmember Valdez moved to approve the minutes. Vice Chairperson Wombacher seconded and the motion passed unanimously.

**REPORTS** –

Chairperson – Chairperson Meinke reported that the board applications were reviewed and recommendations were made to the Council, who will consider the appointments on 9/23/08 at 3:00 pm.

Staff - Administrative Assistant Hawken reiterated that the information about the Downtown Plaque was going to Community Development for any town requirements regarding reinstalling it.

**ARCHIVE ACTIVITIES**– Discussion and consideration of the Town of Clarkdale Archive activities. There was no discussion or action.

**LOAN REQUEST** – Discussion and consideration of loan requests from the Clarkdale Heritage Center for an item for a museum display. Boardmember McDonough moved to approve the loan request from Clarkdale Heritage Center for the wooden pulpit from the Clarkdale Methodist Church and three wooden voting booths. Boardmember Valdez seconded and the motion passed unanimously.

**ARCHIVE COLLECTIONS MANAGER** – Discussion and consideration of the selection process for appointing an Archive Collections Manager. The staff report was presented, as follows:

*Background: On September 9, 2008 the Town Council approved the Archive Policy Manual that will govern the preservation of the archives and artifacts regarding the history, prehistory, culture, or natural history of the Verde Valley of Arizona.*

*Section V. of the policy states the following: Authority and Responsibilities/Purpose*

*Authority for this policy rests with the Town Council of the Town of Clarkdale, and is administered through the Heritage Conservancy Board of the Town of Clarkdale under the supervision of the Town Clerk. The Collections Manager, under the supervision of the Town Clerk, is responsible for the daily application of these standards. The Heritage Conservancy Board shall appoint a person to be the Collections Manager.*

*The Collections Manager has responsibility, as assigned by the Heritage Conservancy Board,*

- *for safely and efficiently housing these collections;*
- *for adding to the holdings through donation and purchase;*
- *for preparing materials for use in research, exhibition, and loans;*
- *and for compiling and maintaining documents which record origin, accession, deaccession, registration, loans and any other functions of the collections.*

**Recommendation:** *Staff recommends the following selection process for appointing an Archive Collections Manager:*

1. *Advertise in newspaper and on Town website.*
2. *Deadline for volunteer applications before October 15<sup>th</sup>.*
3. *Review applications and hold interviews, if needed (two board members and one staff.)*
4. *Appoint a manager at the October 15<sup>th</sup> meeting.*

It was noted that the Collections Manager needs some experience and also some knowledge of Clarkdale. The board members agreed to follow the recommended process. They agreed on an application deadline of October 9<sup>th</sup>. They agreed that Boardmember Valdez, Chairperson Meinke, Vice Chairperson Wombacher, Town Clerk Bainbridge and Administrative Assistant would meet at 2:00 pm on October 10<sup>th</sup> in the Finance conference room to review the applications.

**READING ROOM** – Discussion and consideration of recommending possible uses of the Reading Room and the furnishings located in it to the Town Council. The following staff report was presented:

*Background: The Reading Room was the location of the original town library. Some changes were made to the Clubhouse in the early 1930's. Large bookcases with glass doors were added to the Reading Room at that time. The library was moved elsewhere in 1979. Since then the room was used for a time by the Department of Motor Vehicles and has been used for storing Clubhouse furnishings since at least the early 1990's.*

*It seems to be time to consider a recommendation to the Council of what to do with the furnishings, how to arrange the room and what functions the room might serve. Suggested uses include a meeting room for small groups and a place for the Heritage Museum to take visitors for a snack, as part of Clubhouse tour, possibly on Saturdays between 11 and 12 (coordinated with the train schedule).*

Discussion included the following issues:

1. The board could suggest a small adult meeting room arranged as close to original as possible.
2. The board could request that the room be locked during large events.
3. After the DMV moved out (about 1992) the Board asked for use of the Reading Room and moved the original table and chairs into it. During that period the other Clubhouse furnishings were in other parts of the building and were moved into the Reading Room during Operation Graduation, then moved out again. At some point those furnishings were not move out after the event and the room was used for storage.
4. Eleven blueprints that showed improvements to the Clubhouse, including the Reading Room, made in the early 1930's were lost fairly recently, possibly during the revocation planning by Honeywell.

The board agreed to hold a work session on this topic at their next meeting.

**CLARKDALE'S KIOSKS ABOUT HISTORY** – Discussion and consideration of Clarkdale's Kiosks about History, part of an Arizona Tourism Grant. Chairperson Meinke gave a presentation about the kiosk project.

**FUTURE AGENDA ITEMS – A listing of items to appear on future agendas.**

1. Clarkdale's Kiosks about History.
2. Reading Room.
3. Archive Collections Manager.
4. Loan Requests.

**ADJOURNMENT** – With no further business and without objection the meeting adjourned at 5:20 pm.

**APPROVED:** \_\_\_\_\_ **SUBMITTED:** \_\_\_\_\_  
 Drake Meinke, Chairperson Charlotte Hawken, Administrative Assistant