

Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale,  
Held on March 6, 2008 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 March 6, 2007 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Members:** John Stevenson, Chairperson  
Gloria Browne, Vice Chairperson  
Winnie Bohall  
Sue Hill  
Margaret Krzmarich  
Roberta Peterson  
Chris Calderon

**Staff:** Town Clerk Bainbridge

**CALL TO ORDER** – Chairperson Stevenson called the meeting to order at 9:05 a.m. and noted that Board Member Browne was absent.

**PUBLIC COMMENT** – None.

Vice Chairpersonr Browne arrived.

**MINUTES – Discussion and consideration of approval of the minutes of the regular meeting held on February 7, 2007.** Boardmember Hill moved to approve the minutes as presented. Boardmember Peterson seconded and the motion passed unanimously.

**REPORTS ON RECENT EVENTS:**

Chairperson Stevenson –No report.

Staff – Library Manager Hawken reported that the Board’s Donations/Books account has a balance of \$4,634.99. She explained that the Library itself has a Fines/Copies/Erate account and a Town budget for operations. The Town budget must be spent by June 30<sup>th</sup> of each year. The other two accounts roll over each year and continue until spent.

**MEMORIALS – Discussion and consideration of memorials.**

Discussion included the following issues:

1. Using a board to attach small metal plates to with the person’s name and the reason for the plaque: volunteer and/or board member, memorial, or donation.
2. There could be two boards, each 20” by 36” to initially be put on the wall under the stained glass window.
3. Trophies Unlimited has boards available and can put the whole thing together in a manner similar to the board documenting Council Members that is at Town Hall (see photograph).
4. The Board agreed that Chairperson Stevenson would get detailed information from Trophies Unlimited and then Chairperson Stevenson and Boardmembers Browne and Peterson will review it and report at next months meeting.

Vice Chairperson Browne moved to table this item to next month. Boardmember Bohall seconded and the motion passed unanimously.

**MEETING SCHEDULE – Discussion and consideration of the meeting schedule. Discussion and consideration of the meeting schedule.** The next meeting date will be on its regular day, April 3, at 9:00 a.m.

**BUDGET REQUESTS - Discussion and consideration of requests for library projects for the 2008-2009 Town budget.** The following issues were discussed:

1. Town Clerk Bainbridge is submitting a budget request for repairs, painting and carpeting in the library and one for 10 more open hours per week.
2. Library Manager Hawken stated she had given Public Works Director Burroughs information about State Library construction grants that have been available the last few years. The information is sent out in early August and is due mid-September.

**LIBRARY VOLUNTEERS – Discussion of the various rolls of library volunteers.** The following staff report was read and discussed the following report:

*Our library is part of the Yavapai County Library District. The District provides support services for the 12 small libraries in the county (ours is one of two that are in incorporated towns). The District does everything from providing computers, internet service and supplies to conducting training workshops. They county also provides forty percent of our library funding.*

*According to Ann Boles at the District, most of the boards for the small libraries both raise money and advise because there aren't enough volunteers to have two separate boards. The description for the Library Advisory Board in the Clarkdale Public Service Handbook is as follows: The Library Advisory Board advises the Council and staff regarding the Clark Memorial Library operations and decisions. Usually "Friends of the Library" groups raise funds, but previous Clarkdale Library Advisory Boards have chosen to perform both functions. The issue was last discussed as an agenda item in 2003. The current fund raising involves an Ice Cream Social on July 4<sup>th</sup> and a Book Sale in December.*

*Some members of the Board have also served as volunteers, helping with functions in the library that are outside the scope of the Library Advisory Board's duties and responsibilities. From 1992 to 1995 Board members and other volunteers ran the Library entirely. Since then, Board members, as volunteers, have worked on the circulation desk (until 2001 when we began checking out with a computer), kept the books in order on the shelves, created bulletin boards, helped with inventory and weeding of the materials, and other tasks as needed.*

*Volunteers like to do different things and that works out well for the library. Each volunteer has the right to determine what they would like to work on, based upon their interests, and how much time they are able to donate.*

**HOURS OF OPERATION – Discussion and consideration of the library hours of operation.**

The board agreed to consider a summer trial period of extended hours and to conduct three surveys, as follows:

1. Library staff will count the number of people in the library for each hour it is open and what area they are using for one week.
2. There will be a form at the front desk that allows patrons to check off what hours they would use if they were extended.
3. An article will go in the next newsletter asking the same information as #2.

**BENCH – Discussion and consideration of a library bench.**

Library Manager Hawken stated that she had arranged with Public Works Supervisor Inman to have staff construct and install a small bench on the library porch, as the board had voted to do some time ago. The members discussed placing a 6' bench with a back , with their first choice being in front of the library and second choice being on the west side of the library. Public works director Burroughs would determine the location as part of his landscaping plan.

Boardmember Peterson moved to direct Public Works to use Library Donation funds to purchase a bench to be placed to the front or side of the library as part of the Landscape Plan. Vice Chairperson Browne seconded and the motion passed unanimously.

**FUTURE AGENDA ITEMS - Budget, Hours of Operation, Bench, Memorials.**

**ADJOURNMENT - Vice Chairperson Browne moved to adjourn the meeting. Boardmember Hill seconded and the motion passes unanimously.** The meeting adjourned at 10:25 a.m.

**APPROVE:** \_\_\_\_\_

Gloria Browne, Vice Chairperson

**SUBMIT:** \_\_\_\_\_

Kathy Bainbridge, Town Clerk