

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale,  
Held on September 4, 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 September 4, 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 (absent)  
Sue Hill  
Margaret Krznarich  
Roberta Peterson  
Chris Calderon

**Staff:** Library Manager Hawken  
Town Clerk Bainbridge

**CALL TO ORDER** – Chairperson Stevenson called the meeting to order at 9:00 a.m. and noted that Boardmember Bohall was absent.

**PUBLIC COMMENT** – None.

**MINUTES** – Discussion and consideration of approving the minutes of the regular meetings held on July 3 and August 7, 2008. Boardmember Krznarich moved to approve the minutes. Vice Chairperson Browne seconded and the motion passed unanimously.

**STATE GRANTS-IN-AID, CONSTRUCTION** – Discussion and consideration of submitting an Intent to Apply Form for a State Grants-in-Aid, Construction to Arizona State Library, Archives and Public Records for a Library construction project.

Town Clerk Bainbridge presented the following staff report:

Agenda Item: **Arizona State Library, Archives, and Public Records Grants-in-Aid Construction Intent to Apply Form and Letter of Support** – Approval to submit an Intent to Apply and Letter of Support to the State Grants-in-Aid grant program for remodeling, renovation, or alteration of the Library facility.

Background The State Grants-in-Aid Program was developed in 1981 through legislative appropriations to help Arizona libraries meet the information needs for Arizona residents. The State Legislature appropriated \$651,400 from the state general fund for FY 2009 to the Arizona State Library, Archives, and Public Records for library grants-in-aid. Although libraries may apply for up to \$100,000, awards are typically in the \$5,000 to \$20,000 range, but a dollar-for-dollar match is required. The Intent must be postmarked by September 12, 2008, at which time the State Library will review the Intents, and invite promising applicants to submit a full proposal. The project must be completed by June 30, 2010.

Currently, the Library has accumulated approximately \$8,282.77 in their Library Fines & Copies Revenue and \$4,512.20 in their Library Donations and Books Revenue which has come from a combination of fund raisers. The Library Advisory Board recommends using a total of \$10,000 from these revenues as the matching portion of the grant. This would still leave \$2,794.97 in their Library Donations Revenues for future Library projects. There are no other funds available for the required matching grant funds.

*Projects:* The Public Works Department's top priority for the Library building is to fix the roof. Staff has been repairing and patching portions of the roof as they have blown off this monsoon season. Until the roof has been replaced, Public Works feels that painting and patching should be secondary projects due to the possibility of damage. The Department has a proposal for tearing off all old roofing and replacing with a new roof in the amount of \$10,263.00. If, when tearing off the old roof, it is realized that the O.S. B. needs replacing prior to applying a new roof, there will be an additional \$5,312.00 cost for a possible total of \$15,575.00.

*The Library has a ramp for accessibility to the front door, but the front door is difficult to open for disabled persons. A power access door with a wall switch could be installed for accessibility. Depending on the construction of the current door, the costs could be from \$1,500 to \$4,000. As with all grant programs, any ADA related projects are usually highly regarded.*

*Although the building is structurally sound, there are cracks in the northwest corner and the north wall of the library that developed after the remodeling project which need plastering. Once the roof on the Library is replaced, the cracks could be plastered and the entire Library could be given a fresh coat of paint. This project is estimated at \$2,500.00.*

*When the library was moved to this space in 1992, it was furnished with new carpeting. The carpeting in library and interior stairway is worn and could be replaced or refinishing the wood flooring would also be an option. During this project, all the shelving and books would need to be moved, which adds some cost to the project. This project is estimated at \$5,500.00.*

*The library restroom was remodeled some years ago and the entrance was moved so that it opens into the library instead of the hallway. An enclosure that creates a separation between the restroom and library would improve the arrangement and eliminate the feeling that the restroom is part of the main room. This project is estimated at \$200.00*

*Upgrade ceiling lighting by replace old florescent bulbs with energy fluorescent tubes that give off almost twice the light of standard tube, thus reducing energy costs about 50%. The bulbs also have 5 year warranties which save in maintenance time. The lighting covers that have yellowed and warped could also be replaced. The cost for the project would depend on if the ballasts needed replacing to accommodate the new tubes.*

*Recommendation:* *Staff recommends approval to submit an Intent to Apply and Letter of Support for the State Grants-in-Aid grant program for remodeling, renovation, or alteration of the Library facility in the amount of \$10,000.*

Discussion included the following issues:

1. The Library Donations account has about \$4553 in it and the Library Fines/Copies/Erate account has about \$8961 in it.
2. Concern that the library funds should only go to matching funds for this grant project, not to another town project if this grant is not funded by the state.
3. The members would like to maintain a reserve in the donations fund for unanticipated library needs and other projects.
4. An ADA aspect in the project might improve the chances for state approval of the grant.

Boardmember Peterson moved to recommend that the Council approve using up to \$10,000, first from the Library Fines/Copies account and then from the Library Donations account, as matching funds for an Arizona State Library, Archives, and Public Records Grants-in-Aid Construction grant for a library building construction project. Vice Chairperson Browne seconded and the motion passed unanimously.

Boardmember Hill moved to approve \$1500 to \$2000 from the Library Donations account as matching funds for a State Grants-in-Aid Construction grant for a library building construction project. Boardmember Calderon seconded and the motion passed unanimously.

**FUTURE AGENDA ITEMS** – Review of the July 4<sup>th</sup> Ice Cream Social.

**ADJOURNMENT** Without objection, Chairperson Stevenson adjourned the meeting at 9:55 a.m.

**APPROVE:** \_\_\_\_\_  
John Stevenson, Chairperson

**SUBMIT:** \_\_\_\_\_  
Charlotte Hawken, Library Manager