

**MINUTES OF A REGULAR MEETING OF THE
HERITAGE CONSERVANCY BOARD OF THE TOWN OF CLARKDALE**

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on August 19, 2009 at 10:00 a.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher (absent)
Linda McDonough (arrived at 10:25 a.m.)
Jesus Valdez
Isabel Erickson

Staff: Library Manager Charlotte Hawken
Community Services Supervisor Dawn Norman

Others in attendance: No one.

CALL TO ORDER – Chairperson Meinke called the meeting to order at 10:14 a.m. and noted that Vice Chairperson Wombacher and Boardmember McDonough were absent.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on July 15, 2009.

Boardmember Valdez moved to approve the minutes as written. Boardmember Erickson seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported that he met with Community Services Supervisor Norman to review agenda items.

STAFF REPORT – Library Manager Hawken noted that staff had tentatively scheduled a joint meeting between the Board and the Clarkdale Heritage Center for Monday, August 31st at 4:00 p.m.

Community Services Supervisor Norman stated that during board meetings staff may intervene in order to ensure that the board is conforming to open meeting laws as there were stiff penalties and fines involved if violated. She continued that currently both the City of Cottonwood and Town of Jerome were under investigation for violating open meeting laws. She stated that periodically staff will include on the agenda a review of open meeting laws and meeting procedures in order to allow all the board members to discuss open meeting laws and allow for a Q&A session.

AGENDA ITEM: CLARKDALE HERITAGE CENTER LOAN REQUEST– Discussion and consideration of a loan request for blueprints from the Clarkdale Heritage Center.

Community Services Supervisor Norman noted that the Exhibition Request form lacks requesting detailed information needed in order for the board to make appropriate decisions and that staff will be revising the form in order to provide additional information to the board when making loan approvals.

She stated that she explored the current loan request and received additional information on the request made by the Museum and that their plan was to copy the blueprints and use the copies in a display. She continued that there was a large amount of blueprints, over 100 on the list provided to the Board, and that it may make sense for the Board to loan 10-15 blueprints at a time. This would make handling easier for both parties ensuring inventory control. In addition, the board could request the Museum to designate one to two individuals to work with the Collections Manager and be responsible for the blueprints exchange and handling.

Chairperson Meinke stated that there are two people at the Clarkdale Heritage Center who are trained at archival handling - Cindy Emmett, who submitted the request, and Mary Lu Estlick. He stated that it sounded like they want a sample blueprint of each style of home for a future home tour.

Boardmember McDonough arrived at 10:25.

Boardmember Erickson moved to allow Clarkdale Heritage Center to have access to the blueprints as requested with details to be worked out.

There was open discussion about the wording of the motion being too broad and a suggestion to select one blueprint and put it through the copying process to identify any problems. There was open discussion regarding concerns of who was going to have access to the blueprints, the copy location and how the blueprints were going to be transported to copy due to the fragility of the blueprints. Community Services Supervisor Norman expressed that the Heritage Conservancy Board worked diligently on the Archive Policy in order to ensure that these issues were addressed when loan requests were made. She continued that the Loan procedure ensures that the archive items are handled correctly in all situations and that the Loan applicant signs and agrees to adhere to the policy and procedure put in place.

Boardmember Erickson amended her motion, moving that the Clarkdale Heritage Center may have access to the specific blueprints that Cindy Emmett requests, with details being worked out with Town staff and the Center. Boardmember Valdez seconded and the motion passed unanimously.

Chairperson Meinke moved to relocate the meeting into the Reading Room. Boardmember Erickson seconded and the motion passed unanimously.

AGENDA ITEM: READING ROOM – A worksession to address items in the Reading Room.

The board members reviewed each item in the Reading Room and designated each item as: an item for auction; item to be relocated into the Archive; item to be relocated to an alternate location in the Clubhouse; or item to remain in the Reading Room. The Board Members agreed

to address the remaining items after all designated items were relocated in order to arrive at an arrangement suitable for meetings.

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

- a. Clarkdale Kiosks
- b. Reading Room Books
- c. St. Cecelia's Church
- d. Reading Room Furnishings
- e. Book on Clarkdale's History
- f. Clarkdale Dances
- g. Clubhouse Furnishings
- h. Adopt-a-Chair

ADJOURNMENT – With no further business and without objection the meeting adjourned at 11:50 a.m...

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager