

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale, Held on May 7, 2009 at 900 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 May 7, 2009 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Members:** John Stevenson, Chairperson  
Sue Hill, Vice Chairperson  
Winnie Bohall  
Elise Rotchford  
Margaret Krznarich  
Roberta Peterson  
Chris Calderon  
**Staff:** Library Manager Hawken  
Community Services Supervisor Norman  
Assistant Town Manager Perry

**CALL TO ORDER** – Chairperson Stevenson called the meeting to order at 9:05 am and noted that all members were present.

**PUBLIC COMMENT** – Community Services Supervisor Norman and Assistant Town Manager Perry introduced themselves.

**MINUTES** – Discussion and consideration of approving the minutes of the regular meeting held on April 2, 2009. Boardmember Calderon moved to approve the minutes. Boardmember Krznarich seconded and the motion passed unanimously.

**REPORT** – No reports.

**ICE CREAM SOCIAL** – Discussion and consideration of the July 4<sup>th</sup> Ice Cream Social.

The members discussed details of the arrangements for the Social, as follows:

- Boardmember Bohall stated she had received a Special Events License Application. Library Manager Hawken will complete the application and submit it to the county. If event requirements are the same as last year, a hand washing station will need to be made available. Community Services Supervisor Norman noted in her past experiences with the county and town events, they request the application to be filed and waive the fees and that they will issue a permit to display.
- It was agreed that the Ice Cream Social will be set up on the other side of the bandstand from previous years. It will now be on the east side. The board requested 3 six-foot tables and 5 chairs.
- Boardmember Hill stated she could supply a card table for the cashiers.
- The price for each item will increase to \$1.00.
- Boardmember Peterson will continue to act as the organizer for the group.
- There are gift cards from last year that can be used to purchase items needed.
- A sign recognizing the donators to display.
- Community Services Supervisor Norman will check with Town Clerk Bainbridge about a tent.

**TOWN OF CLARKDALE RE-ORGANIZATION**– Discussion of the re-organization of the Town’s departmental structure and staffing.

Assistant Town Manager Perry reported on the following information:

1. The past year’s economic situation and other factors coming up soon, mainly Library Assistant Hawley’s retirement, will affect the library. With less funding and staff, the focus at the Town Council’s January Strategic Planning session was on shifting and redefining employee tasks.
2. The new Community Services Department combines Parks and Recreation and the Library in community outreach functions, and is under Assistant Town Manager Perry’s responsibility.

3. Community Services Supervisor Norman, formerly the Parks and Recreation Supervisor, will oversee the Community Services operations, including developing and implementing a town-wide volunteer program.
4. Administrative Assistant Hardie will move from serving under the Town Clerk/Administration Department to Community Services.
5. Both Community Services Supervisor Norman and Administrative Assistant Hardie will move their office spaces to the library. This relocation will provide additional staff support to the library resulting in the ability to expand library hours beginning on June 1<sup>st</sup>.
6. Renovations to the library will be made, including creating office and meeting spaces, carpet replacement and rearranging library items and shelves to allow for more efficiency. This Phase 1 is scheduled to begin in the fall when school is back in session allowing the youth to use the facility during the summer months. The library will be closed during construction to allow for items to be removed from the building and to complete the project in an expeditious manner.
7. The Town has a few optional funding sources that could be used for Phase 1 including the remaining funds from the grant received from Arizona State of Library, Archives and Records, the library donation funds, and Proposition 202 gaming funds under approval from the Council.
8. A task force of Town employees has been working on acquiring stimulus funding as it becomes available. This includes grants for a public computer center for libraries. If successful, this grant would be Phase 2, which would bring fiber broadband internet services and innovative technology to the library.

**FUTURE AGENDA ITEMS –**

1. Next meeting will be in the Administration Community Area.
2. Ice Cream Social

**ADJOURNMENT** - Without objection, Chairperson Stevenson adjourned the meeting at 9:58 a.m.

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

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