

**MINUTES OF A REGULAR MEETING OF  
THE LIBRARY ADVISORY BOARD OF THE TOWN OF CLARKDALE**

A Regular meeting of the Library Advisory Board of the Town of Clarkdale was held on September 3, 2009 at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale.

Board Members:      Chairperson John Stevenson  
                             Vice Chairperson Sue Hill  
                             Roberta Peterson  
                             Chris Calderon  
                             Winnie Bohall  
                             Maggie Krznarich  
                             Elise Rotchford (attended via teleconference)

Staff:                    Library Manager Charlotte Hawken  
                             Community Services Supervisor Dawn Norman  
                             Assistant Town Manager Janet Perry

Others in attendance: Cindy Emmett, Mary Lu Estlick, Robyn Prudhomme' Bauer.

**AGENDA ITEM: CALL TO ORDER** – Chairperson Stevenson called the meeting to order at 9:01 a.m. and called roll: John Stevenson, present; Roberta Peterson, present; Chris Calderon, present; Winnie Bohall, present; Sue Hill, present; Maggie Krznarich, present; and Elise Rotchford, present via teleconference.

**AGENDA ITEM: PUBLIC COMMENT** – Mary Lu Estlick, Vice Chair of the Clarkdale Heritage Center, stated that the Clarkdale Heritage Center will hold a historic buildings and homes tour on December 12<sup>th</sup> and 13<sup>th</sup>. The tour will include St. Thomas Episcopal Church, Clarkdale High School, four homes listed on the National Register of Historic Places, and a walking tour of the businesses on Main Street. After the tour, the group will gather in the Clubhouse for a catered lunch and the opportunity to explore through the Clubhouse, including the Men's Lounge, Ladies' Lounge, Auditorium and if available, the Reading Room. The event will be held in conjunction with Made in Clarkdale and the Library's Annual Book Sale. A meeting for all tour participants is scheduled for September 17<sup>th</sup>. The Clarkdale Heritage Center would like to request an item be placed on the next Library Advisory Board agenda to consider moving the book sale to the Men's Lounge. This would allow the Clarkdale Heritage Center to serve lunch in the Ladies Lounge. She stated that they welcome any ideas about the arrangements and are looking for volunteers to assist with the event.

Robyn Prudhomme' Bauer, representing the Clarkdale Chamber of Commerce, stated that people want to see the entire Clubhouse and she would like to see that happen. She stated that opening night is very busy for the book sale and it might do better in a larger space.

**AGENDA ITEM: MINUTES** – Discussion and consideration of approval of the minutes of the regular board meeting held on August 6, 2009.

**Boardmember Calderon moved to approve the minutes. Boardmember Krznarich seconded and the motion passed unanimously.**

**AGENDA ITEM: REPORTS –**

**CHAIRPERSON’S REPORT** – No report.

**STAFF REPORT** – Community Services Supervisor Norman stated that the Library Board has four terms expiring and that four applications had been received. The review committee has recommended that the four applicants be reappointed to the board. In addition, the committee has recommended to Council consideration to reduce the board to five members in order to be consistent with all other boards and commissions.

Vice Chair Sue Hill stated that her recollection was that the Board was increased to 7 members in order to comply with Yavapai District requirements. Community Services Supervisor thanked Vice Chair Hill for pointing that out and that staff would research it.

**AGENDA ITEM: WORKSESSION – A worksession to discuss Arizona Open Meeting Laws, Robert’s Rules of Order and Boards and Commissions.**

Community Services Supervisor Norman stated that it is staff’s duty to see that board members comply with open meeting laws and that a review would be beneficial. She continued that both the City of Cottonwood and the Town of Jerome are under investigation for possibly breaking open meeting laws.

She distributed a handout and reviewed the following:

- Email Policy
- Agendas –
  - Items not listed on the agenda should not be discussed
  - Wording of agenda items
- Attempts to build a consensus outside of a meeting violate the open meeting law. Board Members must not meet with other Board Members, neither with a majority, nor one-by-one, to discuss items on the agenda.
- Issues that are likely to come up on future agenda items cannot be discussed in person, by telephone, nor by email. Community Services Supervisor Norman gave the example of the Ice Cream Social and Book Sale explaining that they are both annual events and will always be future agenda items and that the Board should not discuss these items.
- Quorums - When the Town is aware in advance that a quorum of a Board or Commission may be in attendance at an event, social gathering, meeting or workshop a Quorum Notice must be posted at least 24 hours in advance. If a quorum of Library Board Members appear at a public meeting, and there is no Quorum Notice posted, the fourth (e.g. 7 member board) representative and any subsequent representatives appearing at the meeting will voluntarily absent themselves from the meeting in order to insure that Open Meeting Laws are complied with.

- Individual representatives must not represent their views or recommendations as those of the Library Board unless the Board has officially voted to approve the recommendation.
- Role of the Chairperson/Vice Chairperson
- Public Comment - The call to the public is subject to a limited response from the Board/Commission and each speaker is limited to 5 minutes. The Board may respond to criticism but may not discuss or take action as this requires the item to be placed on a future agenda.
- Motions-
  - Proper procedure
  - Motion to Amend
  - Motion to Withdraw

**AGENDA ITEM: ICE CREAM SOCIAL – Discussion and consideration of the annual Ice Cream Social.**

Library Manager Charlotte Hawken distributed information about shade canopies. It was noted that the EZ Up canopy is one piece and is easier to handle. Community Services Supervisor Norman shared that Wal-Mart has EZ Up canopies available in two sizes: 10’x10’ or 12’x12’ and that using two 12’x12’ canopies would accommodate the arrangement for a rectangular area as the Board had discussed previously. She continued they are approximately \$120 each and come in a wheeled bag making it easy to carry. There was open discussion on the EZ Up canopies. Chairperson Stevenson stated he would start looking for end of summer sales of the EZ Up canopies.

**Chairperson Stevenson moved to approve funds to purchase canopies. Boardmember Bohall seconded and the motion passed unanimously.**

**AGENDA ITEM: 2009-2010 LIBRARY BUDGET – Discussion of the approved 2009-2010 Library budget.**

The Board reviewed the budget, but had no comments.

**AGENDA ITEM: STATE-GRANTS-IN-AID GRANT - Discussion and consideration of recommending that the Town submit a State-Grants-In-Aid grant application for construction and renovations to the Library.**

Community Services Supervisor Norman informed that the Arizona State Library, Archives and Public Records (ASLPR) notified that it will accept letters of intent to submit a grant application for library construction projects. The deadline to submit the letter of intent is September 25, 2009. She continued that applicants may apply for up to \$100,000, but a dollar-for-dollar match is required. The awards issued are typically in the \$5,000 to \$20,000 range. This current ASLPR grant program could provide additional funding for Phase I of the library if the Public Computer Center Grant was unsuccessful.

**Boardmember Bohall moved to approve recommending that the Town submit a letter of intent to submit a State-Grants-In-Aid grant application for construction and renovations to the Library. Boardmember Krznarich seconded and the motion passed unanimously.**

**AGENDA ITEM: LIBRARY PROGRAMS– Discussion of proposed Library programs.**

Library Manager Charlotte Hawken informed that the Library is offering a Book Club and the first meeting is scheduled for September 12<sup>th</sup> at 9:00 a.m. in the Library.

Library Manager Hawken stated that the library received a grant to present early childhood literacy programs for children preschool age and younger. Currently the library is seeking volunteers to organize and present the program. There was open discussion on the early childhood literacy program.

Library Manager Hawken shared that the library is currently looking for volunteers to offer Homework Hour, Storytime, and a Youth Book Club.

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

- a. **Ice Cream Social**
- b. **Broadband grant, if there is new information**
- c. **Book Sale**

**AGENDA ITEM: ADJOURNMENT – Boardmember Bohall moved to adjourn the meeting. Boardmember Peterson seconded and the motion passed unanimously.** The meeting adjourned at 10:03 a.m.

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

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