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 Wednesday, January 20, 2010 at 4:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street,, Clarkdale, AZ.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher
Paul Peck
Isabel Erickson
Vacancy

Staff: Community Services Supervisor Dawn Norman
Library Manager Charlotte Hawken

Others in attendance: Archive Collections Co-Manager Shawna Jones

AGENDA ITEM: CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:02 p.m. and noted that all members were present.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on December 16, 2009.

Board Member Erickson proposed to revise the wording in the minutes on Agenda Item: Merging the Heritage Conservancy Board into the Clarkdale Heritage Center Board, to state: "into" rather than "with" throughout the minutes of the agenda item.

Boardmember Erickson moved to approve the minutes of the regular meeting held on December 16, 2009 with the proposed changes. Boardmember Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

1. Library Services and Technology Act (LSTA) applications for centennial projects are due March 15, 2010.
2. Six hours of labor was donated in restoring the display case located in the Ladies Lounge.

STAFF REPORTS – A report from Community Services staff members on current events.

1. Community Services Supervisor Dawn Norman thanked the Board Members for attending the Open Meeting Law and Records Training held on January 6th.

2. Community Services Supervisor Dawn Norman informed the Board that the Town of Clarkdale will hold several Presentations to the Public on the Clarkdale Sustainability Park. Boards and Commissions are encouraged to attend. The next scheduled presentations are: January 27, February 22, and March 29. An informational flyer on the Clarkdale Sustainability Project public meetings was distributed.

3. Community Services Supervisor Norman introduced Shawna Jones, one of the new Archive Collections Co-Managers and welcomed Shawna Jones to the organization.

4. The Arizona Historical Records Advisory Board (AHRAB) is accepting grant applications and will conduct a workshop at the Sedona Historical Society on January 26th from 11:00 to 12:30.

5. A Library Services and Technology Act (LSTA) grant workshop will be held at the Sedona Library on January 28th from 9:30 a.m. to 12:30 p.m.

6. The Town is preparing for possible flooding during the next few days and an employee meeting is scheduled for today at 4:30 p.m. in the Ladies' Lounge.

7. The Heritage Conservancy Board financial report for December 2009 was distributed and reviewed by the Board. Community Services Supervisor Dawn Norman informed the Board of current expenses to be deducted: $250.00 for the reupholstering of the Adopt-a-Chair and $42.32 for the last of the blueprint project. Community Services Supervisor Norman reported that proceeds totaling $250.47 for refreshments, 50/50 raffles and donations were turned in for the October, November and January dances. These figures would be reflected on the January finance report.

AGENDA ITEM: ARCHIVE SUPPLIES – Discussion and consideration of purchasing archival supplies.

Archive Collections Co-Manager Shawna Jones stated that she and Archive Collections Co-Manager Lowry have been accessioning materials for the Clarkdale Heritage Center. The procedure they have implemented is after accessioning an item, a hard copy of the record is printed and cataloged and stored in a binder. It was noted that working from the binders is much more accessible than retrieving information from the computer allowing volunteers to assist when researching items. This alleviates any concern that information will be deleted or changed in error on the computer database. Binders, protective sleeves and ink cartridges would need to be purchased in order to implement this procedure. Also, depending on the state of the current archive printer, a new color printer may need to be purchased in the future. Co-Manager Jones stated that after accessioning the museum's items a new printer had to be purchased due to the wear and tear on the printer.

Archive Collections Co-Manager Jones stated that in addition, it is useful to reproduce archival documents in order to preserve the original items. The reproductions would then be used for research or loan requests in place of the originals.

Board Member Erickson stated that she would like the Co-Managers to review and utilize the supplies that are already in the archive. If additional supplies are needed, she would like a list of items and their estimated costs presented at the next meeting.

There was open discussion on the current supplies stored in the archive and the ability for the Co-Managers to proceed with accessioning without any delay caused by needing approval from the Board for expenditures.

Chairperson Meinke moved to approve purchasing supplies for up to $500 from the Heritage Conservancy Board Donations account. Board Member Erickson seconded and the motion passed unanimously.

AGENDA ITEM: CLUBHOUSE LIGHT FIXTURES – An update on the work being done on the exterior light fixtures from the Ladies' Lounge of the Clark Memorial Clubhouse.

Community Services Supervisor Norman informed the Board that prior to December's Regular Meeting Dave McDonough had submitted a letter on the progress of the Clubhouse Light Fixtures project. Staff had not been notified of this until after the meeting took place. This letter was included in their packet for their review.

Board Member Erickson noted that the letter was not included in the packet.

Staff apologized and informed that the letter would be emailed to the Board Members after the meeting.

AGENDA ITEM: MERGING THE HERITAGE CONSERVANCY BOARD INTO THE CLARKDALE HERITAGE CENTER BOARD – Work session on merging the Heritage Conservancy Board into the Clarkdale Heritage Center Board.

Chairperson Meinke stated that he reported the Heritage Conservancy Board's discussion to the Clarkdale Heritage Center at last month's meeting. Due to the item not being on their agenda it could not be discussed. This item is scheduled for discussion on the next agenda for the Clarkdale Heritage Center Board Meeting.

Community Services Supervisor Norman requested clarification on Board Member Erickson's proposal regarding Town buildings. Board Member Erickson stated that the Town would retain ownership of all buildings and will be responsible for reservations and scheduling the use of the facilities.

Community Services Supervisor Norman informed that a discussion had not yet taken place with Town Clerk Bainbridge regarding the proposal. There were several items for the Town Manager and Town Clerk to review with regards to the proposal.

Board Member Erickson reiterated that the Town would maintain ownership of the current archival items and the Center would manage the items.

AGENDA ITEM: BANK FIXTURES AND FURNISHINGS – Discussion and consideration of a loan request for bank fixtures and furnishings.

Community Services Supervisor Norman stated that the Town had a lease agreement with the previous owners of the bank building to display the original bank fixtures and furnishings. In 2006 the property was sold and currently there is no agreement with the new owners. In order to resolve this, staff requests that the bank fixtures be handled in accordance with the Town Archive Policy under Section IX. Loans.

There was open discussion on the bank fixtures and furnishings located in the clubhouse along with the bank fixtures and furnishings housed and displayed at 907 Main Street.

Community Services Supervisor Norman stated that the current owner has expressed interest in additional bank fixtures/furnishings on display in the Clubhouse, more specifically the bank customer counter located in the Ladies' Lounge and the bench in the Reading Room. If the Board approves the loan request including making the additional fixtures available to the owner this would help in freeing up some of the space in the Clubhouse.

Board Member Erickson expressed that she would like to make all of the bank fixtures and furnishings available to the owner if they are interested.

Boardmember Erickson moved to approve a loan request for the bank furnishings and fixtures including the items located at 907 Main Street and any other additional bank fixtures that may be of interest to the owner, by Mr. David Conlin, Trustee of the Conlin Family Trust, with the stipulation that all loan items will be located and on display at 907 Main Street, with an annual inspection and renewal period. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: WALKING TOUR BROCHURE – Discussion and consideration of reproducing the Walking Tour brochures.

Board Member Erickson stated that the Chamber of Commerce would like to have a supply of brochures to include in the new resident packets along with some for their information kiosk. The Clarkdale Heritage Center would also like to have some to distribute and to place on display.

Archive Collections Co-Manager Jones stated that she had contacted Little Lisa's on reproducing the brochure and the estimate was about $3.00 each to reprint them.

Library Manager Charlotte Hawken informed that there are currently 900 or more brochures stored in the Archive.

There was open discussion on displaying and distributing the brochures. The consensus of the Board was it was beneficial to display and distribute the brochures at the Clarkdale Chamber of Commerce, in the new resident packet, at the Clarkdale Heritage Center and at Town Hall.

The Board Members agreed to postpone a decision on this issue due to a supply being on hand.

AGENDA ITEM: PROTECTIVE FURNITURE COVERS – Discussion of the storage locations and use of the furniture protective covers purchased to protect the Clubhouse furniture.

Community Services Supervisor Norman stated a change to the proposed storage locations and amounts was made. There were now six pads located in the wooden box in the Ladies Lounge hallway and six pads in the wooden box located in the Men's Lounge. Due to the card room being open and accessible at all times there would not be any pads stored in the card room. There was open discussion on the storage of the pads and the Board thought the locations were ideal.

There was open discussion on events and how the Board would be informed of the events and the need to cover the furniture. It was decided that Town staff will inform the Board Members when there are events planned in the Clubhouse and the furniture needs to be covered.

AGENDA ITEM: ADOPT-A-CHAIR - Discussion of the completed first project of the Adopt-a-Chair program.

Board Member Erickson informed that the first Adopt-a-Chair was finished and was placed at a desk in the Reading Room.

AGENDA ITEM: ADOPT-A-CHAIR PROJECT - Discussion and consideration of the next item for the Adopt-A-Chair project.

There was open discussion on items needing to be refinished or repaired. Community Services Supervisor Norman informed that one of the tables located in the Ladies' Lounge had a loose top. There was open discussion on how to repair the table and approximate costs for the repair.

Boardmember Erickson moved to approve establishing an Adopt-a Chair fund for the amount of $100 to repair the wood table in the Ladies' Lounge that has a loose top. Vice Chairperson Wombacher seconded and the motion passed unanimously.

At the request of Community Services Supervisor Norman, Chairperson Meinke reopened Agenda Item: Informational Reports - Staff Report.

Community Services Supervisor Norman stated that the February Meeting packet would be prepared a week earlier than usual and would be sent out two weeks prior to the meeting via email.

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

1. ***Merging the Clarkdale Heritage Conservancy Board into the Clarkdale Heritage Center Board***
2. ***Arizona Historical Records Advisory Board grant.***
3. ***Reimbursing the display case repair costs.***
4. ***Archive supplies***
5. ***LSTA grant***
6. ***Report on archival supplies and grant project.***

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:16 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: Charlotte Hawken
Charlotte Hawken, Library Manager