

**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 January 7, 2010, at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Sue Hill
 Vice Chairperson Winnie Bohall
 Maggie Krznarich
 Roberta Peterson
 Elise Rotchford (absent)
 John Stevenson (absent)

Staff: Library Manager Charlotte Hawken
 Community Services Supervisor Dawn Norman

Others in attendance: None.

AGENDA ITEM: CALL TO ORDER –Chairperson Hill called the meeting to order at 9:08 a.m. and noted that Board Members Stevenson and Rotchford were absent.

AGENDA ITEM: PUBLIC COMMENT – None.

AGENDA ITEM: MINUTES – Discussion and consideration of approval of the minutes of the Regular Board Meeting held on December 3, 2009.

Board Member Bohall moved to approve the minutes as written. Board Member Peterson seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON’S REPORT – None.

STAFF REPORT –

1. Community Services Supervisor Dawn Norman thanked the Board Members for attending the Open Meeting Law and Records Training held on January 6th.
2. 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. The flier was distributed to the Board Members.
3. Community Services Supervisor Norman updated the Commission on the status of the Library Public Computer Center Grant. To date, only 18 stimulus grants have been issued nationwide, four of which were public computer centers. The Town has not received word if the grant has been rewarded or denied. The NTIA, the federal agency reviewing the grants, asked the Governor’s of each state to prioritize the projects that were submitted in their states. Clarkdale’s Library grant was not included in the Governor’s recommendation to NTIA. However, the federal government is not following those recommendations. If and when the second round for applications is opened, Clarkdale will apply for the second round if the first application is denied. This date has not been released.

AGENDA ITEM: BOOK SALE – Discussion and consideration of the annual December Book Sale.

There was open discussion on the following issues:

1. The decision to keep and store the books remaining from this year's book sale for next year is that there were fewer books removed from the library inventory to sell in 2009 than what was pulled from the shelves in 2008. The Board Members were concerned that there may be fewer books pulled from the library inventory in 2010. The idea was to save mysteries, fiction and children's books.
2. Some of the boxed up books could be put out for sale for \$1.00 on the library entrance shelves.
3. Proposed storage locations for the remaining books. The pool room is used as a dressing room by the theater group. Other Clubhouse basement areas are not available for storage because of creating a fire hazard. There is an exterior space under the library entrance steps, but it is unsuitable for storage of books. Staff will research possible storage locations.
4. The 2009 book sale brought in approximately \$1,050.00.
5. Book Sale Location - There would be more room for sale books in the Ladies' Lounge if the bank counter was moved out and the tall cabinet was moved over to make room for two tables on the south wall. The round tables could be relocated to the Men's Lounge, but they are useful for the sale.
6. There was consensus among the members that moving the book sale to the Men's Lounge would not be workable due to other scheduled events in the Men's Lounge in early December. Relocating to the Men's Lounge would also lose the convenience of people going directly from the art exhibit in the auditorium to the sale in the Ladies' Lounge.
7. In 2008 and 2009 the Library Board's poinsettias were moved out of the Ladies' Lounge before the Friday evening opening of the book sale and put in the Men's Lounge for the Santa event on Saturday. The Board Members requested that they remain in the Ladies' Lounge on the opening of Made in Clarkdale on Friday evening.

AGENDA ITEM: REPORT ON LITERACY GRANT – Report on Literacy Grant.

In 2008, Library Advisory Board Member Elise Rotchford suggested applying for a Library Services and Technology Act (LSTA) grant for an early literacy program for parents and caregivers of young children. Town Clerk Bainbridge submitted the grant and \$3,200 was awarded on June 8, 2009. No one responded to a request in the Town's news flyer for volunteers to conduct the program. Therefore, we are developing a job description for a paid position. The plan is to have a main teacher along with an assistant in order to allow that the program take place regardless if one or the other is unable to attend due to illness, etc. The deadline for spending the funds is August 2, 2010.

Vice Chairperson Hill and Board Member Peterson stated they would be interested in seeing the program materials and might be available to conduct the program.

AGENDA ITEM: FIVE-MEMBER BOARD – Discussion of five-member Library Board.

Chairperson Hill stated that she had requested this item to be discussed. She expressed she had concerns that by changing the board member number to 5 may negate the agreement held with the Library District.

Community Services Supervisor Norman explained that when Board Member Chris Calderon resigned, the Town Clerk's office investigated the issue and determined that Council could reduce the number of members to five in order to be consistent with other Town Boards and Commissions. She explained that as long as all of the current members wanted to continue on the Board that the Library Board would continue with 6 members. The change would be implemented when one of the members decided they no longer wanted to participate on the Board. The reduction would be achieved through attrition.

Vice Chairperson Bohall stated that the change would allow for the Library Board to be consistent with the other Boards and Commissions, in addition, it would be easier to keep a full board with fewer members.

Community Services Supervisor Norman stated that if the five-member board is in compliance with the Library District Agreement, the Town Council would implement the change to the Town ordinance when the sixth member of the current board members resigns. She continued that until the Board is changed by the Town Council; the Library Board is still a seven member board and requires a quorum of four members to hold a meeting.

Chairperson Hill expressed that the Board should have clear current information from the Library District about this issue in order to ensure that this change would not affect the agreement with the District. Staff informed that they would provide the appropriate documentation from the District to the Board to confirm this.

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

- a. Five member board
- b. Literacy grant report
- c. Canopy for Ice Cream Social

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

Community Services Supervisor Norman thanked Chairperson Hill for decorating the Library for the holidays. It was a nice surprise to staff members and was much appreciated.

AGENDA ITEM: ADJOURNMENT –

Board Member Peterson moved to adjourn the meeting. Board Member Krznarich seconded and the motion passed unanimously. The meeting adjourned at 10:05 a.m.

APPROVED:

Sue Hill, Chairperson

SUBMITTED:

Charlotte Hawken, Library Manager