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 March 4, 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 (absent)
Roberta Peterson
Elise Rotchford
John Stevenson (absent)

Staff: Library Manager Charlotte Hawken
Community Services Supervisor Dawn Norman
Assistant Town Manager Perry
Public Works Director Burroughs

Others in attendance: None.

AGENDA ITEM: CALL TO ORDER –Chairperson Hill called the meeting to order at 9:07 a.m. and noted that Board Members Stevenson and Krznarich 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 January 7, 2009.

Board Member Bohall moved to approve the minutes with a minor correction. Board Member Peterson seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT – None.

STAFF REPORT –

Community Services Supervisor Dawn Norman reported the following:

1. She invited the Board Member's to attend the annual Volunteer on Tuesday, April 13th, at 5 p.m. in the Men's Lounge. Invitations were distributed to the Board Members.
2. She thanked Boardmember Bohall for taking the initiative to get donations of small portable shopping baskets from Walgreens and Essentials Beauty Supply for patrons to use in the library.
3. She noted that Flora Stafford, the Library's Storytime facilitator, has been ill and Boardmember Rotchford, Flora's daughter, filled in for her and had a wonderful program for the kids.

Assistant Town Manager Perry stated that with the current economic situation, the Town had two positions eliminated last week. The job duties for those positions are being shifted to other staff members in the organization. One of the topics discussed at the Council's

Strategic Planning session last Friday was the impact of the increase of job duties being transferred. This discussion included implementing adjustments to the board and commission meetings - reducing the frequency of meetings and recruiting volunteers for minute taking to alleviate the impact. The outcome of the discussion was to hold meetings every other month for the Library and Heritage Conservancy Boards. She stated she will develop a meeting timetable for the Library Board and that the meetings will be held every other month. She will pass the information on to Library Manager Hawken, who will forward it to the board members.

AGENDA ITEM: LIBRARY IMPROVEMENTS– Discussion and consideration of library improvements.

Community Services Supervisor Norman stated that the Town's grant application through the NTIA was declined on the library project in the first round of federal stimulus applications. Staff reviewed this project and will not reapply for stimulus funds in round 2. She stated that the town has become aware of another grant opportunity for library construction, enlargement or improvements through USDA (US Department of Agriculture) Rural Development under the American Recovery and Reinvestment Act. The plan is to achieve the larger Phase II project in several phases rather than in one big leap and will start by applying for the construction portion through the USDA Rural Development grant. Currently, staff is focusing on the Phase I project which will incorporate the approved State-Grants-in-Aid Construction project. This Sate-Grants-in-Aid has a completion deadline of June 30th. Staff inquired and received authorization from the state to expend the remaining grant funds on purchasing the construction materials and supplies by June 30th with the intent to perform the construction during the fall when school is back in session.

Public Works Director Burroughs presented carpet and tile samples to the Board. There was open discussion on the samples. The carpet would have a low pile and the tile would be low maintenance and be installed in the entrance, circulation desk and the restroom areas. The Board Members selected the samples of choice.

AGENDA ITEM: LIBRARY SERVICES AND TECHNOLOGY (LSTA) GRANT APPLICATION - Discussion of the Library Services and Technology Act grant application.

Community Service Supervisor Norman stated that the Town Council approved the submission of two LSTA grants applications. The first application is for technology that will be coordinated with the Yavapai County Library District, as the District will be receiving a portion of the stimulus funds awarded to the State Library. Our application will focus on wireless internet service and laptop computers for the library.

Community Services Supervisor Norman continued that the second application is under the centennial experience category. This grant is being written by Shawna Jones, one of the Archive Co-Managers, and will be for developing a movie and book of oral histories of Clarkdale's 100 year history. The movie will then be shown in the Town Park during the centennial celebration in 2012. Both the movie and book will be available in the library for patrons to check out. In addition, this project includes the purchase of Two Mac computers and video equipment which will be placed in the library and made available to patrons to create movies and other digital

media. This equipment is the same equipment used at both the high school and college for their digital media classes.

There was open discussion on the equipment, including the benefits to the community and concerns regarding upkeep and maintenance and the possibility of equipment breaking.

AGENDA ITEM: NON-CATALOGUED BOOKS – A work session to discuss non-catalogued books.

Community Services Supervisor Norman noted that there are 1927 and earlier books stored in the Reading Room of the Clubhouse as well as in the library. These books were stored with the intent that the Reading Room would be restored to its earlier condition. Staff did not know if the Board was aware of these items and thought the Board should discuss the items and make a recommendation to staff on how to proceed. Staff could continue with storing the books in the Reading Room in hopes that the room would be restored to its original state. Another option would be for the Board to evaluate the books and their value, if any. After an inventory of the books is conducted the Board could then make a decision on how to proceed. The Board could consider holding a collectors/classic book sale, perhaps jointly with the Jerome Library.

Discussion included the question of knowing anyone with expertise on old books. The members agreed to go through the books and to create an inventory of what was there. After the inventory was completed each Board Member would then research the inventory online attaining the value of the books. When this was completed the Board would then discuss and determine on how to proceed.

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

a. ***Non-catalogued books***
b. ***Ice Cream Social***

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

Community Services Supervisor Norman stated she will check with Town Clerk Bainbridge on the Ice Cream Social and if it is required to hold meetings in order for them to discuss the event.

AGENDA ITEM: ADJOURNMENT –

Board Member Peterson moved to adjourn the meeting. Board Member Bohall seconded and the motion passed unanimously. The meeting adjourned at 10:13 a.m.

APPROVED: _____
Sue Hill, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager