**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 May 6, 2010, at 9:00 a.m. in the Clark Memorial Library, 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: Community Services Supervisor Dawn Norman
Assistant Town Manager Janet Perry
Public Works Director Steve Burroughs

Others in attendance: None.

**AGENDA ITEM: CALL TO ORDER** –Chairperson Hill called the meeting to order at 9:00 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 March 4, 2010.**

***With no objection, Chairperson Hill moved Agenda Item 3. MINUTES to follow after New Business in order to allow the opportunity for all Board Members to review the minutes prior to calling the vote.***

**AGENDA ITEM: REPORTS**

**CHAIRPERSON'S REPORT** – None.

**STAFF REPORT –**

Community Services Supervisor Dawn Norman reported the following:

1. She thanked the Board Members for their hard work and dedication to the Town. She presented the Board Members who were not able to attend the Volunteer Appreciation Event with a token of appreciation and expressed that they were missed.
2. She informed that the library will be acquiring 4 laptops, 2 desktops, and wireless internet service through the Yavapai County Library District. This funding was a portion of the stimulus funds awarded to the Arizona State Library.

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

Chairperson Hill reported that the inventory of the books in the Reading Room had been completed and that there was over 1,000 books.

There was open discussion on the book collection. Board Member Rotchford informed that she had an acquaintance in California who is the owner of an old and rare book store who has

expertise in collector books. She has offered her service to review the list of books to identify which, if any, were valuable in the collection. The consensus of the Board was to provide the list to Board Member Rotchford to have the collection reviewed.

Community Services Supervisor Norman informed that Staff will be holding a work session to discuss the collection and options on how to proceed on the project.

There was open discussion on what books should be kept in the cases of the Reading Room. Chairperson Hill stated that she would like to keep books relating to Clarkdale and the Southwest in the cases and that she would like to see the Reading Room brought back to its original state.

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

Public Works Director Burroughs presented the Board with changes in the plan including the multi-use room and the relocation of the kids area. There was open discussion on the changes and the use of the multi-use room.

Public Works Director Burroughs stated that he had received several proposals on the project. The original intent was to hire a contractor to complete the project from start to finish but due to the discrepancy in project costs versus the funding available this was not an option. In order to save on costs, portions of the project will be performed in-house including the electrical and moving of the books. In addition, rolled carpet will be used in place of the carpet tiles due to the large difference in price – carpet tiles are $4.50-$5/carpet tile versus rolled carpet coming in at approximately 2/3 less. There was open discussion on the carpeting and tile.

Public Works Director Burroughs stated that proposals were coming in over $26,000 and the funding available for the project is approximately $23,400, this figure includes the remaining funding from the State Grants-in-Aid grant. Community Services Supervisor Norman informed the Board that there was $5,800 in the Library Donation Account. She proposed if the Board would consider making these funds available in order to make up the difference. There was open discussion on making the Library Donation Account available for the project. Public Works Director Burroughs stated that he could present a more accurate figure to the Board for their approval.

***Board Member Bohall motioned to approve the use of Library Donation funds to make up the difference subject to the Board's final approval. Board Member Peterson seconded the motion. The motion passed unanimously.***

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

Community Services Supervisor Norman informed the Board that the two canopies had been ordered and received.

There was open discussion on the following:

- Board Member Peterson would prepare and send out letters for donations. Letters will be sent to the same donors.
- Location of the Ice Cream Social.

- Chairperson Hill will take care of press releases, Small Talk article, and Public Service Announcements on the radio.
- Chairperson Hill will contact Board Member Stevenson to ask him to contact Verde Canyon Railroad for a donation of ice cream.
- Special Meeting on June 3, 2010, at 9 a.m. to review inventory of items and finalize plans, including coolers.

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

a. ***Library Construction Project***
b. ***Ice Cream Social***
c. ***Book Sale***
d. ***Reading Room Book Collection***
e. ***Strategic Planning Worksession***

**AGENDA ITEM: MINUTES – Discussion and consideration of approval of the minutes of the Regular Board Meeting held on March 4, 2010.**

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

**AGENDA ITEM: ADJOURNMENT –**

***Board Member Peterson moved to adjourn the meeting at 9:51 a.m. Board Member Bohall seconded and the motion passed unanimously.***

**APPROVED:** _____
Sue Hill, Chairperson

**SUBMITTED:** _____
Charlotte Hawken, Library Manager