

AGENDA



**JOINT WORK SESSION
MAYOR and COMMON COUNCIL
and the
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106**

**WEDNESDAY, AUGUST 8, 2007
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**

Discussion of the following:

4. **Strategic planning for a new library. Discussion may include, but not be limited to topics such as a new location for the library, costs, and funding options.**
5. **Adjournment**

Posted by: J. Jones

Date/Time: 8-3-07

8:50 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, June 17, 2004
6:00 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motion to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. Call to Order

The meeting was called to order at 6:04 p.m.

2. Roll Call

Chairperson Doering, Vice Chairperson Deming, Commissioners Crane, Teets and Graf were present: Yager and McClaskey were absent.

Also Present:

Library Director Gerard Laurito, Town Manager Bill Lee, Recording Secretary Margaret Harper, and three members of the Library Endowment Group: Winojean Harris, Sharon Massey, and Dorothy Wood.

3. Pledge of Allegiance

Commissioner Crane led the Pledge of Allegiance.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a) Approval of the Minutes:

1) Regular Session – May 20, 2004

b) Set Next Meeting, Date and Time:

1) Regular Session – July 15, 2004 at 6:00 p.m.

On a motion by Graf, seconded by Deming, the Consent Agenda was unanimously approved as presented.

5. Call to the Public for Items not on the Agenda.

There was no public input.

 **6. Discussion, update and possible recommendation on the location of the new library. This may include a discussion of the proposed Cliffs site and the present Town Hall site.**

On a motion by Graf, seconded by Teets, the Commission unanimously recommended that the new Library site be the Town Hall site.

On a motion by Doering, seconded by Graf, the Commission unanimously agreed to hold a Work Session on June 24th, 2004, at 6:00 p.m. to discuss and recommend a letter to Council.

Library Director Laurito pointed out a three-page set of criteria that had been included in the agenda packets, explaining that it covered almost everything related to the physical location of a library. He then proposed a rating system of 1 to 5 for comparing the Cliffs site with the Town Hall site. Requesting additional input from Town Manager Lee during the discussion, the Commission proceeded to evaluate the main areas, point by point, with each member using the suggested rating system.

A BRIEF RECESS WAS TAKEN AT 7:26 P.M. TO INFORMALLY REVIEW THE PLAT OF THE PROPOSED TOWN SITE.

**THE MEETING WAS RESUMED AT 7:40 P.M.
PUBLIC INPUT**

Sharon Massey, a present Board Member of the Camp Verde Library Endowment and a past member of the Library Commission from 1998-2000, said that the Board was given a charge at that time by the Council to bring back data on a new library, what was needed, and the vital statistics. She described their findings from tours of various libraries, focusing her comments on the design and architecture, size, uses, costs and parking considerations; no actual comparison between the two sites set forth in the agenda item was addressed; however, she did say she was now torn between the two sites, and emphasized the need for adequate parking.

Winojean Harris said she agreed with Ms. Massey, describing recent out-of-state trips she had made where she had seen their libraries built next to court houses and the resulting convenience of that location. Ms. Harris added that for the Town Hall site, she was partial to locating the Camp Verde Library at Fain and Main.

There was no further public input.

During the earlier discussion a poll had been taken on the members' ratings; Director Laurito announced that calculating the overall average indicated the Town Hall site being favored over the Cliffs site by a close consensus of 149.8 to 136.5.

It was decided that representatives from the Commission will present a letter from the Library Director to the Council at a future meeting to make a formal recommendation of the Town Hall site, and outlining a comparison of the points that the Commission considered as more and less important.

There was also a discussion regarding setting a work session to review the proposed letter before presentation to Council, and the Commission agreed on June 24th, 2004, at 6:00 at the Library.

7. Report, and discussion on the CIP process.

Library Director Laurito said he had nothing new to report on the CIP process.

8. Discussion and possible recommendations concerning investment strategy for the library funds in the bank.

Commissioner Teets provided copies of a handout using hypothetical amounts to invest, length of terms of deposit, with comparisons between Treasury notes, bank CDs, as well a mortgage-backed security, such as a Ginny Mae. The Commission agreed that the funds now on hand would be available for at least two years or more and should be earmarked for a special purpose; Director Laurito will meet with Finance Director Bullard to discuss those investment possibilities.

9. Call to the Public for Items Not on the Agenda

There was no public input.

10. Discussion and consideration of the Director/Staff Report

Director Laurito had nothing further to add to his report that was in the agenda packet, only that the circulation keeps increasing.

11. Commission Comments, Informational Reports, Activity Updates, and Agenda Item Requests.

Chairperson Doering announced that the State is working on a process that will post Amber Alerts on the internet, and information on those alerts may be posted in the Library. Also, Doering is researching the possibility of a grant through some foundations; there is nothing to report as yet.

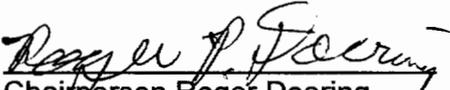
AGENDA ITEM REQUESTS:

Report and Discussion on the CIP Process.

Report, Discussion and possible recommendations concerning investment strategy for the library funds in the bank.

12. Adjournment

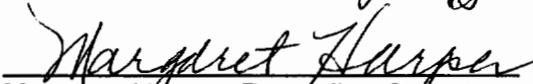
On a motion by Graf, seconded by Deming, the meeting was adjourned at 8:16 p.m.


Chairperson Roger Doering

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Library Advisory Commission of the Town of Camp Verde during the Regular Session of the Library Advisory Commission of Camp Verde, Arizona, held on the 17th day of June, 2004. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 15th day of July, 2004.


Margaret Harper, Recording Secretary

Arizona or within a local authority, lead to significant capital investment in Arizona or within a local authority, and make a significant contribution to the economy of the state or within a local authority. Mr. Belshe said that the Out of Africa project has been determined to fit all three of those criteria, citing the projected 95 new jobs and a capital investment of about \$4.5 million. Mr. Belshe presented a facsimile check to the Town in the amount of \$245,460 as a visual representation of the amount being donated for the work on the road and utilities, explaining that each phase will be reimbursed as the work is completed, for the total amount indicated. A copy of the facsimile check will also be provided to the Harrisons, owners of the Out of Africa development.

Mayor Dickinson expressed appreciation for the support of the State of Arizona, and commended the staff on their diligent efforts resulting in the grant coming to the Town.

6. Discussion, consideration, and possible authorization to assist with transportation funding for the Verde Valley Veterans Van, L.L.C. to provide transportation to and from medical appointments.

On a motion by Gioia, seconded by Reddell, the Council unanimously authorized granting the request for \$3,284 for Verde Valley Veterans Van, L.L.C. to assist our veterans in medical transportation, and that the Town authorize \$1313.60 which is 40% of the LTAF grant as required, for the total of \$3,284.

Mayor Dickinson introduced Camile Severson who described the service provided by the Verde Valley Veterans Van, transporting veterans to and from their medical appointments, maintaining a patient list of over 700 and averaging two trips a day, from the Cornville-Camp Verde area to the Cottonwood, Prescott, or Phoenix VA clinics. Ms. Severson outlined the veterans organizations in Cottonwood and Camp Verde that founded and participate in the organization, and the vans currently owned and being used. Operating costs are funded by grants and donations from patients, the towns and the veterans organizations; 17 volunteers are involved in the program. During a brief discussion with the Council, Ms. Severson said that since beginning with an original grant five years ago, this will be the first time that towns are being approached for funds. The Council discussed the possibility that the Veterans Van program also might be eligible for Dial-A-Ride funds, and Finance Director Bullard agreed that the amount of approximately \$1300 to \$1400 would be available.

An unidentified member of the public expressed interest in scheduling information, and Ms. Severson outlined the days and hours based on patients' appointment times. Ms. Severson added that the organization also assists youth programs and operates on community-based needs as well, depending on availability apart from the veterans' needs that have first priority.

There was no further public input.

 **7. Discussion, consideration, and possible acceptance of Library Advisory Commission's recommendation for the new library site to be included as part of the "Town Hall Master Plan".**

On a motion by Reddell, seconded by Baker, the Council unanimously accepted the Library Advisory Commission's recommendation that the Town library be placed on the Town Hall site, preferably facing Fain Street, "preferably" since an architect is working on the site to make it work in the best fashion for all; any funding received from the five-acre Cliffs site be set aside and earmarked for construction of the new Library.

Library Commission Chairperson Roger Doering spoke on behalf of the Commission, quoting verbatim the official response that had been sent to the Council by letter outlining the decision of the Library Commission based on a detailed comparison of the Cliffs site, which had previously been favored and the recently proposed Town site, resulting in a very narrow margin for now

recommending the Town site, with the request that consideration be given to locating the library off of Fain Street. The Commission also recommends that proceeds from the Town's acquisition of the Simonton property donation be earmarked for the new library.

PUBLIC INPUT

Jim Ash, Treasurer of the Camp Verde Library Endowment, although preferring the Cliffs site, said he was glad that a site has been decided upon. One of the roadblocks for the Endowment group has been lack of a specific location when asking for grants for the library, and that has now been determined. Mr. Ash expressed his belief that the Cliffs property could be sold, and suggested that if the property might be sold for less than \$300,000 he would request first right of refusal. He also requested that any funds gained from that property be given to the Library Endowment.

Mayor Dickinson assured Mr. Ash that the intent of the Council was for any proceeds from the property to go to the library fund and could be included in a motion. There was appreciation expressed by the Council for the hard work done by the Library Commission in arriving at a consensus on a site so that the project can move forward.

Finance Director Bullard requested clarification of references to funds for the Library, and recommended that Council not turn over funds to a citizens group, such as the Library Endowment, since that may not be legal to transfer Town-owned property to a citizens group. He added that the funds could be set aside for the specific purpose of construction of the new Library.

Further input from Mr. Ash expressed his concern that in years past monies set aside in the city funds for the library have somehow disappeared, and perhaps the funds now being discussed might end up being invaded to meet financial needs of the Town. Finance Director Bullard assured Mr. Ash that by Council direction a special revenue fund would be established. He suggested meeting with Mr. Ash to further explore Mr. Ash's suggestion that monies have disappeared in the past. Mayor Dickinson also assured Mr. Ash that in 17 years the Town has never failed an audit; no Town money has ever disappeared.

There was no further public input.

8. Staff Update/Discussion, consideration, and possible direction to staff regarding the General Plan Amendment public participation schedule and election date.

Wendy Escoffier, Planner/General Plan Administrator, reviewed the steps being taken by contacting organizations, setting up open houses for community participation, and the schedule for agency review and subsequent Planning Commission review in order to set an election for either March or the following May. The Council agreed that the work should proceed as efficiently as possible, but to keep in mind that if the March date becomes unrealistic, an election date in May would be a buffer. In further discussion, it was suggested that direction be given to staff to aim for the May election date, thereby being able to work through the process methodically, with the benefit of an extra 60 days. Ms. Escoffier confirmed that in the prior efforts on the General Plan 23 public meetings had been held for public input. Currently the General Plan is posted on the website, both the 1998 Plan and the one that failed, and there will be publicity in the Town page, and possibly mailings through the water companies.

Attorney Kriegh added that one reason for staff trying for the March election was the fact that there is not always an election held in May, which would mean a separate expense for a special election. Ms. Escoffier said that in the interim staff will report back to Council with updates.

There was no public input.

*in packet - Council Reg Session
7-7-2004*

**Camp Verde Library
Commission**

Memo

To: Mayor & Council of the Town of Camp Verde

From: Camp Verde Library Commission

CC: Town Manager Bill Lee

Date: 6/29/2004

Re: Location of the new library

At our June 17th meeting we evaluated 2 possible locations for our new library; a 5-acre parcel within the Verde Cliffs Development and a 15,000 sq ft footprint as part of the Town Hall Master Plan. We used the attached criteria and a 1 – 5 rating system. Out of a possible total of 175 points, the “Town Hall” site received 149.8 and the cliffs site received 136.5. As indicated by the scoring, we found each site to be highly desirable, and that both sites had a different set of difficulties and attractive features. Either site would be suitable and acceptable as the location of the new library. Based on the results of this evaluation, we recommend that the new library be built on the Town Hall Site.

In discussions with Town Manager Bill Lee at our last regular meeting, Mr. Lee indicated that the location of the library within the Town Hall Master Plan was flexible. The Commission feels that locating the library off of Fain St. reduces some of the concerns that were expressed about the Town Hall location (parking and town events).

The Commission recommends that the proceeds from the town’s acquisition of the Simonton property be earmarked for the library.

Handout #7 – Site Selection

For **Academic Libraries**, library site selection is tied to long term master campus planning. Because the academic library is regarded as the “heart” of the campus, location must be tied to the long-term growth plan for the entire university. The size of the site must be sufficient to support the growth and changes expected in the library program. The question of one main library versus branch and departmental libraries must also be considered because these issues will certainly impact site location and size.

School libraries are usually located as an integral part of the school campus in an area of the school that is central and convenient to all. This usually means in the center of the school building or complex of buildings. However, as is the case in some communities, the school and public library may share a joint building. In this case, it is best to locate the joint library at the edge of the campus to allow easy access by public library users and to keep public library users from entering the campus.

Public libraries need to be at the center of the community they serve. When this author has been asked where to locate a community library, the answer is on the corner opposite McDonalds. The issue of location of a public library often is one of the most difficult to deal with, as shown by the experience in Chicago where the two major newspapers carried on an editorial exchange for a year on the best site for the new main library.

Following are some of the criteria to consider when selecting a site. Not all of the criteria are applicable to all types of libraries. The chart below may be used as a rating tool by assigning values and weights to the criteria.

Criteria	Rating
General Conditions	
Site convenient to the population served	
High Visibility and Identity as a Library	
Site within budget	
Easy to acquire site	
Highest and best use of the site	
Area zoned for the library	
Will existing structures need to be demolished	
Are there liability or nuisance factors adjacent to site	
Will the library have a negative impact on surrounding activities	
Will the building fit the architectural style of the neighborhood	
Will the building work with the traffic flow of the adjacent areas	

Handout #7 – Site Selection

Location	Rating
Accessible to all segments of the population served	
Acceptable to all segments of the population served	
Compliments existing and planned projects in the area	
Creates a connection to surrounding communities	
Site will increase library usage over other potential sites	
Evening office, retail, or cultural activities in the area	
Daytime office, retail, or cultural activities in the area	
Any safety issues for staff and/or customers at the site	
Accessibility	
Auto	
Bus	
Walking	
Bicycle	
Accessible to people with disabilities	
Extent of traffic congestion in the neighborhood	
Easy freeway and local street access	
Adequate parking available in terms of spaces and costs	
Size and Shape	
Site meets the minimum size floor plate of the library	
Site permits green and hardscape areas around the library	
Expansion potential	
Flexibility of building configuration	
Building efficiency	
Site Imposed constraints on design	
Site capacity of building on the site	

Handout #7 – Site Selection

Environmental	
Site free of hidden problems (seismic, geology, topography, Archeology, buried objects, or toxic waste).	
No neighboring facilities that pose environmental risks	
No neighborhood nuisance problems	
Advantages or disadvantages to the Slope of the Land	
Social Issues	
Will be a destination, a special place belonging to everyone	
Will improve the overall social life of the community	
Will function as a common community center	
Will not evolve into an attraction for street people	
Cultural Issues	
Synergy possible with other cultural agencies near the site	
Venue for attracting performing and visual arts programs	
Area that will draw people to cultural programs	