MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, January 17, 2008
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions 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 6:34 p.m.

2. **Roll Call**
Chairperson Mina, Vice Chairperson Heuman, Commissioners Nielson, Doering, Pastine and Chatley were present.

Also Present:
Library Director Gerard Laurito, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Mina.

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 – December 20, 2007
b) Set Next Meeting, Date and Time:
1) Regular Session – February 21, 2008 at 6:30 p.m.
On a motion by Mina, seconded by Heuman, the Consent Agenda was unanimously approved as presented.

Corrections to the Agenda were made as shown above in connection with the Minutes to be approved and the next meeting scheduled. Mina commented that she may be late for the February meeting.

5. **Call to the Public for Items not on the Agenda**
There was no public input.

6. **Discussion, consideration and possible direction to staff regarding the creation of a sign and a slogan for the new library building funding campaign.**
Staff was directed to work with Commissioner Doering to create a page on the Library's website for a slogan contest, and to investigate possible placements of signage in Town asking for public participation.

Chatley suggested "Camp Verde Can Do It" as one idea for a slogan, and Nielson displayed a sign he had designed that asks, "Will you help build the new library?" The members discussed several other ideas, including contacting the newspapers to publicize a slogan contest, with details to be posted on the Library website, and posting the signs around Town that Nielson had proposed.

7. **Discussion, consideration and possible recommendation to council regarding the layout of the architectural proposal by Joel Westervelt as to the suitability to the needs of the library.**
Staff was directed to work with Chairperson Mina to prepare an agenda for a Work Session to be held on either January 31st or 29th, in that order of preference, and then notify the members when the date and time have been confirmed.

Director Laurito displayed the plans showing the layout of the subject proposal; the members held an informal review of the plans, and then discussed their opinions and suggestions regarding the design as well as the parking requirements. The discussion stressed the importance of standing firm on the need for 30,000 square feet, which the proposed design does not provide. It was agreed that a Work Session is needed to arrive at a consensus of opinion and agreement on what the design should incorporate so that a recommendation to Council can be made as soon as possible; there was also comment that it might be helpful to include Joel Westervelt in the Work Session. Laurito will bring copies of the subject layout, as well as copies of the original architectural plans to the Work Session. Laurito suggested the dates of either January 31st or 29th; he and Mina will prepare the agenda for the Work Session when the date and time have been determined.

8. Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of January 10th.

On a motion by Mina, seconded by Pastine, the Commission voted unanimously to recommend to Council, as follows: (1) that every interested entity concerned with construction of the new Library follow a sequential set of tasks, to be determined in a Library Work Session and presented to Council; (2) that no funds from the Mary Lyons Fund be released to any entity until a final decision is made by the Town Council regarding the construction of the new Library and what other funds can be made available; (3) that the process not move forward until a full written legal opinion has been prepared on the legality of the involvement of a 501(c)(3) entity; (4) that the Town require reasonable written assurance that whoever takes on the Library construction project is capable of completing it; and (5) that the Town follow the most cost-effective means of completing the Library project.

The discussion opened with an expression of concern regarding the legality or appropriateness of Commission or Council members holding Office or acting as a Board member in the proposed 501(c)(3) entity. There was some understanding that the Town Attorney had indicated that such participation would be permissible, but only as a private citizen. The possibility of the appearance of the Town trying to circumvent State procurement laws was pointed out, and the members agreed that was of major concern to them. The members also pointed out that they were uncomfortable as well with the non-profit entity having been formed at a Town meeting, with members being requested from the Council and from the Library Commission to participate.

There was also concern regarding what is being perceived as aggressiveness on the part of Linda Harkness to involve the Commission members without clearance from the Town Attorney on the legal questions raised. Laurito said he would request permission from Management to contact the Attorney to discuss the questions raised, in particular the proposed involvement and possible resulting potential liability of the Commissioners. The question of the financial impact to the Town from the non-profit entity possibly being unable to complete the project and the Town having to take over was also discussed. The members stressed that caution should prevail and that all the details must be worked out in advance.

Another major concern was coordinating the lists of donors proposed by the Library Commission and the non-profit group in order to avoid both groups approaching the same persons and thereby destroying their trust in either group, particularly before final decisions on construction and funding are made. It was agreed that Council support and guidance are needed in order to resolve the questions and to clarify all the assumptions being made before proceeding further. Another issue to consider is the assertion that a non-profit entity managing the project could save 10% to 15% in costs, an assertion that was countered by pointing out the price reductions that are gained through the Town competitive procurement process. The members discussed at length several other concerns expressed in connection with the proposed formation and operation of a 501(c)(3) entity and the many unanswered questions from the recent Work Session, arrived at a consensus on a recommendation to Council, and took action accordingly.

9. Discussion and possible recommendation to council regarding opening the library on Mondays.

This item will be continued until after the upcoming budget sessions.

Laurito said that he and his staff had explored the subject issue, and determined that at least another half-time employee would be necessary to handle the additional hours, and that depending on volunteers alone would not be the answer. Laurito believes that a decision should be deferred until a better time in light of the current economical picture.

10. Discussion and possible recommendation to staff regarding a library rummages sale to raise funds for the new building.

Staff was directed to follow up on holding a rummage sale with donations of quality items for the benefit of the Library, as discussed.

Laurito explained that a patron had suggested a rummage-type sale to raise funds for the library; she has some quality items that she would donate, and perhaps that could be expanded upon, requesting additional donations of quality items from Town staff, Commissioners, or other citizens who might be interested in participating. The members discussed the possibility, and agreed to participate to help Laurito work out the details for the event.

11. Discussion of "green" building sources, technology and funding.

Mina said she had read that the bathrooms for the Park had to be built, or funded, by February 10th, which would be next to the Library. Mina described the "green" built facilities built in Federal parks and wondered if something like that would help the Park. Laurito said he would check with those in charge of the Park and suggest that they work at that; that will be another subject to address in the upcoming Work Session.

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

There was no public input.

13. Discussion and consideration of the Director/Staff Report.

Laurito said he nothing to highlight in his written Report; Mina asked if it would be possible to schedule any children's programs in the evening, or after school hours. Laurito said it would be possible; there was also a brief discussion about efforts being made to expand programs to teenagers.

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

Heuman said she had talked to Ron Smith regarding "green" building; he has gotten rid of most of what he had from the previous session he had attended. Heuman added that Smith had said that the extra cost is well worth it. Heuman also described a recent article in the newspaper on the new Game and Fish offices consolidated into one green building in the Cave Creek area.

Doering commented on conceptual plans he had put on his website, and cited figures comparing population studies done in 1998 and 2000, and projections he had done as well; the service population in Camp Verde and Rimrock is projected in 20 years to again be 25,000. The figures prove to be right on target for the estimated space for the Library.

Nielson said he felt this meeting had been very enjoyable and productive.

15. Adjournment

On a motion by Mina, seconded by Heuman, the meeting was adjourned at 8:41 p.m.

Lisa Mina, Chairperson

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 January 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 21st day of Feb. 2008

Margaret Harper

Margaret Harper, Recording Secretary