

**MINUTES
REGULAR SESSION
LIBRARY ADVISORY COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY, December 20, 2007
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 6:30 p.m.

2. Roll Call

Chairperson Mina, Vice Chairperson Heuman, Commissioners Doering, Pastine and Chatley were present; Commissioner Nielson arrived at 7:30 p.m..

Also Present:

Library Director Gerard Laurito, Town Manager Michael Scannell, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Chatley.

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 – November 15, 2007

b) Set Next Meeting, Date and Time:

1) Regular Session – January 17, 2008 at 6:30 p.m.

On a motion by Chatley, seconded by Mina, the Consent Agenda was unanimously approved as presented.

It was noted that a Joint Work Session with the Town Council has been scheduled for January 9, 2008.

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

(Comments from the following individuals are summarized.)

Linda German questioned the format and content of the Quarterly Reports, saying that they do not match those with all the other Commissions and pointing out what she felt were omissions.

Chairperson Mina said that those comments will be addressed.

Linda Harkness suggested that a slogan should be adopted, perhaps shown on banners around town, as another tool for gaining community support for the new library.

There was no further public input.

6. Discussion and update pertaining to Drachman's report on the 5-acre of land donated for our new building project. Housing & Neighborhood Revitalization director Matt Morris will present the report.

Director Morris ran a video of the presentation made on November 7th by the Drachman Institute on their final report; that presentation was made by the two principals who had been involved in the year-long process leading to the final report. Morris said that copies of the video are available at the Library for members of the public, as well as copies at Town Hall. Morris gave an update on what is planned for the next steps in the project, followed by a discussion of those plans with the Commission, including an explanation of the RFP process, a Community Land Trust Program, and suggestions of ways to further inform the public.

There was no public input.

- 6a. Discussion and possible approval of the Commission's 4th Quarterly Report of 2007.**
There was no action taken.

Chairperson Mina reviewed with the members the items to be included on the 4th Quarterly Report; for uniformity, she will look into the format that other Commissions are using and will work on the Report this coming week.

- 7. Discussion, consideration and possible recommendation to council regarding funding options for the new library and the Library Commission's role in this matter. Town Manager Mike Scannell may participate in this discussion. This discussion may include Linda Harkness's presentation on financing options for the new library.**

On a motion by Mina, seconded by Chatley, the Commission recommended that Council consider appraising the land at the Cliffs Parkway and allocate that amount from the General Fund, or CIP; the motion failed by unanimous vote.

On a motion by Mina, seconded by Chatley, the Commission voted unanimously to amend the original motion to recommend that Council appraise the Cliffs Parkway 5 acres and fund, using one of the Town funds, the Library so that that money is available to be used for initial costs to develop the Library, i.e., engineering funds, or whatever else is necessary.

Director Laurito said that Manager Scannell at the Council meeting in December had proposed options for funding the new library through Town funds, and he has been invited to outline those options for the Commission.

Town Manager Scannell reviewed the funds on hand for parks acquisition, the tax revenue providing ongoing funding, a proposal to use a portion of that tax revenue for the library, and detailed the two different concepts of debt funding and pay-as-you-go funding. In addition, Scannell suggested that the 5-acre property could be appraised, with the Town paying that amount over to the library construction account now, and retaining the property as an asset for a future sale. The Commissioners and Linda Harkness joined in a discussion of Scannell's presentation, including entertaining the idea of forming a 501(c)(3) organization.

During further discussion on forming a 501(c)(3), Scannell confirmed that Attorney Sims is aware of the issue of a non-profit corporation, and suggested that the Commission prepare in advance of the January 9th meeting a proposal on what it takes to create a non-profit group and let the Council know how the Commission would like to see it established, what its powers would be, how the directors would operate, and how to move forward, possibly including the name of an attorney specializing in creating non-profits.

A lengthy discussion followed on the process of creating a 501(c)(3). Further consideration of the subject will be brought up for the January 9th meeting; staff will follow up accordingly.

PUBLIC INPUT

(Comment from the following individual is summarized.)

Linda German asked that the Commission give serious thought to Mr. Scannell's suggestion about debt financing; Camp Verde is on a precipice of growth and users of the future can help pay for the building.

There was no further public input.

- 8. Discussion and possible recommendation to council on the projected costs associated with the construction of the new library building. This discussion may include but not**

limited to the conceptual drawings of the new library presented by Linda Harkness, engineering costs, architectural costs, the cost of any permits and other construction costs.

Staff was directed to put together a package consisting of material and information provided by Mr. Scannell, Ms. Harkness, Director Laurito, including research on ALA, regarding projected costs, including advertising, to be provided to the members and then presented at the January 9th meeting.

After a general discussion the Commission agreed on the need for documentation for the January 9th meeting, and directed staff accordingly.

There was no public input.

8a Discussion and possible recommendation to Council about the funding of the new library to be presented at the January 9th Town Council work session.

There was no action taken.

It was agreed that no further discussion was necessary on this item.

Manager Scannell was excused from the meeting at 8:43 p.m.

9. Discussion regarding the grant writing process, procedure and the appropriate manner to approach donors. This may include discussion regarding grants for construction and general grant sources.

Commissioner Pastine said she had no update on this item; there was a brief discussion on grant writing and working with a 501(c)(3) in general.

PUBLIC INPUT

Linda German asked about Commissioner Pastine's grant writing experience. *Pastine outlined in great detail her experience working on grant writing with various institutions, and then held a further discussion on the issue directly with Ms. German.*

There was no further public input.

10. Discussion regarding creating guidelines for procedures to recognize donors. This may include but not limited to names on the building or recognition in the papers

This subject will be included in the list of issues to be discussed at the January 9th Work Session.

11. Update, discussion and possible recommendations to council regarding a list of citizens to be included on the fundraising committee for the new library.

This item will be continued to the January 9th meeting for direction from the Council on what to do.

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

Commissioner Pastine said she had brought with her a book on marketing "green" buildings; she offered to share that with anyone who might be interested, including another book that she had. It was suggested that one of the members might contact Councilor Ron Smith since he apparently had some information on green building.

13. Discussion of where the funds came from to pay the previous library architect.

Director Laurito said that his research seemed to indicate that the money came from the Mary Lyons fund; he is aware of no other source.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Linda German said that the amount paid was roughly \$100,000; however, the total amount of square feet designated for the library in that building was about one-third of the total area, with two-thirds designated for the government offices; therefore, two-thirds of the cost should be reimbursed to the Library building. *Ms. German was reminded that the building was supposed to be all for the Library in the future, and the members discussed with Ms. German the idea that it would be good to bring that up at the January 9th meeting; Ms. German insisted that the blueprints indicated offices and the library and that should be checked out.*

There was no further public input.

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

There was no public input.

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

In addition to his written report, Laurito commented on the individual who has been hired to help at the Beaver Creek branch, saying that she will help recruit volunteers there.

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

Nielson said he would be contacting Laurito regarding placing an item on the agenda; he apologized for not being to hear well at this meeting without his hearing aids.

Neuman commented on the "dog-and-pony" show on December 5th; she feels the Commissioners got their point across.

Chatley suggested an agenda item to discuss a future sign, or slogan.

Doering would like to see an agenda item in the future for discussion of the layout and the architectural proposal that Joel Westervelt developed as to the suitability to the needs of the Library, perhaps at the January 17th meeting. There was a discussion regarding possibly bringing it up at the January 9th meeting, as well as other items that are planned to be discussed then.

Neuman questioned the difference between a Work Session and a Regular Session and whether a Regular Session can be a Work Session; Laurito will get information to answer her questions.

Doering reminded the members about avoiding discussions during this portion of the agenda; that was followed by a discussion for clarification.

17. Adjournment

On a motion by Mina, seconded by Nielson, the meeting was adjourned at 9:05 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 20th day of December 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Margaret Harper, Recording Secretary