



Minutes
Henderson District Public Libraries
Board of Trustees

Date: January 16, 2014

Time: 7:45 a.m.

Place: Paseo Verde Library

Notice is given that items on the agenda may be taken out of order. Two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion delayed relating to an item on the agenda at any time.

Call to Order

Chair MJ Maynard called the meeting to order at 7:45 a.m.

Roll Call

Board present: Colleen Brown, Robyn Campbell-Ouchida, James Frey, Cindy Herman, Donn Jersey, MJ Maynard, Mark McGinty

Board absent: None

Staff present: Joan Dalusung, Carolyn Easterby, Debbie Englund, Ed Feldman, Orin Fielding, Viveca Grinstead, Joy Gunn, Anne Marie Hamilton-Brehm, Maggie Heinle Sean Hill, Gayle Hornaday, Matt Hottt, Betsy Johnson, Candace Kingsley, Michelle Mazzanti, Carol Miller, Jo Morrison, Stephen Platt, Kevin Scanlon, Marcie Smedley, Vivian Tufano

Approval of Agenda

Colleen Brown made a motion to approve the agenda. Donn Jersey seconded the motion. The vote was unanimous.

Consent Agenda

These items are not expected to be controversial and will be considered together and approved in a single motion. Any person desiring to remove an item for separate consideration should so request before approval of the agenda. Items pulled from the Consent Agenda will be considered separately. All other consent items will be approved as one item.

CA-1 **Approval of Minutes**

December 19, 2013

CA-2 **Review of Paid Invoices**

Colleen Brown made a motion to approve the consent agenda. Donn Jersey seconded the motion. The vote was unanimous.

Director's Report

Possible Board discussion of the Director's report or various staff reports highlighting various administrative and staff activities since the last meeting.

LSTA Grants:

Gayle Hornaday said the district had an LSTA grant reviewed on Tuesday by the State Council on Libraries and Literacy. The project, based on **STEAM** [science, technology, engineering, arts and mathematics] was developed by Stephen Platt, Manager of the Green Valley Library and Linda Hanks, Youth Services Librarian at the Paseo Verde Library. Multigenerational programs will be developed to promote the focus areas. One community partner is Syn City, a do-it-yourself tech group from Las Vegas. The Syn City group has already been presenting some programs for the district. Another component is funding to improve the collection areas in these subjects.

It is interesting that only 2 local schools have any concentrated focus in those subject areas. This addresses a national need for learning and career development.

The council was very receptive. Each time a question was asked, it was preceded with a compliment. Colleen Brown asked the amount of the grant. Gayle Hornaday responded the grant is for \$92,000. Colleen Brown used to serve on the State Council on Libraries and Literacy and heard the presentation was very well received. Gayle Hornaday said the grant was well written and easily understood. There were not many questions. Each institution is limited to 1 grant request this year; the intention may be to fund each institution for something.

Colleen Brown asked if all submitted grants have been funded. Gayle Hornaday responded no. Sometimes a project may not fall within their mission. Colleen Brown asked if all grants that have been funded were completed. Gayle Hornaday reported that one grant, *Books and Bricks*, is going on now at the Paseo Verde Library Youth Services department. *Books and Bricks* incorporates LEGOS into the program, teaching construction and technology along with the stories. Colleen Brown said while serving on the council, Henderson was considered a star for all their great grant proposals. MJ Maynard asked how many institutions are vying for that particular pot of funds. Gayle Hornaday responded LSTA grants may be applied for by all libraries in the state, including academic and school libraries. There were 12 to 15 entities competing on Tuesday.

Whether the grant will be funded will probably be known around April. Colleen Brown said the federal budget affects the funding and once received, it takes the state a while to disperse the funds. Colleen Brown said there is a wide diversity of grant requests, from the bookmobile in Lander/Eureka Counties to funding a copy machine in Tonopah; the library has the only copy machine in Tonopah. Gayle Hornaday said the grant project year runs the same as the fiscal year, funding will take place between now and June 30th.

Jim Frey asked if, typically, the amount requested is received. Gayle Hornaday responded most of the time. If not, aspects of the grant may need to be reduced or eliminated. It wouldn't be too difficult to do that with the *STEAM* grant. If fewer funds are received, programs can be scaled back and fewer materials purchased.

Colleen Brown asked if the applications are divided into competitive groups or handled as one. Gayle Hornaday stated she believes there was just one group. Colleen Brown said that mini grants for \$5,000 or less don't go before the council. The Nevada State Library and Archives' staff review, approve or disapprove the mini grants.

Circulation Report:

Gayle Hornaday reported a December circulation of just over 104,000, down 3.6% from last year. December is generally a slow month and circulation is expected to increase.

Audit Committee: Gayle Hornaday said an audit committee is needed to review and approve audit bids. The committee will consist of the Interim Director, Chief Finance Officer and one member of the board. A volunteer from the board is needed. Mark McGinty volunteered to serve on the audit committee.

Public Comment

Note: This is a period devoted to comments by the general public about items on this agenda. Pursuant to Nevada's Open Meeting Law, action may not be taken on matters presented during this period until included on a future agenda as an action item.

New Business

- 1. Discussion and possible Board action regarding authorization to purge patrons inactive more than three (3) years and all associated fines, fees, and material held by said patrons**

Gayle Hornaday said this purge is done annually. The Board must approve the waiver of debt attached to these inactive patrons. The total debt is \$127,581.94.

These patrons have had no activity of any kind (in person, remote or online) for 3 years. They have been through the collection process and the debt is uncollectible at this time.

A large number of the patrons have no debt, but no longer use the library. By purging the records, the database is more accurate. This is basically a housekeeping job.

Mark McGinty asked if this amount is typical. Gayle Hornaday responded the amount is higher than last year and last year was a little higher than the year before. One factor in the increase is the economy. When times were bad people incurred debt they could not or would not pay; three years later it trickles down into this purge. Also, in 2008, the district raised fines on adult materials from 10 cents to 20 cents and raised the threshold from \$4 to \$6. The amounts seem small but add up over time becoming a liability. This year the district is keeping a record of characteristics of purged patrons. What geographical area are they from? Is the majority of debt from adults or children? Trends can be monitored from year to year. This year no trend emerged. The debt was incurred mostly by adults living in Henderson. There are more patrons with larger debts than in past years.

A small percentage of patrons have gone through the collections process, owing the district more than \$100, and were credit reported to national credit reporting agencies. These patrons will stay in the database for 7 years and are not included in the purge. Jim Frey said he is willing to move for approval but finds it disgusting that people can't pay their library debts. Is there a ceiling at which the debt inhibits a patron's library privileges? Gayle Hornaday responded yes, Henderson Libraries' threshold is \$6. The debt has to be \$6 or below to use the library. Jim Frey asked about replacement cost for materials. Gayle Hornaday said most of the amount to be purged is the replacement cost of materials.

Jim Frey made a motion to approve authorizing the purge to patron records that have been inactive more than three (3) years and all associated fines, fees, and material held by said patrons. Colleen Brown and Mark McGinty seconded the motion. The vote was unanimous.

Old Business

2. Discussion and possible board action regarding the search for a new executive director.

Debbie Englund said representatives from Bradbury Associates/Gossage Sager Associates were here on January 14th and 15th to tour the libraries and meet with the admin and management teams. On the 15th they also met with the board personnel subcommittee. They asked everyone to share their thoughts on the desired qualities of an executive director candidate and the challenges he/she will face. The representatives from Bradbury Associates/Gossage Sager Associates have talked to Nevada Library leadership seeking potential candidates. They now proceed to the surrounding states. As of Saturday, 10 candidates had applied. 6 met qualifications. That number is now up to 11 active (meeting qualifications) and 9 more applications are expected. The timeline for the hiring process was outlined:

Activity	Target Date:
Consultants establish definitive work schedule and marketing plan; revised ad approved by Search Committee	December 10 2013
Post ads, actively recruit candidate pool	December 10-February 9 2014

Consultants Visit Henderson, meet with Leadership Team, Search Committee	January 14 & 15 2014
Applications Close	February 9 2014
All candidate documents sent to Search Committee	February 10 2014
All pre-screening interviews (by consultants) completed	February 11 2014
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists	February 14, 2014 10am-noon
Semi-final Interviews on Site or via Skype	February 20 (1-3pm) & 21(10am-5pm) 2014
Reference Reports to Search Committee	March 3 2014
Final Interviews on Site (Reception on the 5 th)	March 5 & 6 2014
Negotiations Completed	March 10 2014
New Library Director Start Date	TBD (end of April)

Debbie Englund said representatives from Bradbury Associates/Gossage Sager Associates do pre-screening, including an Internet search. If there is an unknown candidate (not recommended by someone else, no background intel readily available) - they will do some "street reconnaissance" to learn more about the applicant. The data will be organized and put into a drop box for the personnel subcommittee.

Colleen Brown asked if there will be formal presentations on March 5th. Debbie Englund responded the search firm usually asks each candidate to address a subject for 10 minutes, followed by a question and answer session. A meet and greet with refreshments will then be held. This has been successful in the past.

Gayle Hornaday said the admin staff and managers enjoyed their sessions with the search firm and feel good about the process. Debbie Englund added that the Bradbury Associates/Gossage Sager Associates representatives were very complimentary about staff, saying the staff has been well informed. Colleen Brown commented that staff was probably very candid about desired qualifications. Debbie Englund said the search firm didn't get to meet with individual staff members, just admin and managers. The rest of the staff will have the ability to give input through email. Colleen Brown asked that staff please take a moment to give input. MJ Maynard said the Las Vegas-Clark County Library District will also be using Bradbury Associates/Gossage Sager Associates, however Henderson Libraries is first and will be done prior to that time.

No action taken.

3. Discussion and possible Board action regarding solar project. (PWP-CL-2014-93)

Matt Hortt said the first part of the process is redoing the roof. 3 options were received from Bombard, 1 includes the covering that Garland suggested. The options are being considered and some warranty information is being sent. Additionally Matt Hortt said the 15% was negotiated down to 10% on the options. More information will be forthcoming.

Colleen Brown asked if the Henderson Libraries Foundation has been approached about helping with all or part of the project. Gayle Hornaday said yes, the foundation board president, Ann Small, was given the information and it has been sent to the rest of the board. Emphasis was placed on the long-lasting benefit this project will provide the library district. The next foundation board meeting is February 4th. Colleen Brown asked if board members should attend. It was decided board members will advise by next week if they are planning to attend, in case the meeting needs to be posted.

Jim Frey asked the dollar amount needed. Matt Horts responded approximately \$75,000. Jim Frey asked if there was nothing in the budget to cover this. Gayle Hornaday said there is some money in the construction budget earmarked for improvements that can be deferred if necessary. Jim Frey said if the foundation makes a contribution the improvement projects wouldn't need to be delayed or reduced. MJ Maynard asked what the balance is of the funds being held by the foundation. Gayle Hornaday responded about \$47,000 in unrestricted funds. There is probably a total of about \$200,000 but most of the funds are restricted to a specific purpose.

No action taken.

Announcements

The next Board meeting will be held on February 20, 2014 at the **Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.**

Public Comment

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Adjournment

The meeting was adjourned at 8:12 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by January 10, 2014, at least three (3) business days before the meeting, including in the notice the time, place, location and agenda of the meeting. Details of the agenda may be obtained by calling Trudy Casey at 492-6584.