



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: July 19, 2018

Time: 7:45 a.m.

Place: Paseo Verde Library, 280 S. Green Valley Pkwy., Henderson, Nevada

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

Call to Order

Chair Mark McGinty called the meeting to order at 7:46 a.m.

Roll Call

Board present: Angela Brommel, Jim Frey, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman

Board absent: Cindy Herman

Staff present: April Bertholf, Paulina Carbajal, Lauren Dahlgren, Ed Feldman, George Greicar, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Chad Lenzini, Carolyn Marcu, Michelle Mazzanti, Heela Naqshband, Edson Navarro, Erin Owens, Kate Peraza, Lisa Phelan, Stephen Platt, Lori Richardson, Marcie Smedley, Leona Vittum-Jones

Others present: Marian Brown, Julie Buckley, Laura Carroll, Alexandra Costa, Philip Fenner, Donna Israelson

Approval of Agenda

Betty Silverman made a motion to approve the agenda. David Ortlipp 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

June 21, 2018

CA-2 Review of Paid Invoices

June 2018

David Ortlipp made a motion to approve the consent agenda. Kip Noschese 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.

Julie Buckley, along with representatives from Friends of Henderson Libraries, presented a check to the Board for \$154,000, representing book sale proceeds for fiscal year 2018. The meeting adjourned at 7:48 a.m. to take a picture of the Board and volunteers.

The meeting reconvened at 7:51 a.m. Mark McGinty said the Friends do a great job and the Board appreciates them. David Ortlipp said the role the Friends play is essential, allowing the district to provide programs and services that would not be possible otherwise. Kip Noschese said he just got back from Philadelphia where Benjamin Franklin had a big hand in starting libraries. Ben Franklin would be very proud of the work the Friends do. Jim Frey said the Friends do a good job. Marcie Smedley thanked the Friends, on behalf of all Henderson Libraries’ staff, sincerely, and said Henderson Libraries could not do what we do without the funds the Friends put toward our budget and the many hours spent in the library working and planning events like Library Tree Lane. Marian Brown commented the volunteers appreciate the employees, staff and board they work with too.

Candace Kingsley welcomed Henderson Libraries' mentoring class of 2018, the largest graduating class to date. There were 24 participants. 12 mentors and 12 mentees. Each year, the steering committee matches mentors and mentees to help them grow and learn. This "grow and learn" philosophy is integral to what we do in libraries. Graduation is not an end goal but part of a larger journey: a launching point for new adventures. The participants explored different departments, buildings and even other library districts. This helped each to grow as individuals and us to grow as a library district. We are all part of a complex puzzle; when assembled, we form a bigger picture than each individual piece. Without all the pieces, we are incomplete.

Each pair provided something symbolic of their mentoring. Candace Kingsley asked everyone take a moment to review these items during the breakfast taking place after this meeting. Candace Kingsley thanked Stephen Platt for the help with the 3D printing. The steering committee, who dedicated time, year after year, to improve the program and support the mentors and mentees: Gayle Hornaday, Stephen Platt, Chad Lenzini, Rachel Mainz and Betsy Johnson. The administration and Board have been supportive of the program since its inception and we are very grateful. Ben Carvalho, the Coffee Press, provided the breakfast after the meeting and Candace Kingsley thanked him for always doing such a good job. The mentoring year began in this room and orientation, meet and greet. Dana and Heela shared the mysteries of their department. Each pair took their own individual journey and that finishes in this room with heartfelt congratulations to everyone for completing the program.

Candace Kingsley announced the mentoring pairs and those in attendance received certificates/congratulations:

Kristina Wang – Michelle Mazzanti
Brittany Cerna-Madrid - Ed Feldman
Reslie Retuyan - Kate Peraza
Nicole Wojtowitz – Linda Hanks
Lacey Reynolds-Newton – Dana Bullinger
Kari Jensen – Rita Botzenhardt
Erin Owens – Betsy Johnson
Emilee Wirshing – Heela Naqshband
Carolyn Marcu and April Bertholf
Paulina Carbajal - Vivian Tufano
Dylan Rich – Jo Morrison
Lauren Meza – Lauren Dahlgren

The group adjourned at 8:03 a.m. for a commemorative picture with the Board and mentors/mentees. The meeting reconvened at 8:05 a.m.

Mark McGinty said there is no better measure of an organization than mentorship and the growing their own employees. If other organizations in the valley did this, they would hold together much better. Marcie Smedley thanked the mentoring committee and said adding the orientation was a great idea to help participants know what to expect.

Gayle Hornaday reported on fiscal year 2018 circulation. June 30th was the end of the fiscal year and time to compile the annual statistics. Circulation totaled 1,626,074, including digital circulation from eBooks and downloadable services. This 3.4% less than the previous year. The decrease is mostly due to changes made in the digital services. One of the services, now cancelled, was skewing the statistics a little bit due to the nature of the service. This is a much more accurate representation of what the district's circulation is. 22,756 library cards were issued, up more than 2% from the previous year. It has been a long time since there was an increase in library card issuance. There were 88,694 active users. Active users are library users that actually used their library card. There were 143,602 sessions of public computer use, totaling 10,432,000 minutes. The number of sessions is down from the previous year, but the minutes used are up.

Jim Frey asked what the trend has been like over 5 years. Gayle Hornaday said circulation statistics went down 1 to 2% per year. The circulation statistics only measure use of the physical collection and digital services and does not take into account program attendance, reference questions answered at the desks, count of people who come in to meet, work or study, or make some other use of the library. The state library provides instruction for determining total visitors. A counter is used in each library for one week during October. Total visitors for last year were about

600,000 for all buildings. Jim Frey asked if the active user figure changed over time. Gayle Hornaday responded active card users/circulation have gone down a little each year. The 600,000 is an estimate of the people who have come into the buildings and that has gone up a little bit. Gayle Hornaday said we are a very well used library, and have a strong following in the community. Mark McGinty said this shows a potential for us to grow and will be addressed in strategic planning. Jim Frey asked, does this indicate the libraries operate at capacity? Gayle Hornaday said some of the statistics are a reflection of how many people are working and how many hours the library is open. Mark McGinty said the buildings, maintenance wise, show they are very well used. Bette Silverman said the children's program attendance on Wednesday is massive; this may be an indicator of future user growth. Gayle Hornaday said the parking lot is always full. Marcie Smedley said there is a national trend in decreasing circulation. Because of the nature of what libraries do, checking out books, circulation has historically been the yardstick by which libraries measure library use, but that is changing. Mark McGinty said new measures in place bring in other people and the mission for libraries is changing.

Michelle Mazzanti, Head of Acquisitions and Bibliographic Services, gave an update on book donations. Every year the district receives donations from the community. If a donor lives in Henderson, and has five or more boxes of books to donate, the district's courier will pick up the donation. This year, 9,416 donated items were added to the collection, a \$156,506.98 value. This is a huge boost to the district's collection. Jim Frey asked how value is determined. Michelle Mazzanti said list price is used. Marcie Smedley said sometimes we do not realize the value of donations and the work of Michelle's department and volunteers to get these into the system is worth a lot.

The libraries will close on Friday, September 21, 2018 for staff day. The training committee has been working on the programs and everyone looks forward to the opportunity for professional development and bringing the whole district together at one place and time.

Robert and Sandra Ellis made another \$25,000 donation last week. An appreciation event will take place in the fall. The Ellis's very kindly said to use the funds for whatever the district needs. Administration and managers are looking at options to best use the donation.

The library district has a new digital service, Kanopy, whose tagline is "thoughtful entertainment". This new service downloads directly from library district website, featuring documentaries, foreign, and other enriching films. Without any advertising, there has been usage just from having the information on the library district's website. Marcie Smedley asked the Board to take a look. It is a cool service the library district is pleased to offer Henderson residents

Regarding the strategic plan, Marcie Smedley said the district is finalizing the contract with Civic Technologies. The board will have a special session in October with Marc Futterman of Civic Technologies. He will be attending some board meetings along the way to share information about the community assessments, which should be underway very shortly. Gayle Hornaday and Marcie Smedley spoke with Marc Futterman about the company doing the telephone survey; the company came back \$8,000 under budget. Marc Futterman checked their references and spoke with them quite thoroughly to make sure they were suitable for the job. This company has done a lot of work with public agencies. Mark McGinty will be inviting the board to attend the strategic meetings with staff and focus groups. Marcie Smedley will keep the board in the loop and would appreciate feedback from the process.

Public Comment

Note: Comment will be taken on each agenda item as it is heard. Pursuant to Nevada's Open Meeting Law, action may not be taken on matters presented during this period until included on an agenda as an action item.

New Business

1. Discussion and possible Board action regarding approval of the Five Year Capital Improvement Plan

Marcie Smedley said the top two sections account for library materials and equipment. Part comes from the general fund and part comes from donations. The bottom section is the capital construction fund for capital improvements. The number decreases each year as the large projects are completed.

Jim Frey made a motion to approve the Five Year Capital Improvement Plan. Kip Noschese seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **August 16, 2018** at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

Public Comment

Note: 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.

Adjournment

The meeting adjourned at 8:26 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by July 13, 2018, 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 are available by calling the administrative offices at 702-207-4298.

Posted at Green Valley Library, James I. Gibson Library, Paseo Verde Library, City of Henderson-City Clerk, and the Henderson Libraries website.