



## MINUTES

Henderson District Public Libraries

Board of Trustees

Date: April 18, 2019

Time: 7:45 a.m.

Place: Paseo Verde Library, 280 S. Green Valley Parkway, 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 7:45 a.m.

### Roll Call

Board present: Angela Brommel, Cindy Herman, Mark McGinty, David Ortlipp, Bette Silverman

Board absent: Jim Frey, Kip Noschese

Staff present: Robbie DeBuff, Lauren Dahlgren, Debbie Englund, Dana Friesen, George Greicar, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Michelle Mazzanti, Heela Naqshband, Lisa Phelan, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones

### Approval of Agenda and 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

March 21, 2019

#### CA-2 Review of Paid Invoices

March 2019

Cindy Herman made a motion to approve the agenda and consent agenda. Angela Brommel 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.*

Robbie DeBuff said there will be a reception on May 2 to celebrate the 10-year anniversary of Henderson Libraries acquiring the Green Valley Library. At least 5 staff members are still there that were hired when the Green Valley Library re-opened. Something special will be done for those employees and light refreshments will be served. Marcie Smedley will say a few words. The reception will start at 5:00 p.m. and the Board is invited.

Candace Kingsley said there will be a ribbon cutting at the Gibson Library next Wednesday, April 24, to celebrate the One-Stop Career Center. There will be remarks, ribbon cutting and refreshments at 3:00 p.m. and *The Great Resume Review* program at 3:30 p.m. Marcie Smedley said the One-Stop Career Center has been open for quite some time and things are moving smoothly now. There is a good team in place and it's a good time to push it out to the community. David Ortlipp will represent the Board and say a few words. Commissioner Gibson and Councilwoman Schroder will be speaking also.

Marcie Smedley said last month marked the end of the 3<sup>rd</sup> quarter. Viveca Grinstead presented a quarterly financial update to the Board. Salaries are at \$2,900,000, 72% of the FY 2019 budget. Benefits are at \$1,047,000, 73%. Utilities are at 50%. Supplies and services are at 65%. Book expenditures are at 60%. The expenditures are right where they should be.

Marcie Smedley thanked everyone that attended Library Legislative Day last week. Library representatives talked to the district's local officials, pushing for an increase to the state library's budget. Last legislative session, an extra \$500,000 of one-shot money was awarded. The extra funds allowed virtual reality equipment/programming, and a roll out of a career database, supporting workforce development and the One-Stop Career Centers. There was additional funding for collection development grants. In other areas funding went to bookmobiles (rural areas) and emerging technology (databases the state provides). It was nice to have the opportunity to thank them and share what we accomplished in the community. This year, we are asking for an additional \$1.5 million to be permanently added to the state library budget so these great services can continue. There will be a final hearing this Friday. The final one-shot money will be distributed in an economic forum in May. There is a potential for more one-shot money. Nevada Legislative Day was a great time to ask

the legislators to keep us in mind. Mark McGinty said this was his 3<sup>rd</sup> opportunity to go to Library Legislative Day and this was the most encouraging visit he has seen. The legislators really don't know where the money goes after their vote. Many didn't know what their vote on SB 549 accomplished last session until we told them. Then you see a light go off. This year was much better, more encouraging. Marcie Smedley said it wasn't possible to speak to every legislator, due to lengthy committee meetings, but they did speak to their staffers and get them engaged. The representation of Henderson Libraries was great; there were 5 team members and 2 board members. Marcie Smedley thanked them, again, for their participation.

The Volunteer Appreciation Brunch is Wednesday, May 1, 10:00 a.m. at the Sunset Station. Board members were asked to RSVP if planning to attend.

Regarding the strategic plan, Marcie Smedley said initiative teams are working toward submitting action plans next Friday. Marcie Smedley will meet with them to see if they are ready to roll out. Throughout the year different teams will present their action plan to the Board. The Board will be kept in the loop. There will be a lot of changes and adjustments needed. The strategic plan is moving along well; this is a great environment for people working together across departments and buildings, coming together to identify the best practices for the district moving forward. Mark McGinty said Board is excited to hear the reports.

### 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 Executive Director's Annual Evaluation due June 26, 2019

Mark McGinty said this is done every year. Mark McGinty said he spoke to Angela Brommel about heading a personnel subcommittee but two more members are needed. Bette Silverman and David Ortlipp offered to serve on the committee. Cindy Herman made a motion to approve a formation of a personnel subcommittee to work on the annual evaluation of the Executive Director. Angela Brommel seconded the nomination and the vote was unanimous.

#### 2. Discussion and possible board action regarding fiscal year 2019 budget amendments

Debbie Englund said it is the time of year to amend the budget for large contributions and grants received during the fiscal year. \$2,000 of the Ellis donation was used for chrome books and the rest was split between the three libraries. Gibson Libraries used theirs for the creation space. Paseo Library bought some equipment and will spend the rest in the next fiscal year and Green Valley Library is using theirs to move the computer lab. Debbie Englund asked to amend the budget by what has been spent, \$15,000 and move the other \$10,000 to the next fiscal year. The donation from Library Tree Lane, \$41,000, will be used in FY20. Grants were received for summer reading, strategic planning, the rest of the chrome books, state collection development, 3 grants from Nevada Arts council (King art project, creative writing, Local Author), and Nevada Humanities (International Festival). Total grants were \$85,000. Angela Brommel asked who writes the grants. Debbie Englund responded several people write the grants, whoever is the project manager. Cindy Herman made a motion to approve the 2019 budget amendments as outlined. Bette Silverman seconded the motion. The vote was unanimous.

### Old Business

None

### Announcements

The next Board meeting will be **May 23, 2019, Paseo Verde Library, 280 S. Green Valley Pkwy., Henderson, Nevada.** Marcie Smedley explained that the meeting is a week later than usual as the public hearing for the budget is required to be held AFTER the 3<sup>rd</sup> Monday in May.

### 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 8:01 am.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by April 12, 2019, 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.