



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: January 16, 2020

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. Public comment will be taken on each item as it is heard. There will be a 3 minute per person time limit during the public comment portion of the meeting.

Call to Order

Chair Mark McGinty called the meeting at 7:45 a.m.

Roll Call:

Board Present: Angela Brommel, James Green, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman, Dan Doherty

Board Absent: None

Staff Present: Lauren Dahlgren, Dana Friesen, Joy Gunn, Sean Hill, Candace Kingsley, Michelle Mazzanti, Heela Naqshband, Kate Peraza, Lisa Phelan, Lori Richardson, Marcie Smedley, Leona Vittum-Jones

Approval of Agenda

Kip Noschese made a motion to approve the agenda. Angela Brommel seconded the motion. James Green abstained. The remaining members voted to approve the agenda. The motion passed.

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, 2019

CA-2 Review of Paid Invoices

December 2019

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.

Marcie Smedley welcomed James Green to the Board. Mr. Green has a long history of involvement in the Henderson community.

The board was asked to stay after the meeting for a quick picture to update the website and possibly be sent out on social media to welcome the new board member.

Marcie Smedley presented the quarterly financial report through December 31. This marks halfway through the fiscal year. As expected, most numbers are close to 50% expenditure. Some of the categories that are higher, such as utilities, are higher because of encumbered funds. Funds are encumbered when the expense is known and anticipated, but not yet used. Books and materials show expenditure at 75%; this is also due to funds that are encumbered in advance. Line items right above that are at 75%. There are also services that have already been paid for the year, such as the auditor. The report shows the district is right on target with the budgeted numbers. Dan

Doherty asked why the budget on salaries is only at 40.3%. Marcie Smedley replied salary savings is usually due to vacancies that haven't been filled, saving on salary and benefits. The Green Valley Library manager position has been vacant for a little while. Also, newly hired people generally come at a lower salary.

The Gibson Library started opening on Monday. The library has been open for two Mondays so far and it is going fine. The Green Valley Library is scheduled to start opening on Mondays on January 27th. Sean Hill gave an update on construction that held up the Green Valley Library Monday opening. A picture displaying the progress was shared with the board. As of next week, the job will be 85% complete. The computers can then be moved over and the work finished up. Mark McGinty asked if the job was as expected. Sean Hill replied yes, there are two or three supports in the walls which required bringing the wall out to be able to run the data cables. The contractor was having a hard time finding a subcontractor to finish up the work, but that has been resolved. The contractor is doing a very good job and is very responsive. Their office is just down the street from the library which has made it easy for them to be onsite. Green Valley staff is looking forward to being open on Monday.

Henderson Libraries is sponsoring a community read. Lisa Phelan explained that a community read is when you invite the whole community to read the same book, around the same time, and come together for discussion. *In the Midnight Room: A Novel*, by Laura McBride is published by Simon Shuster. Ms. McBride is a local author and teaches at CSN [College of Southern Nevada]. This is Ms. McBride's second book; her first book was *We Are Called to Rise*. There are 56 community read books available for checkout at each library. They are all currently checked out with a wait list. Each branch did a good job creating a lovely display to promote the project. The library district partnered with local coffee houses to pass out about 20 books. Each book has an invitation to participate in the discussion and share the book with a friend. Some of the coffee shops include Public Works, Zen Coffee, Mothership Coffee, Sunrise Coffee House and Bad Owl Coffee. Everyone is excited about this first partnership. Additionally, ten "book clubs in a bag" have been created. The first person to check one out was so excited! The books are circulating well and generating a lot of excitement. The project tagline is *A Good Book Brings a Community Together*. Laura McBride will be speaking at the Local Author Showcase on March 28th. She is a great speaker. Kate Peraza said Ms. McBride wrote an essay for the library district's newsletter. There are 10 electronic copies of the book and HOOPLA has unlimited copies. Dan Doherty asked Lisa Phelan if she has read the book. Lisa Phelan said she has started the book. It is the story of 4 women and starts in 1960's Las Vegas and continues over a couple of decades. Dan Doherty said he likes it when people write about Las Vegas history. James Green asked if there are enough books, or content, for demand right now. Lisa Phelan replied yes. James Green asked, in a perfect world, would she ask for more? Lisa Phelan replied, of course. Lisa Phelan said it has been a dream of hers to bring back the community read. The library district did One Book Henderson over a decade ago. Staff is already looking forward to next year and will ask for more copies of the featured book. Mark McGinty said this program ties into the strategic plan very well. Dan Doherty asked how the library got the copies of books. Kate Peraza said her initiative (learning for leisure) purchased the books for circulation, give away, and book clubs in bags.

Candace Kingsley said programs that help children are funded by how many children are reported on the census. The United States Census Bureau is working the library district in two different capacities to help people understand why the census is important. This will be through public meetings encouraging parents to participate and as an employer, hiring census workers. The census job pays living wages. This employment opportunity is partnering with OneStop. Census jobs will not interfere with the OneStop benefits. There was a census hiring event on Monday. 27 people attended, 26 people completed applications, with the 27th person coming back to the next job fair to finish up. There are 3 hiring fairs at the Gibson Library and 4 hiring fairs at the Green Valley Library.

Last Tuesday, the Deaf Centers of Nevada offered their first ASL [American Sign Language] class. There was standing room only. 37 people attended when only 20 were expected. Staff also attended. This is a series that will continue through July.

Marcie Smedley said an email was received from U. S. Census recruiting assistant, Mary Wolf, who wrote how wonderful the staff at the Gibson staff was; they could not have been more accommodating. Everything went fantastic. We were able to help a lot of folks find much-needed employment. Candace and her staff were amazing, it was amazing to have everyone come together to help the community of Henderson. This shows what we are doing is really helping the community and really means something to the partners as well. It really ties into our goal of One Henderson.

Gayle Hornaday, the district’s assistant director, will be retiring on February 14th. Gayle Hornaday has been with the library district 26 years at the end of this month and has had a huge impact on our library system. We are sad to see her go. Marcie Smedley thanked Gayle Hornaday for her service and leadership. Mark McGinty commented that Gayle Hornaday has stepped in twice as acting director, since he has been on the board, and the board appreciates her service. Gayle Hornaday said she has enjoyed working for the library district but will enjoy being able to relax at home and catch up on some good books.

New Business

1. Discussion and possible board action regarding amendment to the Self-Funded Group Insurance Interlocal Agreement

This change has no impact on Henderson Libraries, however because Henderson Libraries is part of the interlocal agreement any changes must be accepted by the Board. Marcie Smedley explained this change was needed due to a transfer of duties from the Clark County Deputy Sheriff Association that moved from Clark County to the Las Vegas Metropolitan Police Department. That group was already in the plan, and they want to allow that group to continue in the plan.

Mark McGinty asked for public comment. There was none.

David Ortlipp made a motion to approve the amendment to the Self-Funded Group Insurance Interlocal Agreement. Kip Noschese and Bette Silverman seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding the approval of the Green Valley Library Chiller Tower Replacement Contract #C-20-00001

Marcie Smedley said the chiller tower at the Green Valley Library went out last summer. It has been patched together to keep it working but it needs to be replaced; it is over 30 years old. The job went out to bid, bids were opened last Friday, and the lowest bid came in at \$148,325 including replacement of the chiller, water heater, pumps, a chemical pump feeder, and minor construction. The minor construction is necessary because the space the tower is in doesn’t work anymore. The base needs to be raised, and space requirements are different now than they were 30 years ago. Some of the wall will come down and be replaced by chain-link fence.

Mark McGinty asked for public comment. There was none.

Dan Doherty asked if this was in the budget. Marcie Smedley said \$200,000 was in the budget for painting that will be used for the chiller. The chiller went out after the budget was submitted. Mark McGinty said 20 years is about the maximum life of a chiller. With the hard water here, you are lucky if they last 18 years. It’s remarkable it lasted for 30 years. Sean Hill said Las Vegas Clark County Library District had a plan to replace it but didn’t go ahead with it because the library was being transferred to HDPL. David Ortlipp said there is money in the capital budget for these types of expenses. Marcie Smedley said yes and included in the budget were funds to hire a consultant to help develop a facility plan for our buildings. This will allow the district to be proactive in the planning and budgeting of necessary repairs, replacements, and maintenance. If the libraries don’t have air conditioning in the summer, they can’t be open, so it is important to be proactive and plan. Dan Doherty asked if it will be a 10 to 20-year capital outlay program. Marcie Smedley said she isn’t sure about the time frame. Mark McGinty said staff has done a great job of planning, and had the expense covered. David Ortlipp said a list should be put together of what needs to be done so people can make donations to cover some of the expense.

David Ortlipp made a motion to approve the Green Valley Library Chiller Tower Replacement Contract #C-20-00001. Kip Noschese and Bette Silverman seconded the motion. The vote was unanimous.

3. 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 this is done every year to keep the database up-to-date and clean. The purge will include 19,575 patrons, 14,000 owe us nothing. The remaining patrons, roughly 6,000, are responsible for \$113,300 in debt and unreturned materials. Board approval is requested to purge the database of the patrons and associated debt. The library district does have a 3rd party recovery process and our own in-house process for those that don’t qualify for the 3rd party process. These people have been through all of that.

Mark McGinty asked for public comment. There was none.

James Green asked if there is a breakdown of the hard cost versus the soft cost, such as administrative fees that would be wiped away. Gayle Hornaday said the replacement cost for actual materials not returned is \$82,000 and the other charges are mostly overdue fines. We collect most overdue fines, but this is something we impose ourselves, there isn’t any real cost to them. Mark McGinty said by the time they get to this point, they have already been through the collection process. Mark McGinty asked if \$100,000 is about average? Gayle Hornaday said this year is a little less than the last 4 years. James Green said he realizes there is a cost of doing business. Is this in the expected range of the cost of doing business and are we doing the

best to minimize it? Gayle Hornaday said yes. Kip Noschese asked if they are purged and come back later to use the library, are they off the hook? Gayle Hornaday said yes, but records didn't used to be purged so quickly, and there weren't many coming back.

James Green made a motion to authorize the purging of patrons inactive more than three (3) years and all associated fines, fees and material held by said patrons. Bette Silverman seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **February 20, 2020**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

James Green said prior to serving on this board, he served on the Henderson Libraries Foundation board and has turned in his resignation for that. James Green has been part of the Henderson Community Foundation since 2002 and is currently president of that organization. Henderson Community Foundation holds funds for Henderson Libraries Foundation. Henderson Community Foundation just makes sure expenditures do not violate IRS law. There is no decision making regarding how funds are spent.

James Green also works with Henderson Chamber of Commerce IMPAC (Issues Mobilization Political Action Committee). This includes interviewing candidates for public office, to see if they support the business model of the chamber and the chamber may want to support the candidate. This has not evolved into voter initiatives. If that comes into play, James Green will make the board aware and step out of the conversation.

James Green said he thought public comments in public meetings were to be at the beginning and the end of the meeting. Marcie Smedley said there are two options. The other option is to have public comment on each item with a public comment at the end of the meeting for any items not covered on the agenda. David Ortlipp said there were some meetings last year about items that were very contentious, and it was made worse because there could be no discussion during the presentation of the item on the agenda. It made for a much better meeting to allow public comment when the item is being addressed. James Green said he thinks that is a very good decision.

Kip Noschese asked if there is an update on the Green Valley manager. Marcie Smedley said there were Skype interviews, then an in-person interview yesterday and another scheduled for next week. Hopefully there will be a decision next week. Both candidates are from out of town, so likely it may be a while before they can start. Kip Noschese asked if they were quizzed about chillers. Marcie Smedley said they were asked about facilities.

Mark McGinty asked for an update on the Green Valley manager at the next board meeting.

David Ortlipp said it was nice to see so many people at the Green Valley Library midwinter clothing swap. There are so many parts of the strategic plan that talk about serving the community and this was a very well received program. David Ortlipp was wondering about the people wandering around the parking lot with Trader Joe's bags full of clothes. Marcie Smedley said it's a good event and a good way for people to donate clothing. Participants receive one ticket per bag of clothes donated and then can shop and receive one bag for each ticket. This is sustainable thinking and a great service to the community.

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.

There was none.

Adjournment

8:21 am

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by January 10, 2020. Details of the agenda may be obtained 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's Office, and the Henderson Libraries website.