



Minutes
Henderson District Public Libraries
Board of Trustees

Date: February 13, 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

Acting Chair Donn Jersey called the meeting to order at 7:46 a.m.

Roll Call

Board Present: Colleen Brown, Robyn Campbell-Ouchida, Jim Frey, Donn Jersey, Mark McGinty

Board Absent: Cindy Herman, MJ Maynard

Staff Present: Joan Dalusung, Carolyn Easterby, Debbie Englund, Ed Feldman, Orin Fielding, George Greicar, Viveca Grinstead, Joy Gunn, Anne Marie Hamilton-Brehm, Sean Hill, Gayle Hornaday, Matt Hott, Candace Kingsley, Michelle Mazzanti, Lisa Phelan, Kevin Scanlon, Vivian Tufano

Others Present: Lois Brown, Marian Brown, Julie Buckley, Diane Collins, Alexandra Costa, Laura Cyr, Andrea Frazier, Donna Israelson, Jean Pinckard, Joy Tweddle, Laura Zappacosta

Approval of Agenda

Colleen Brown made a motion to approve the agenda. Robyn Campbell-Ouchida 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**

January 16, 2014

CA-2 **Review of Paid Invoices**

Jim Frey made a motion to approve the consent agenda. Mark McGinty 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.

Library Tree Lane Presentation:

Gayle Hornaday said the most important part of the meeting is the report from the Library Tree Lane Committee. The event was very successful, bringing in \$37,000, which was more than last year. Julie Buckley said everyone in the room made it happen. Each member introduced herself and described their job on the committee. Julie Buckley said Library Tree Lane proceeds have been: 2010 \$24,000; 2011, \$27,000; 2012, \$36,000. The Library Tree Lane Committee never thought it would be possible to beat 2012. Julie Buckley said, in lieu of the symbolic check usually presented to the Board, plaques have been ordered to show how much is earned each year for book sales and Library Tree Lane proceeds. The plaques can be updated every year with the new totals.

The meeting adjourned briefly at 7:50 a.m. so pictures could be taken with the Board and the Library Tree Lane Committee.

Coffee Shop:

Gayle Hornaday reported Sam Chapman is planning to sell the business so he can move away for family concerns. Sam Chapman has done a good job and has been very easy to work with for the past 5 years. There is no more information now. For the present, Sam Chapman will try to sell the business on his own. If the Board hears of anyone who may be interested, please contact Sam Chapman directly. Gayle Hornaday has his phone number and e-mail address. The Services to the Blind have first choice and

have been contacted; they may come and take a look at the coffee shop later in the month. The Services for the Blind have been given a deadline of March 7th to make their decision. Jim Frey asked if the coffee shop is a profitable business. Gayle Hornaday said according to Sam Chapman the business pays for itself, but no more. That is with the circumstance that the district has not been charging a monthly lease amount and the district pays for utilities. Gayle Hornaday said Sam Chapman's goal is to make the move some time in the summer. The coffee shop employees run the day-to-day operation and Sam Chapman feels they can keep it running on their own.

Circulation Report.

Circulation has bounced back after the holidays. Circulation is down less than 2-½% from last year. Considering the cuts in hours this is very good. Since the peak circulation in 2010, numbers have declined about 7.7%. Considering that the reductions and losses amount to 30 to 35%, a 7.7% decline indicates the district is doing very well with what we have. Colleen Brown asked if the Paseo Verde Library picked up most of the Malcolm Library patrons. Gayle Hornaday responded she thinks so; Paseo Verde Library is the only location that has had an increase since the Malcolm Library closed.

Colleen Brown asked how the new Gibson location compares to the old one. Gayle Hornaday said the new location is doing better. There was a small decline in the last year, but this is due to the reduced hours. After the move, library usage really increased. The neighborhood and parking at the old location didn't help circulation.

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.

Public Hearing

Open Public Hearing

Donn Jersey opened the public hearing:

1. Discussion and possible Board action regarding approval of Resolution No. 14-001 Resolution to Augment 2013-2014 General Fund Budget of the Henderson District Public Libraries.

Debbie Englund said at the beginning of the fiscal year there was a larger than anticipated ending fund balance, \$98,712. The Board is being asked to approve an increase to the general fund appropriations so a transfer can be made to the construction fund to address some of the district's facility issues.

RESOLUTION NO. 14-001

**RESOLUTION TO AUGMENT 2013-2014
014 GENERAL FUND BUDGET
OF HENDERSON DISTRICT PUBLIC LIBRARIES**

WHEREAS, total resources of the General Fund, Henderson District Public Libraries, NV were budgeted to be \$9,552,190 on July 1, 2013; and

WHEREAS, the total available resources are now determined to be \$9,650,902.

WHEREAS, said additional unanticipated resources consists of a larger beginning fund balance of \$98,712.

WHEREAS, there is a need to apply these excess proceeds in the General Fund.

Now, therefore, it is hereby RESOLVED, that Henderson District Public Libraries, NV shall augment its 2013-2014 budget by appropriating \$98,712 for use in the General Fund, thereby increasing its appropriations from \$8,307,890 to \$8,406,602. A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that the secretary shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED AND APPROVED the 13th of February, 2014.

AYES:

NAYS:

Absent:

By: _____

ATTEST: _____

Public Comment

Mark McGinty made a motion to approve Resolution No. 14-001 to augment the 2013-2014 General Fund Budget of the Henderson District Public Libraries. Jim Frey seconded the motion. The vote was unanimous.

Close Public Hearing

Donn Jersey closed the public hearing.

New Business

1. Discussion and possible Board action regarding approval of Resolution No. 14-002 Resolution to Augment 2013-2014 Capital Construction Fund Budget of Henderson District Public Libraries.

Debbie Englund said the district received the solar project rebate; the budget needs to be augmented to show this revenue. Additionally Henderson Libraries Foundation has donated \$10,000 to the solar project. With the transfer of the funds from the general fund, the total amount of the augmentation is \$388,684. The funds will be used to pay for the solar project and necessary roof repairs where the solar project is being placed. The new roof membrane will have a 25 year warranty. The solar project is expected to last 25 years. The entire roof will not be repaired, just the area where the solar project will be built. Eventually, hopefully, the entire roof can be done. Mark McGinty thanked staff for keeping the board well informed about what was going on, finding the money, and getting it lined up. Great job!

RESOLUTION NO. 14-002

RESOLUTION TO AUGMENT 2013-2014 CAPITAL CONSTRUCTION FUND BUDGET OF HENDERSON DISTRICT PUBLIC LIBRARIES

WHEREAS, total resources of the Capital Construction Fund, Henderson District Public Libraries, NV were budgeted to be \$209,600 on July 1, 2013; and

WHEREAS, the total available resources are now determined to be \$598,284.

WHEREAS, said additional unanticipated resources are as follows:

HDPL Board Meeting

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NV Energy Solar Power Rebate	\$	279,972
Contribution from Henderson Libraries Foundation	\$	10,000
Transfer from General Fund	\$	98,712
Total	\$	388,684

WHEREAS, there is a need to apply these excess proceeds in the Capital Construction Fund.

Now, therefore, it is hereby RESOLVED, that Henderson District Public Libraries, NV shall augment its 2013-2014 budget by appropriating \$388,684 for use in the Capital Construction Fund, thereby increasing its appropriations from \$160,000 to \$548,684. A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that the secretary shall forward the necessary documents to the Department of Taxation, State of Nevada.

AYES:

NAYS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Absent:

By: _____

ATTEST: _____

Mark McGinty made a motion to approve Resolution No. 14-002 to augment the 2013-2014 Capital Construction Fund Budget of the Henderson District Public Libraries. Colleen Brown seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding update of the five-year strategic plan.

Gayle Hornaday said the 5-year Strategic Plan 2012-17 was approved by the Board in July of 2011. Gayle Hornaday learned, rather suddenly, that to be eligible for federal and state grant funds, a 2-year update must be completed. The current plan, created the year before the failed tax initiative, was based on 6 libraries, and the possibility of funding from the election. The plan didn't reflect reductions made over the past couple of years. Conditions and statistics have been updated. Projects that have been discussed and implemented since the last update have been inserted (such as the solar project). Upon approval by the Board, the 2-year update can be filed with the state and the district will retain eligibility for grant money. When the new director comes in, he/she will want to review the current plan and engage in some real long-term planning.

Colleen Brown made a motion to accept the update to the five-year strategic plan. Mark McGinty seconded the motion. The vote was unanimous.

Old Business**1. Discussion and possible board action regarding the search for a new executive director.**

Debbie Englund said the application period has closed. There are 32 applicants. Tomorrow the personnel subcommittee will meet with the recruiting firm to narrow down the candidates for Skype interviews. There have been some really good candidates. Mark McGinty asked how many applications were received the first go round. Debbie Englund said 12 that were qualified. Out of the current 32, 4 didn't qualify. Mark McGinty said the strategy of going with a search firm worked. Jim Frey said going with a search firm improved the quality of the pool. The Board generally agreed the search firm had been a good idea.

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

Matt Hortt said there is a change order for the roof repair. Additionally, Bombard Electric LLC has completed the final plans and will meet with the design company to get on the same page. The next step will be permitting and then construction will begin. Meanwhile, Bombard Electric LLC has been gathering the needed materials so they will be ready to start. This is well within the timeframe. Gayle Hornaday said a motion and approval may be needed. Debbie Englund said the change order is an adjustment to the original contract and was over the director's limit for signature. No action was required.

Announcements

The next Board meeting will be held on March 6, 2014 at 1:00 p.m. at the **Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.**

Public Comment

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Adjournment**The meeting adjourned at 8:09 a.m.**

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by February 7, 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.