



Minutes
Henderson District Public Libraries
Board of Trustees

Date: April 17, 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 7:44 a.m.

Roll Call

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

Board absent: Cindy Herman

Staff present: Joan Dalusung, Debbie Englund, Ed Feldman, Orin Fielding, Viveca Grinstead, Florica Hagendorn, Anne Marie Hamilton-Brehm, Gayle Hornaday, Matt Hortt, Betsy Johnson, Chad Lenzini, Michelle Mazzanti, Stephen Platt, Stephen Roybal, Marcie Smedley, Vivian Tufano, Starr White

Others present: Dr. Elizabeth Baldizan, Sam Chapman, Alexandra Costa, Ron Hughes

Approval of Agenda

Mark McGinty made a motion to approve the agenda. Donn Jersey 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**

February 13, 2014

March 6, 2014

CA-2 **Review of Paid Invoices**

February and March

Jim Frey 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.

Circulation Report:

Gayle Hornaday reported that circulation is edging up to 1.3 million with another quarter still to go. Circulation is down less than 1% from last year.

Local Author Collection Launch Party:

Gayle Hornaday said the biggest recent event was the Local Author Collection Launch Party that was held March 8th. Staff working the event are out this week; a more extensive report will be presented at the next meeting.

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. Informational presentation about UNLV Collective Learning Opportunities.**

Dr. Elizabeth Baldizan, UNLV Division of Educational Outreach, distributed informational packets to the board. Dr. Baldizan said she had the opportunity to meet with the heads of Adult Services for the 3 Henderson Libraries at UNLV last November. The Division of Education Outreach is committed to reaching out into the community, campus to campus. Sharing space that could be available will create a win-win situation by bring educational opportunities to the area the library serves, as well as bring new traffic into the libraries. The Continuing Education division of Educational Outreach has existed since 1968, committed to both personal and professional development, serving 6,000 students each year and offering professional development certificates and personal enrichment. The intent is to respond to the workforce. There was discussion about sharing space that's available at the library to offer these classes.

One handout in the packet is a report on Personal Enrichment and Professional Development registrations by zip code for the Paseo Verde, Green Valley and Gibson Libraries. Matt Hortt executed a survey of clients in the libraries to show their interests; these are listed by library location. The survey shows definite interest in continuing education using library spaces. This opportunity advances both the community and continuing education, while creating a traffic flow and awareness in the libraries. The scheduling will work around the schedules of the libraries. Continuing Education will handle the registration and promote the classes throughout the valley, including listings in the City of Henderson's *Henderson Happenings*.

MJ Maynard asked Dr. Baldizan if Continuing Education is partnering with the Last Vegas-Clark County Library District. Dr. Baldizan said no, there are 10 locations around the valley. Jim Frey asked if OLLI [Osher Lifelong Learning Institute] programs are being presented. Dr. Baldizan said they are not being presented but have 7 different locations in the valley. Dr. Baldizan met with the City of Henderson last night to have OLLI at Heritage Park and other locations. Peer-to-peer and lifelong learning classes will be offered.

MJ Maynard asked if this has been done anywhere else in the United States. Dr. Baldizan responded yes, but more community colleges are partnered with libraries than universities. Universities the size of UNLV normally have satellite campuses, but UNLV does not.

Jim Frey said this seems like a natural partnership and is a good way for the university to reach beyond its boundaries. Dr. Baldizan said the challenge is to identify the right courses, times and marketing. Donn Jersey said those details can be optimized as they go along. Some courses and times may not work and adjustments can be made.

Matt Hortt said all the survey information wasn't included in the packet but can be sent out to the Board. Jim Frey said this may bring some new people into the libraries. Dr. Baldizan added that if mom, dad, grandma, grandpa come to a class, they may bring the kids into the library too. MJ Maynard said Dr. Baldizan will be invited back to meet with the new director and staff to talk about the next steps. Dr. Baldizan said Continuing Education is open to board/staff insight and suggestions.

2. Discussion and possible Board action regarding Fiscal Year 14 budget amendment to Contribution and Grants Fund.

Debbie Englund said this is a housekeeping item to place some grants and donations received during the fiscal year into the budget. 2 mini-grants were received. \$30,000 was budgeted for proceeds from Library Tree Lane, but \$36,000 was received. Henderson Libraries Foundation gave an unexpected donation. The district received a memorial donation from the Marxen family a few years ago; the estate has been settled and the district received some more funds.

Colleen Brown made a motion to approve the Fiscal Year 14 budget amendment to Contribution and Grants Fund. Donn Jersey seconded the motion. The vote was unanimous.

Old Business

1. Discussion and possible Board action regarding Executive Director Contract.

MJ Maynard said the personnel subcommittee took a look at the existing contract and made some good recommendations, comments, edits that were reviewed by the attorney. Jim Frey said the committee consisted of him, Cindy Herman and MJ Maynard. The only executive director contract that existed for review was from the previous director. Changes included: taking out the list of duties on lawyer's advice; increases capped at 5% and only given if finances permit and the director's annual evaluation supports it. Compensation remained the same. The benefits package didn't change. Relocation and support for professional activity/development remained standard. The severance package pay window was reduced from 7 months to 4 months which is now consistent with the Las Vegas-Clark County Library District. The contract was edited for various periods and commas. The contract is now a pretty tight document and Jim Frey recommended it for approval.

Jim Frey made a motion to approve the Executive Director Contract. Mark McGinty seconded the motion. The vote was unanimous.

The new executive director, Angela Thornton, begins May 20th.

2. Discussion and possible Board action regarding coffee shop lease.

Gayle Hornaday informed the Board of receipt of official waiver of interest from the Nevada Services for the Blind Business Enterprise Office. This allows a new buyer to purchase the coffee shop and lease the space, since Sam Chapman is selling the business. The past year and a half the Board has generously waived the lease payment due to lessening of library hours and other reductions. With a new entity coming in, Gayle Hornaday recommended charging the lease. It has been suggested to reduce the cost per square foot from \$1.80 per square foot to around \$1 or \$1.25 per square foot, since there is a utility cost to the library for the coffee shop space; it would be nice to recoup the utility cost. Donn Jersey asked the cost of the utility expense. Gayle Hornaday replied there is not a separate meter. It is a 516 square foot area, so probably not a whole lot. Jim Frey asked who is responsible for the equipment. Gayle Hornaday responded the owner of the coffee shop. Jim Frey asked if someone leases the coffee shop do they bring the equipment in. Sam Chapman said the sale of the coffee shop includes the equipment. Mark McGinty pointed out the amount of \$1 or \$1.25 per square foot is much less than comparative rates in the area.

MJ Maynard said it is in the lease that the Board can request a financial statement. MJ Maynard said she is unaware if there has been any interest in the space, but it is better to have someone in there than no one in there. It's important to have in the lease that the price is open for negotiation. Sam Chapman said the \$1 per square foot price is fair; the

location has restrictive hours and limited bathroom use if the library isn't open. The hour restrictions are brutal. Gayle Hornaday said there has been some interest from people walking in and asking questions. The rent is one of the questions that need to be answered. Sam Chapman agreed that people are asking what the lease consideration will be. MJ Maynard said a price can be set and include the language that the price is open to discussion and negotiation with the Board.

MJ Maynard asked Sam Chapman when he is leaving. Sam Chapman replied he has already moved his wife and he will be here until the business sells. If it doesn't sell he will have to reassess the situation. MJ Maynard asked where the sale is being advertised. Sam Chapman replied 1st Choice Business Brokers is handling the listing. Jim Frey asked if there has been any interest. Sam Chapman said the agent has sent some questions back and forth but Sam Chapman hasn't met any potential buyers. Jim Frey asked if a nonprofit organization could operate the coffee shop. Sam Chapman did not know but said it isn't very profitable to market it to nonprofits. Colleen Brown told Sam Chapman he will be missed and commended him for hanging in there. The history of the coffee shop was quite a nightmare before Sam Chapman took over.

Colleen Brown made a motion to set the coffee shop lease at \$1.00 per square foot, with the possibility of start date and cost negotiation upon sale of the business, Donn Jersey seconded the motion. The vote was unanimous.

3. Update regarding Solar Project.

Matt Hortt said the reroofing portion of the solar project is complete. One issue noted at completion was that various size and colors of nails were protruding through the ceiling. The crew came back and clipped the nails to a uniform size. Carlisle will come out to test the roof. Matt Hortt is meeting with Bombard Electric LLC tomorrow to discuss the solar project install. Once the project is underway, it should only take 2-3 weeks and should not be as noisy as the roofers were. The official start date will be determined tomorrow and depends on whether the permits have been pulled. MJ Maynard said the solar project is a big deal and an event, press or media release should be planned. Matt Hortt has done an excellent job. Matt Hortt said there will be a solar program incorporated into the summer reading program. Jim Frey asked how the roofs on the other facilities are faring. Matt Hornaday replied a few leaks at the Gibson Library have been fixed and the Green Valley library's is practically brand new.

Announcements

The next Board meeting will be held on May 15, 2014 at the **Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada**. MJ Maynard will be excused for the May meeting. Donn Jersey will be Acting Chair.

Public Comment

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MJ Maynard said today is the day marking Colleen Bell Brown's last Board meeting: "In some ways this is a sad day for us because we are losing a caring and experienced trustee. I am personally losing a board trustee mentor. We would like to thank Colleen for all of her years of selfless service. Colleen Brown has been with the HDPL Board of Trustees since January 1, 2002, many of those years serving as Board Chair. She has proven to be one of the most dedicated and passionate advocates of the library and the patrons we serve. Colleen has attended Nevada Library Day at the Nevada Legislature and watched out for our interests in her positions with RPEN and the State Council for Libraries and Literacy. Colleen, you have been an *incredible* champion on behalf of the library staff, always extolling the virtues and efforts of this amazing library team. You have been a tireless supporter in your efforts to raise public awareness of the financial

needs of the district and you will be missed. All of us here wish you much happiness in your personal endeavors and just like the contestants on *Who Wants to Be a Millionaire* we may choose to use a lifeline to call Colleen for assistance."

Donn Jersey said he remembers his first meeting with Tom Fay and Colleen at the *Cracked Egg*: "Within 30 seconds of meeting Colleen, she said 'Tom has said a lot about you but the main thing is you have to love libraries. If you don't love libraries it isn't going to work.' I didn't know what to say – I said I *love* libraries! Actually from that time on Colleen has become a very dear friend, we share other activities outside of the board and I think the world of you and I am so happy that by being on the board part of it was becoming a good friend of yours."

Robyn Campbell-Ouchida said she met Colleen through *Leadership Henderson* in 2002: "When Tom asked me join the board and I saw Colleen was on the Board I said, 'yes I can do this, I would like to work with her.' You will be missed, Colleen."

Mark McGinty said that Colleen and his mom, Colleen, traveled together so there's a personal connection there: "I am sad I only got to serve this long with you. So... we're going to miss you."

James Frey said "It's been nice. I've only been able to serve with you for a year or so but obviously you've made a significant contribution to the libraries and the library board and we appreciate that and wish you the best in your endeavors."

Colleen Brown thanked the Board: "It's been a wonderful 12+ years. I've loved every minute of it. I would like to think I am leaving it in better shape than when I first came onboard. And I would like to think I had something to do with that. Of all the boards and councils and commissions I have served on, and for, and with, this organization is the best by far. I have never worked with employees who are so dedicated, so creative and so loyal through the toughest years any of us have seen. For you to continue working and producing the type of product that you do and making the patrons happy – I don't care where you go, if you say Henderson Libraries the reaction is 'oh, let me tell you about...' it is so much better than that other district! I can only thank you for your service and support of me. Particularly when I first came on the board I was still very emotionally fragile and it was a lifesaver for me to get involved in this great group of people and I want to thank you all."

MJ Maynard presented a presidential plaque to Colleen Brown, recognizing her 12 years of service as a champion of the library district. This was met with much applause and standing ovations.

Pictures were taken of the Board and Gayle Hornaday.

MJ Maynard invited everyone to join us in a small reception after the meeting. Starr White has prepared and is serving crepes, there is also coffee and juice.

Adjournment

The meeting adjourned at 8:15 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by April 11, 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.

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