



Minutes
Henderson District Public Libraries
Board of Trustees

Date: June 19, 2014
Time: 7:45 a.m.
Place: James I. Gibson 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 7:50 a.m.

Roll Call

Board Present: Jim Frey, Cindy Herman, MJ Maynard, Mark McGinty, David Ortlipp
Board Absent: Robyn Campbell-Ouchida, Donn Jersey
Staff Present: Joan Dalusung, Carolyn Easterby, Ed Feldman, Orin Fielding, Joy Gunn, Anne Marie Hamilton-Brehm, Sean Hill, Gayle Hornaday, Matthew Hottt, Candace Kingsley, Melissa LaPorte, Michelle Mazzanti, Stephen Platt, Kevin Scanlon, Tawnya Shaw, Marcie Smedley, Christina Terriquez, Angela Thornton, Vivian Tufano
Others Present: None

Approval of Agenda

Jim Frey made a motion to approve the agenda. Cindy Herman 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**
May 15, 2014
- CA-2 **Review of Paid Invoices**
May 2014

Mark McGinty made a motion to approve the consent agenda. Cindy Herman 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 circulation is continuing a trend close to last year. Circulation is down less than ½% from last year. With all the Summer Reading Program activity it may be very realistic to exceed 1.7 million circulations for the year, which would keep us on par with the past 2 years.

Library Reports

Gibson Library:

Candace Kingsley reported the Summer Reading Challenge is in full force. During the first week, 880 people (adults, teens and children) signed up, Youth Services offered 14 programs were held with 681 people attending. Statistics passed 1,000. 209 library cards were issued, 24 t-shirts were sold and 29 tote bags were sold. 10,000 items were checked out that week. There was nearly \$600 in used book sales. Thank you to Stephen Platt for organizing Syn Shop to come out. The kickoff was fabulous. The flame organ was very popular as were the Legos. Bob and Sandy Ellis made a \$25,000 donation to Henderson Libraries Foundation on June 5th and pledged continued support to the library district. Fox 5 TV news attended and there was a nice segment on the late evening and morning news. Gibson Library staff is working with Heritage Park Senior Facility staff, Meals on Wheels and the Henderson Senior Auxiliary to provide some homebound service. Senior center volunteers will do the selection and Meals on Wheels will deliver the books. This is a big impact for small input on the library district's part. Meals on Wheels will feed their stomachs and Henderson Libraries will feed their minds.

Paseo Verde Library:

Joan Dalusung, Paseo Verde Library Manager, thanked Stephen Platt and Linda Hanks for creating an amazing summer reading program [SRP] kick off including squash organs, rockets and Legos. This was the most memorable summer reading kick off in recent memory. The programs throughout the library were all well attended. Other programs during the month include the 1st in a 4-part series partnership with Nevada Small Business Development Center, UNLV Start-up Center and the IRS, "Avoiding the Top Mistakes Small Businesses Make" on May 16 early in the morning. Often small business owners have a hard time getting away from work, so this series was scheduled for very early in the morning. 17 people attended. The next program is: Friday, July 25th at 7:30 in the morning. The program will be on federal taxes and paying online.

Early voting was held in the conference room May 29-30, and primary polling took place on June 10th. The voting people will be back October and November. The solar project nearly complete. There was a wonderful article on the solar project and Angela Thornton in the Henderson View this morning. Paseo Verde Library continues to be a meeting place for Affordable Care Act assistance. Appointments are taken once a month to help people who had trouble signing up. In the Youth Services department, Kristina Wang has a great volunteer teen crew to help with summer reading and book sale set up. There are 4 summer storytimes per week, 2 on Wednesday and 2 on Saturday. There is a summer kids movie series each week. School-age science programs take place on Wednesday afternoons. Next Friday the Paseo Verde Library is hosting a tour for 100 librarians from ALA [American Library Association] conference, which starts next weekend. Paseo is the first stop on a tour of 3 area libraries; the librarians will arrive in 2 busses. Mark Hall-Patton, Administrator of the Clark County Museum and recently of Pawn Stars' fame has graciously consented to give a 20 minute speech to begin the tour.

Green Valley Library:

Stephen Platt, Green Valley Library Manager, reported on Green Valley Library's activities. Christina Terriquez, new teen librarian, was introduced. Stephen Platt said Christina Terriquez started 6 months ago as a part-time youth services specialist and quickly moved up to the teen librarian position when the position became available. Christina Terriquez got her feet wet with 14 teens participating in an after-hours scavenger hunt last Saturday. As part of the STEAM [(Science, Technology, Engineering, the Arts, and Mathematics)] movement – it was like Captain Nemo mixed with steam engine technology. Working together, homemade devices were created, such as helmets and goggles that light up. The teens had a great time and there were prizes for the best projects.

As part of the STEAM grant staff is using the Summer Reading program to get parents, adults, teens and kids interested in electronics, technology, taking things apart, putting them together, and seeing how things work. The elements of physics all coming together. This is thanks to a partnership with Maker's Space, and Syn Shop (located on Fremont St.) which have agreed to provide workshops. The SRP kickoff brought out local businesses involved in technology and robotics to showcase their products in a very interactive learning environment. Workshops/activities included demonstrations of 3D printing, robotics, electric cars, and deconstruction zones (taking apart electronics that are no longer working). About 2,000 people attended the SRP kickoff district-wide. The STEAM grant went well with SRP's science-related theme and it was one of the best kick offs the library has ever had.

Stephen Platt said Kevin Scanlon and adult services staff organized a series of Shakespeare workshops. Classic literature is not that popular at the Green Valley Library, however the concept was brought to life for everyone, talking about methods of speaking and reading Shakespeare, using props, and acting. 6 workshops were held where attendees learned sonnets and how to present them. There were about 20 people per workshop, culminating with the presentation of an act attended by 60 people. Stephen Platt made contacts at the Henderson convention center and the Shakespeare Institute of Nevada. The title was "Shaky Shakespeare" (Shaky for people who were nervous presenting). Future classes can be scheduled at convention center free of charge. Jim Frey commented on the program being called STEAM instead of STEM. Stephen Platt said that when art is included the participant has to think about the visual concept, eye catching or creative element. Linda

Hanks was a colleague in the project planning; part of her role was to put together some interactive themed kits for early literacy storytimes. Each will feature science, with art included, and storytimes with different aspects of science with art. There will be workshops held to demonstrate how librarians have successfully incorporated the STEAM concept into library programs this year. This is all part of the \$87,000 STEAM grant received to update the district's technical materials and work with local businesses.

Angela Thornton said the focus has been the summer reading program and the end of the budget year. Angela Thornton hit all the library kick-offs on opening day – they were all fantastic. Each had similar, but different, programs and experience. Kids were fascinated by the art flames moving to music, the squash rigged up so you could play notes on, a street legal car that had parts made on a 3D printer. Each location had booths and programs. Paseo Verde Library even had free bread, courtesy of Harvest Bread Co.

ALA is coming up. The librarian tour at Paseo Verde Library that had been capped at 50, has increased to 100. Staff had to scramble and rethink how to communicate with and tour 100 librarians. If the board would like exhibit passes, the link has been sent out. Jim Frey asked where the exhibit hall is located. Angela Thornton replied the convention center. The exhibit hall will have author signings, vendor booths, and display shows. Mark McGinty asked the date of the tour of the Paseo Verde Library. Angela Thornton replied next Friday at 9:00 a.m. and the café will open early to accommodate the early arrivals.

There have been some nice donations. Sun City Anthem Women's Club gave us just over \$1800, and the Ellis Donation. The women's club luncheon included a demonstration from Jimmy Emerson who performs drag shows; he demonstrated how he puts on his makeup and sang a couple of songs.

Vegas Valley Book Festival is gearing up. Stephen Platt put in an application for Henderson Libraries. The committee likes Henderson Libraries idea of featuring local authors. They want a repeat screen where the local author can get his/her picture taken with his/her book; local authors will be able sign and display books in 1 hour increments; this should make the local authors feel special. A committee is forming and a plan of action will be ready soon for the October 18 session from 10-4.

The library district has partnered with UNLV to offer a class at the Gibson Library.

Social media is being beefed up; Tumblr and Instagram accounts are being added. More teens/early 20's use Tumblr now than Facebook. Signs are being made and will be ready before the librarian tour.

There have been meetings to discuss new tile for the entry at Paseo Verde Library.

Employees are receiving new identification badges with their picture on one side and their library card on back via a "QR Code."

Angela Thornton thanked the board and staff for being very inviting, welcoming and supportive.

MJ Maynard said she appreciated the update from all the branch managers. Congratulations were given on the efforts for the kick off and the creativity involved. MJ Maynard said she is so impressed – this is really good work. Inclusion of the manager reports was appreciated.

Sean Hill said the parking lot lights have been replaced at the Paseo Verde Library. This has been a safety issue for years. Only one complaint has been received. The lights were put on a timer that shuts them off at 10:00 p.m.; the complainer has not called back.

Jim Frey asked if the homebound program is the first of its kind since the bookmobile. Candace Kingsley responded the Outreach department ran home delivery and worked with Meals on Wheels previously. The elimination of the Outreach program and staff put the program on hold. Some really great volunteers and staff took on 10-12 clients, which was all staff could handle. Meals on Wheels serves between 300 and 600 people a year and can deliver the books. Senior Auxiliary and Senior facility staff can do the selection. The way it works is each patron has a book buddy who selects books

for that patron. The library district's responsibility is to train the book buddies, issue library cards to people and handle the transfer of materials to and from Heritage Park Senior Facility.

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 FY15 Board Officer Nominations

MJ Maynard opened the floor for nominations. Cindy Herman nominated MJ Maynard as Chair, Mark McGinty seconded the motion. Jim Frey nominated Donn Jersey as Vice Chair. Cindy Herman seconded the motion. Cindy Herman nominated Robyn Campbell-Ouchida as secretary, Mark McGinty seconded the motion. Public comment was requested. There was none. The nominations were closed.

2. Discussion and possible Board action regarding FY15 Board Officer Elections.

MJ Maynard said that the slate of nominations will be approved with one vote. Public comment was requested. There was none. Cindy Herman made a motion to approve MJ Maynard as Chair, Donn Jersey as Vice Chair and Robyn Campbell-Ouchida as secretary. David Ortlipp seconded the motion. The vote was unanimous.

3. Discussion and possible Board action regarding approval of award of janitorial contract (RFB 14-01).

Joan Dalusung explained that a request for bid [RFB] was put out for all 4 locations. The committee to review the bids included Debbie Englund, Candace Kingsley, Stephen Platt and Joan Dalusung. 4 bids were received. The companies were allowed to bid on individual buildings. The bids did not include professional carpet cleaning this time. MJ Maynard asked why it was removed. Joan Dalusung said when Paseo Verde Library's carpets were cleaned by a professional carpet cleaner it became apparent that some carpets have special needs and expertise. The carpets looked amazing after being professionally cleaned. A professional carpet cleaner has better equipment and expertise. This service will be bid out separately.

Scoring of the janitorial bids were based on experience, personnel selection, operating procedures, name badges and uniforms, client references and billable rates; the billable rates accounted for 40% of the score. Best Janitorial Services was the lowest bid on all except the Malcolm location which was a \$10 difference. The janitorial committee recommends accepting the Best Janitorial bid. Mark McGinty asked the term of the contract. Joan Dalusung responded 1 year with 3 renewal options. Jim Frey asked who Best Janitorial is replacing. Joan Dalusung replied United Maintenance. United Maintenance came in 2nd on the current RFB. David Ortlipp asked if the rates were known before the evaluation was done. Joan Dalusung said requirements were distributed, all buildings were visited and there was a mandatory pre-bid meeting to ensure all potential bidders understood the specific criteria, including rates. David Ortlipp clarified his question asking if the low bid amount was known before the 4 evaluators ranked the experience, personnel and procedures. Joan Dalusung responded no. David Ortlipp said because the billable rates had such a high percentage of consideration, he wanted to make sure the bid amount didn't affect the evaluation process. Joan Dalusung added that Best Janitorial was highly recommended by current customers, including Las Vegas-Clark County Library District. All committee members scored Best Janitorial the highest. For the term of the contract, rates can increase no more than the CPI [consumer price index] each year.

Jim Frey made a motion to approve the award of janitorial contract, RFB 14-01, to Best Janitorial. David Ortlipp seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding approval of Public Services Meeting Room Use Policy.

Gayle Hornaday explained that at one time the district charged for use of the larger meeting rooms. This proved not to be cost effective and there was not enough staff to support the public use. The practice was abandoned and since then the library district has not had a meeting room policy. Over time, as programming evolved and relationships with community partners were developed, a certain kind of use has evolved and this is reflected in the recommended policy. Occasionally, groups want to use the meeting rooms for reasons outside the library district's mission and this policy statement is needed to outline who may use the room and to provide guidelines for use.

Gayle Hornaday has done research on how other libraries in Nevada, California and Utah handle their meeting rooms. This policy is similar to 99% of the other policies. There are 2 levels of facilities, smaller meeting rooms and larger program rooms. Smaller rooms may be used for study and most kinds private use. Larger rooms must be used in partnership with the library, supporting the library district's mission. Jim Frey asked what specifics of the the policy are, and are room users charged. Gayle Hornaday said there are no charges for small or large meeting rooms. If a group wants to use the program room to present something to the public, they contact library staff and make a proposal. If the manager thinks the room use provides a public benefit and is in line with the district's mission, a booking may be made. If not, the proposal will be declined. Commercial activity is prohibited. David Ortlipp asked the definition of commercial activity. Gayle Hornaday replied money making activities such as Tupperware parties, Mary Kay presentations, or selling cosmetics or products. This may also include investing and estate planning presentations, although sometimes those presentations can be very informative and a informational to the public which may be considered; generally these presentations are just solicitation. The policy prohibits selling and the exchange of money.

David Ortlipp asked if HOA's [homeowner associations] can hold meetings in the library. Gayle Hornaday said they may hold their meetings in the smaller rooms. The capacity ranges from 4 to 20 people. There is a big interest for this in the community. MJ Maynard asked about the woman who wrote a letter wanting to hold her association meeting in the Gibson program room. Gayle Hornaday said she was a board member of a landscape association. The woman wanted to meet here because she didn't want to drive further away. The president of that association, James Green (who also serves on Henderson Libraries Foundation board), said they did have a regular meeting place, but she didn't want to drive that far. This policy provides a better description of room use. Cindy Herman said it is important to have a policy in place. Because the district is funded by tax dollars, we need to be open within limitations. It would be good to follow up with our legal advisers should be consulted to make sure the policy is in line. A variety of unusual requests of very unusual requests may arise. It is very good to have something to fall back on, legally, if they push it. MJ Maynard asked that the district's attorney take a look at it and the Board will reconsider the policy at the July Board meeting. Gayle Hornaday pointed out there is an exception clause to allow UNLV classes and use by teachers since part of the district's mission is to support education and lifelong education. This policy will be revisited next month.

5. Discussion and possible Board action regarding changes to Personnel Policy #104.2, Employee Categories.

Angela Thornton said this change is necessary due to the restoration of hours. Cindy Herman said the board is very pleased to be able to consider this. Public comment was requested. There was none. Jim Frey made a motion to approve the changes to Personnel Policy #104.2 Employee Categories. Mark McGinty seconded the motion. The vote was unanimous.

6. Discussion and possible Board action regarding changes to Personnel Policy #105.2 Pay Schedule.

Angela Thornton said this policy also needed to be updated to reflect the increase in staff hours. Public comment was requested. There was none. Cindy Herman made a motion to approve changes to Personnel Policy #105.2 Pay Schedule. David Ortlipp seconded the motion. The vote was unanimous.

Old Business

7. Update regarding Solar Project.

Matthew Hortt said the project is complete. The punch list corrections have been completed. There is some painting necessary to match the wall; this is the only task left to be done. The claim form has been submitted to NV Energy which will come out and tour the project. In 3 to 5 days the meter will be installed. It will then take 2-3 weeks to get the check. A ceremony will be planned to celebrate the completion of the project, featuring the presentation of the check. MJ Maynard thanked Matthew Hortt and Mark McGinty for the great job they have done on the solar project. Sean Hill commented that the solar panels did generate power when they were testing. Matthew Hortt said the statistics will run on the digital signage inside the library, which is a requirement of the grant. Digital signage will show a snapshot of what is being done at the moment. Sean Hill will link this to the website.

Announcements

The next Board meeting will be held on July 17, 2014 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

Board Chair MJ Maynard adjourned the meeting at 8: 40 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by June 13, 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.