



**Minutes**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date:** August 21, 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; 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 7:45 a.m.

**Roll Call**

**Board present:** Robyn Campbell-Ouchida, Jim Frey, MJ Maynard, Mark McGinty, David Ortlipp

**Board absent:** Cindy Herman, Donn Jersey

**Staff Present:** Joan Dalusung, Carolyn Easterby, Debbie Englund, Steve Escobedo, Ed Feldman, Orin Fielding, Joy Gunn, Anne Marie Hamilton-Brehm, Gayle Hornaday, Matthew Hortt, Betsy Johnson, Michelle Mazzanti, Jo Morrison, Stephen Platt, Kevin Scanlon, Tawnya Shaw, Marcie Smedley, Angela Thornton, Vivian Tufano

**Others Present:** via Skype: Sébastien Toutain; Sam Chapman

**Approval of Agenda**

MJ Maynard 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**

July 17, 2014

**CA-2 Review of Paid Invoices**

July 2014

MJ Maynard 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 Reports:

*Gibson Library:*

Marcie Smedley said new employees have joined the team at the Gibson Library. In adult services Shannon Bingham has taken a new part time adult service assistant position. Having been a shelver for over 3 years Shannon Bingham has a lot of knowledge of the district and brings enthusiasm to the position. Shakita Kirkland, hails from Lawrence Public Library in Indianapolis, Indiana and brings with her 12 years of public library experience to fill the full time adult services librarian position. Shakita Kirkland is full of new and creative ideas to share with the Gibson Library team.

A Sci-fi film night featured 2 films, one of which, *The Crystal Crypt*, was directed by a staff member's husband, Shahab Zargari. The event had good press coverage and good turnout with 70 people in attendance.

Youth services hosted a bookmark contest for the summer reading program. Winning bookmarks, based on the summer reading theme *Fizz, Boom, Read!*, were presented to the board. Last year, the first for the contest, there were 50 participants. This year there were 88. The Paseo Verde Library Youth Services department held its first bookmark contest with 72 entries. Winners were chosen from 3 age groups. The bookmarks are available in the buildings, so the kids feel proud of their work and their creativity can be shared with others.

*Green Valley Library:*

Stephen Platt said an immunization clinic was held on Aug 2<sup>nd</sup>. The event was organized by Kevin Scanlon [Adult Services Head], St. Rose and Nevada Immunization Coalition. Kevin Scanlon said over 200 people attended and many were families visiting the library for the 1<sup>st</sup> time. Hopefully they will return to use the library during the school year. In addition to the immunizations there was also a mini health fair. Nevada Donor Network participated and 8 organ recipients were there to tell their stories. 5 people signed up to be organ donors. MJ Maynard asked how people heard about the clinic. Stephen Platt said it was well covered on the news. Kevin Scanlon said there was an interview on Fox 5 and it was covered on the other news channels and in print. Press releases and flyers were distributed in the community.

The signage at Green Valley Library needs improvement. There is a large marquis on the north end on Green Valley Parkway, in front of the empty restaurant. Some people think the library is closed because of the empty building. Plans are being discussed to move the marquis closer to Sunset Road and the library. RAFI is donating time to work with the city to get the necessary permits and the management company to find a better location, and possibly find some other ways to improve signage. This will be an ongoing effort, with meetings and discussions, for a few months. The property management company must first approve the request to move the sign. There are rumors about a new restaurant opening. The building has been gutted and the landscaping is being done around the building. This could help revitalize the area. Jim Frey asked if there is a time estimate. Stephen Platt responded hopefully 3-4 months. Mark McGinty commented it sounds like the full scope has not been worked out yet to get an estimate on how much to move it. The sign will need power. Stephen Platt responded that is correct. There are only negotiations at this point. There are covenants that govern signage that need to be reviewed. Mark McGinty said the situation is in good hands with RAFI. Angela Thornton said another option is for moving the sign to point more at the library. The sign will help the Green Valley Library quite a bit.

*Paseo Verde Library:*

Joan Dalusung welcomed Emilee Wirshing to her new position as part time adult services specialist. This is a new position in the Adult Services department. Emilee Wirshing was previously a shelver at Paseo Verde Library and worked simultaneously at Coffee Bean and Tea Leaf at the District. She brings a great set of customer service and technical skills and to the adult services department.

Caroline Hoover organized a back-to-school clothing swap on Saturday, August 9. This is the 2<sup>nd</sup> year for the clothing swap. Participants dropped off bags of clothing during the week before the swap and received a ticket for each bag donated to return and trade the ticket for a bag of "new" clothes. This is a very unusual concept and is catching on in popularity. The clothes were organized by gender and age. 38 families participated in the clothing swap, dropping off 92 bags of clothing and taking 68. The extra bags of clothing were donated to HopeLink of Southern Nevada.

A Scholastic book sale will take place next week from Wednesday through Saturday. New Scholastic books will be ½ price. The Youth Services department will receive a benefit for hosting the sale, approximately \$500 credit to use in the Scholastic warehouse for next year's summer reading program.

*Circulation:*

Gayle Hornaday said circulation for the new fiscal year is starting up 4% from July last year. This is good news and circulation is going strong. July is one of the district's strongest months due to the summer reading program.

Angela Thornton said the clothing swap and immunization clinic received a lot of press together. The upcoming change in hours has gotten a lot of buzz. Some people are unhappy about taking hours away from the other locations. Overall, the change will be better for the library district.

There has been a strong push to get the word out about social media. District employees have been asked to get familiar with social media and talk about specific things on there.

Henderson Libraries Foundation recruited 6 new members. Orientation was held this week. It is hopeful the new members will get on board and be off and running with fundraising ideas. The foundation board can have up to 21 members.

#### Public Comment

*Note: 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 the coffee shop.

Angela Thornton told the Board the business plan from the new coffee shop owner was received late in the day yesterday and was then posted for Board. Hard copies were provided in case there wasn't time to review the document.

Angela Thornton and Gayle Hornaday have met with Sébastien Toutain, he is available via Skype today, and it seems like a good benefit for the library. Mr. Toutain wants to open earlier in the day, attract a different clientele. There are a few plans in the works for early morning programs to draw people in. Mr. Toutain is currently in France working on his E-2 Visa [The E-2 Investor Visa allows an individual to enter and work inside of the United States based on an investment he or she will be controlling, while inside the United States. This visa must generally be renewed every five years, but there is no limit to how many times one can renew. The investment must be "substantial". Investor visas are available only to treaty countries]. If the Board approves of Mr. Toutain and his business plan, he will take over the coffee shop sometime in October. MJ Maynard asked how Mr. Toutain was found. Sam Chapman said Mr. Toutain responded to the real estate agent's advertisement. Coincidentally, Colleen Brown's husband does his taxes. MJ Maynard said that is a great connection.

Sébastien Toutain was available via Skype, however the quality was not very good. Angela Thornton introduced the Board to Sébastien Toutain. Mr. Toutain reviewed types of food that may be offered in the coffee shop.

David Ortlipp stated his main concern with the business plan is that the break-even point (compared to previous years' incomes) seems very high and the plan is fairly optimistic that the income will increase over current figures. Is \$10,000 start up cash enough? Projections are fairly optimistic just to break even. MJ Maynard said the cost of goods seems reasonable. Business has been fairly consistent and there is a captive audience. MJ Maynard asked Sam Chapman for his sense of confidence. Sam Chapman said it has been ever-increasing as far as profitability and performance are concerned. Sébastien Toutain has a great deal of confidence in running a restaurant; Sam Chapman has a great deal of confidence in Mr. Toutain's ability to grow the business. Jim Frey asked what the new owner can do differently. Sam Chapman replied there will be some new food items, such as crepes, and there will be outreach to local business for delivery and catering. Sam Chapman admitted he hasn't seen the business plan. Jim Frey asked if Mr. Toutain will be opening earlier. Angela Thornton said in their last discussion Mr. Toutain stated plans to open at 7:30 a.m. Although it is before the library opens, the front doors will be open and Wi-Fi will be on.

Jim Frey asked if the eating space will be expanded. Angela Thornton said there has been some discussion about possibly rearranging the kitchen area to allow for that, repainting, and some basic things. Jim Frey asked if the equipment is operable and ready to turn over. Sam Chapman said one piece of equipment isn't functioning but it has been know. Mark McGinty said it appears a variety of food, including French food, will be offered. That's exciting. Mark McGinty said Mr. Toutain is not asking for financial support, the Board just has to approve the lease. David Ortlipp asked how much the rent is. Sam Chapman responded \$1 per square foot, \$524 per month. Sam Chapman said Mr. Toutain my raise prices, but it's time anyway. Jim Frey asked if the library absorbs the utilities. Angela Thornton responded yes, there is no way to separate it out. Mark McGinty said he's excited to see Mr. Toutain go in. MJ Maynard asked if Mr. Toutain will take over in October. Sam Chapman responded it depends on how long it takes to obtain the Visa. Sam Chapman will keep the coffee shop open until Sébastien Toutain can take over. Sam Chapman's closing date is September 15<sup>th</sup>.

Mark McGinty made a motion to approve the lease with Sébastien Toutain. Jim Frey seconded the motion. The vote was unanimous.

**2. Discussion and possible Board action regarding closure of Paseo Verde Library on September 25, 26 and 27 for new carpet installation.**

Angela Thornton said the new flooring is ordered. It looks like wood but is rolled vinyl. There will be baseboard and in-laid design. Closing the library for 3 days allows for completion of the process. If the job isn't completed by Saturday, the library is already closed on Sunday allowing the work to spill over 1 day. Board approval is needed to close the building for the work to take place September 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>.

Angela Thornton said the process has been a great group effort with Joan Dalusung running point with the flooring people.

The area to receive new flooring is by the front doors down in front of the service desks. This will set that area apart. When money is available the rest of the library can be carpeted. MJ Maynard asked what the debate was about. Angela Thornton responded there was discussion about the type of flooring and backing, samples and the importance complementing the remaining carpet. MJ Maynard said it will be nice to have new flooring in the high traffic area. Angela Thornton said the project is over-budget by a little bit, about \$1,000. The original plan was tweaked down to what staff think will look beautiful. Jim Frey asked who the vendor is. Joan Dalusung responded Bryan Price at FSI Flooring. David Ortlipp made a motion to approve the closure of Paseo Verde Library on September 25, 26 and 27 for new flooring installation. Mark McGinty seconded the motion. The vote was unanimous.

**3. Discussion and possible Board action regarding approval of Henderson District Public Libraries/Federal Depository Library Government Documents Collection Development Policy.**

Stephen Platt said it's been a while since the government collections development policy has been updated. This governing policy guides the district in acquiring and withdrawing government materials. This policy needs to be updated to reflect the current situation, that the district receives government materials in print and electronic format that are shared between 3 Henderson Libraries locations. Stephen Platt introduced Steve Escobedo, the Government Documents Librarian. Steve Escobedo said an audit by the GPO [Government Printing Office] in March revealed some discrepancies. These policies were drafted to keep government documents separate from Henderson Libraries normal policy and to separate out the collection development policy [for Government Documents] which has different rules. Steve Escobedo has made changes to two policies to comply with the GPO's requirements.

MJ Maynard asked if this is an annual audit. Steve Escobedo responded the audits are random. The GPO doesn't have the funding to visit each location, so the audit is done via telephone. MJ Maynard asked if it's a state audit. Steven Escobedo responded it is a federal audit. The plan is to have a link from Henderson Libraries website to show the policies on the web page for the government collection and internet access. This will make it easier for the users, the patrons and the government agencies. Jim Frey asked what the deficiencies were. Steve Escobedo said internet access was one. Stephen Platt said the GPO asks for a separate policy for access showing that the Government Documents collection is free and accessible. Jim Frey asked if there is a big demand for this collection. Stephen Platt responded no, it is an underutilized collection with 10 to 20 checkouts of print per month. There is substantial more business with electronic links in our catalog. The search in the catalog directs the patron to a document available electronically or to a government website. The documents may be viewed and/or printed. There are 50 to 75 hits per month in this area.

Mark McGinty made a motion to approve the Henderson District Public Libraries/Federal Depository Library Government Documents Collection Development Policy. David Ortlipp seconded the motion. The vote was unanimous.

**4. Discussion and possible Board action regarding approval of Henderson District Public Libraries/Federal Depository Library Government Documents Internet Access Policy.**

Discussion was held under the previous item. Jim Frey made a motion approve Henderson District Public Libraries/Federal Depository Library Government Documents Internet Access Policy. Mark McGinty seconded the motion. The vote was unanimous.

**Announcements**

The next Board meeting will be held on September 18, 2014 at the **Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada**. Jim Frey reminded the Board about the Rotary Club of Green Valley fundraiser on Thursday, October 2<sup>nd</sup> honoring Mr. and Mrs. Bobby Ellis. The cost is \$125 per ticket and the event will be held at the M that night. This is a wonderful way to honor a great library and community supporter. MJ Maynard asked Jim Frey to send out an email with the information. Angela Thornton and Marcie Smedley plan to attend.

**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**

The meeting was adjourned at 8:25 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by August 15, 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 Joy Gunn at 492-7252.*

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