



**Minutes**  
**Henderson District Public Libraries**  
**Board of Trustees**

**Date:** October 16, 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, Donn Jersey, MJ Maynard, Mark McGinty, David Ortlipp

Board absent: Cindy Herman

Staff present: Joan Dalusung, Debbie Englund, George Greicar, Joy Gunn, Sean Hill, Gayle Hornaday, Candace Kingsley, Michelle Mazzanti, Lisa Phelan, Kevin Scanlon, Vivian Tufano, Tawnya Shaw, Marcie Smedley,

Others present: Sam Chapman

**Approval of Agenda**

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

September 18, 2014

**CA-2 Review of Paid Invoices**

September 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.*

Gayle Hornaday gave the director's report.

The high school equivalency classes at Gibson Library, discussed last month, were cancelled due to insufficient sign-ups.

The agreement with UNLV to offer continuing education classes at Henderson Libraries has been signed and classes are expected to start next semester.

Possibilities of a free storefront lease at Lake Las Vegas are still being explored. Some Friends of Henderson Libraries volunteers live in that area and are interested in volunteering there. The real estate people have not provided answers to some questions. There are a lot of clauses in the lease involving tenants paying for this, that and the other and the district would ask all those charges be waived. There are rumors about changes that may occur at Lake Las Vegas, such as some of the big events being moved away from the village and over to Reflection Bay when it opens.

The admin team and branch managers met with the library district's attorney Brin Gibson about the open carry issue. The law allows for a person to openly carry a firearm [holstered] in the library, but it is against the law to

carry a concealed weapon [even with a permit] in the library. The library staff response will be to call the police to ask any person open carrying about their intentions to ensure they are someone who can carry legally, safely and responsibly in the library. If a person is carrying an unholstered weapon, staff will pull the fire alarm and call 911. Gayle Hornaday said the situation rarely occurs. On the rare occasion a person has open carried in the library, he did so to make a statement.

There was a question about how much media attention the friends' wonderful, huge donation received. Some people felt it didn't get enough coverage. This wasn't really true. The public relations firm put out a press release and Henderson Press, Henderson Chamber of Commerce Newsletter, Henderson View and Inside Henderson (online publication) ran the story. It wasn't in the Las Vegas Review-Journal or the Sun. Next time, more effort can be made to get the story out there. MJ Maynard said it is great to let the Friends know about the mentions that were received. Gayle Hornaday said she will show the Friends at their board meeting next week. Robyn Campbell-Ouchida suggested providing a packet showing the hits.

Last month, channel 13 did an interview with Angela Thornton and Gayle Hornaday. Angela Thornton suggested a follow up about Library Tree Lane and they were very receptive.

Channel 8 approached Angela Thornton regarding an extended story about libraries in the area. It will include a lot of social media and a live interview. Henderson Libraries will have the April-May timeframe.

Angela Thornton had an interview with Henderson Online which will be doing a print edition; the library district is being given the opportunity to have a regular 2-page spread in the paper. That will start in a couple of months.

There is an upcoming interview by the View about Friends of Henderson Libraries.

Angela Thornton has been working with a committee to better use the district's website and social media to better promote library information in the community.

The district is working to improve the website.

The Friends of Henderson Libraries were nominated for the Henderson Chamber of Commerce's best nonprofit by Angela Thornton. The Friends made the first cut for voting. Gayle Hornaday said Angela Thornton will be sending out information to everyone about how to vote.

Vegas Valley Book Festival is this weekend. Henderson Libraries will have 2 booths, an adult booth on the author's side and a children's booth with activities for kids. There will be pen give-a-ways, logo tattoos and a miniature book craft.

There is a Nevada sesquicentennial celebration sponsored by HopeLink on November 1<sup>st</sup>; the library district will have a booth. Anne Marie Hamilton-Brehm, Digital and Metadata Librarian, will be working on this event in conjunction with the Henderson Historical Society and the Clark County Genealogical Society. Anne Marie Hamilton-Brehm made some beautiful bookmarks from the digital collection of BMI photographs. A set of the bookmarks were given to each board member.

The flyer for the 2014 Library Tree Lane was distributed to the Board. The gala will take place on December 5, 2014 from 7-10 p.m. The Board was asked to reserve the date. The invitation and tickets will be forthcoming.

Jim Frey asked about laws relating to the exclusion of guns. Gayle Hornaday said that schools, higher education and childcare centers were included in the legislation but not libraries. Henderson Libraries would like to have the opportunity to be added to the list and this possibility was raised with the attorney. The attorney didn't seem very positive about the possibility. Jim Frey asked if there are not government affairs people to advocate for us. Gayle Hornaday said perhaps NLA could take up the cause, although in the past they haven't wanted to take up this kind of cause and there will not be an NLA lobbyist this legislative year. Most of the district's representatives are up for reelection. Jim Frey suggested the matter be investigated. David Ortlipp asked if the attorney mentioned why it may have trouble going through. Gayle Hornaday said his exact words were "it's very political". In Nevada there is a culture of people who want to do whatever they want and that is hard to fight.

When no one is receptive, it may not be a successful effort. It is good to put the idea out there that this would be appropriate legislation. MJ Maynard suggested that Angela Thornton find out about Las Vegas-Clark County Library District's position and see if LV-CCLD has a lobbyist.

#### *Circulation Report*

Gayle Hornaday said circulation is moving right along at about the same rate. Compared to last year, physical circulation is down about 5% compared to previous year, however online/downloadable materials have increased more than 100%, making up about 5% of total circulation. The online/downloadable material circulation is on an upward trend.

#### **Library Reports**

##### *Green Valley Library:*

Kevin Scanlon said the new hours are impacting Green Valley Library. There has been a noticeable uptick in reference questions and Paseo Verde Library patrons coming to Green Valley Library to use the computers. Storytime at 10:30 has not been impacted by the 10:00 a.m. opening time.

The series 60 Days to Better Health has presented 12 programs so far and brought 125 people through the doors to attend those programs. There was a heartfelt screening of a movie about aphasia and afterward a patron came up and shared her experience about recovering from a stroke four years ago and working at being able to read again. She used to be a voracious reader. The playaways and downloadable audio have become part of her recovery. The Little Yogis program meet on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month and have averaged 26 attendees.

##### *Gibson Library:*

Candace Kingsley said the new hours have been very busy in the computer lab and a lot of parents are taking advantage of the earlier opening time. As mentioned earlier, the necessary signups were not achieved for the GED program. The group providing that class lost their funding; it is not clear what will happen with future classes.

Shakita Kirkland began a *Crafting for a Cause* program. This program will promote patrons feeling like the library is that 3<sup>rd</sup> place where you come and interact. Interested participants sign up and are given a skein of yarn which they return as a finished product which will be donated to need-based partner organizations Safe House and St. Timothy's Church. Both organizations help the needy. Before the program even kicked off, 34 hats were received from the Heritage Park Senior Facility. There have been a lot of signups online. Shakita Kirkland has had to buy more yarn twice and some people are bringing things in to donate without even taking any yarn. Knowing how to knit or crochet is not required.

Marcie Smedley said this week featured author Bruce Coville as part of the APPLE partnership. The APPLE partnership is made up of the City of Henderson, Clark County School District (Henderson Schools) and Henderson Libraries. Local students receive bookmarks that help to track reading at home. At the end of the year the minutes are tallied and top readers are recognized. A cash award (courtesy of a corporate sponsor) of \$7,000 is awarded to the school with the most minutes logged. The APPLE partnership was lucky to get Bruce Coville for the annual Celebration of Reading, who shares his story about becoming a writer because he's a reader. Mr. Coville went to 9 elementary schools and 1 middle school, reaching over 2,500 students. Imagine Communications filmed a segment with him for *The Book That Changed my Life*. Last night Bruce Coville spoke to 85 people in the reading room of the Paseo Verde Library and stayed over 2 hours to sign autographs. Betsy Johnson, Assistant Branch Manager at Paseo Verde Library, graciously allowed the group to stay after closing to finishing the session.

Jim Frey asked what happened to the banned book mug shots; he posted his on Facebook. They were taken down after Banned Books Week.

##### *Paseo Verde Library:*

Joan Dalusung reported Henderson Libraries will have 2 booths at Vegas Valley Book Festival, 1 adult featuring 2-4 local authors every 2 hours and 1 children's booth featuring children's authors and programs: Pirates of the

Sea Monkey (11-12:30), Balloon Creation (12:30-2), Storytelling with Rita (2-3:30) and Miniature Book Craft and Doodlebots (10-4). Trained staff and volunteers are helping with the event.

The board was invited to stop in and see the new flooring. Many nice comments have been received.

Paseo Verde Library is now open on Monday. Previously the average circulation on Tuesday was about 4,000. Since opening on Monday, the average circulation on Monday has been about 2,300. Tuesday circulation has gone down a little, but still averages 3,600. The process of educating the public about being open on Mondays continues. Please spread the word. Mondays are still pretty quiet but this has been a positive step.

Paseo Verde Library has a new part-time specialist in the Adult Services Department. This position was repurposed from the ABS Department. Emilee Wirshing filled the position and, thanks to IT, operates a computer station at the help desk at the far end of the library in front of the reading room. The Adult Services department keeps statistics on everything – reference questions, technology questions, etc. Since September 2013, there have been an average of 460 technology questions per month. In September 2014, for the single month, there were 818 technology questions. That's not just a number – that's about 400 people staff wouldn't be able to help without that extra staff member. MJ Maynard commented that was a smart idea.

### **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 appointing a personnel subcommittee to prepare the executive director's 6-month and 1-year evaluations.**

MJ Maynard expressed disappointment that Cindy Herman was unable to attend today. The executive director evaluation form is more suited for direct employer-employee relationship, asking for evaluation of areas the board is not familiar with. A personnel subcommittee made up of 3 board members is needed to develop a new form and prepare the executive director's 6-month and 1-year evaluations. Jim Frey, Donn Jersey and Robyn Campbell-Ouchida volunteered to serve on the personnel subcommittee. Mark McGinty made a motion to appoint Jim Frey, Donn Jersey and Robyn Campbell-Ouchida to serve on the personnel subcommittee. David Ortlipp seconded the motion the vote was unanimous.

#### **2. Discussion and possible board action regarding updating the executive director evaluation form.**

The Board was asked to submit examples of an executive director evaluation form to the personnel subcommittee. Cindy Herman has expertise in this area and needs to be involved in this particular process. Jim Frey asked if the evaluation process will also be addressed, who's involved? What steps? MJ Maynard responded yes. Jim Frey asked if the board does not want a self-report. MJ Maynard responded the board definitely wants a self-report. There hasn't been enough self-reporting done. Mark McGinty asked if there is a formal written procedure. MJ Maynard responded yes, in the contract. Debbie Englund commented there is a form and a process, but there has been interest by the board in changing it. The current form is very long and detailed and relies on day-to-day interaction. Another plan is desired and a different way to evaluate. Mark McGinty said he doesn't have the experience reviewing a director but has tons for reviewing employees. The current form being used is posted on the board website. The board was asked to review the form and direct suggestions to the personnel subcommittee. MJ Maynard recommended the subcommittee get started right away. The subcommittee does not necessarily have to meet at the library and can communicate by email. Donn Jersey made a motion directing the personnel subcommittee to act on the board's behalf to devise a new executive director evaluation form and process. Mark McGinty seconded the motion. The vote was unanimous.

### **Old Business**

#### **1. Discussion regarding the coffee shop.**

MJ Maynard asked if there is any news regarding the coffee shop. Sam Chapman expressed disappointment that the VISA interview date was at the end of October. Because of that, the new owner is taking care of everything, the escrow, etc. this month. Mr. Toutain's attorney requested documentation of approval by the board to take to the VISA appointment. This was provided. Sam Chapman will have no news until after

the VISA interview on October 29<sup>th</sup>. Hopefully the closing can take place 2-4 weeks after that. David Ortlipp asked what the backup plan is. Sam Chapman said he will continue to advertise the sale. If the offer from Mr. Toutain falls through, a few more people will be hired and Sam Chapman will run the business from North Carolina. This would not be his first choice. The coffee shop will be kept open and running.

**Announcements**

The next Board meeting will be held on November 20, 2014 at the **Green Valley Library, 2797 N. 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**

8:27 a.m. adjournment.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by October 10, 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 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.