



Minutes
Henderson District Public Libraries
Board of Trustees
Date: November 20, 2014
Time: 7:45 a.m.
Place: Green Valley 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

Acting Chair Donn Jersey called the meeting to order at 7:45.

Roll Call

Board Present: Robyn Campbell-Ouchida, Jim Frey, Cindy Herman, Donn Jersey, Mark McGinty, David Ortlipp

Board Absent: MJ Maynard

Staff Present: Joan Dalusung, Debbie Englund, Orin Fielding, Kathy Folger, Jane Freese, George Greicar, Joy Gunn, Sean Hill, Gayle Hornaday, Candace Kingsley, Shakita Kirkland, Chad Lenzini, Rachel Mainz, Michelle Mazzanti, Stephen Platt, Laurie Richardson, Stephen Roybal, Kevin Scanlon, Tawnya Shaw, Marcie Smedley, Angela Thornton, Vivian Tufano, Justin Viskoc, Starr White

Others Present: PJ Sheldon, Dana Bullinger, Sam Chapman, Amy and Tom Carvalho

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

October 16, 2014

CA-2 Review of Paid Invoices

October 2014

Cindy Herman made a motion to approve the consent agenda. Robyn Campbell-Ouchida 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.

Angela Thornton reminded the Board that the Library Tree Lane Gala is on December 5th. Please RSVP if you plan to attend. There will be a big push about Library Tree Lane on social media. If an electronic version of the gala invitation is needed, please let Angela Thornton know.

Library management is working with the foundation to develop a technology grant for 24-hour electronic libraries. This is very exploratory at present; options are being explored to implement this technology into the library's daily business without impacting staff.

Angela Thornton attended the Henderson's 15th Annual Economic Development & Small Business Awards Banquet on November 13th. Friends of Henderson Libraries was nominated for outstanding nonprofit category, but did not win. The district and friends had a good presence. This was good PR for the district.

Circulation Report

Gayle Hornaday said circulation is moving along strongly and has almost reached 600,000 for the year so far. This is up 1% from last year.

Library Reports

Due to the mentoring graduation, Angela Thornton asked each building manager to report on one item of importance from their library.

Stephen Platt introduced a very special lady, PJ Sheldon, a professional photographer, world traveler, author, musician and world traveler who wrote *Career Strategies for Success* and *You're Hired*. Ms. Sheldon has been giving workshops for 5-6 years. Over 70 people who attended the workshops have found jobs; two-thirds found full time jobs. Other career workshops have been offered before by Goodwill and Las Vegas Urban League, but PJ Sheldon has been the longest serving and has been the most dedicated, often counseling students in the library on her own time. One attendee, Linda Johnson, wrote a note of appreciation which Stephen read. "I have attended several of PJ Sheldon's career workshops and have found them to be extremely helpful. Over the months she had several students, like me, attend more than one workshop. I heard a couple of them announce that they got jobs, either full time, part time, temporary. They were so happy just to be back at work and thanked her right in the room. They said it was because of something they learned or did differently because of what she had taught them... Well, I am happy to say I have landed a full time job in California in three weeks thanks to PJ getting me ready. Before I was just treading water and now I am swimming across the lake and so grateful. "

Sheldon thanked the board for the opportunity to speak. She has been giving workshops for over 5 years all over Nevada; the Green Valley Library is her home. She adjusted the two-thirds full time success statistic to 72% as a student told her at a book signing at Barnes and Noble last Saturday that she found a job. PJ Sheldon also tutors people 1 on 1 for free. Ms. Sheldon has 25 years' background in human resources, communications and marketing and has written 9 books, several are in other languages and available only in Europe. Another letter was read from a gentleman in his mid to late 40's that had lost his job and attended 2 workshops. "PJ, you've really made a difference in my life. I feel whole again. I wasn't sure where to turn for help. But when I saw your flyer in the library one day I thought I would take a chance and attend your free workshop. I'm so glad I did. Now I can easily put food on the table again for family without the worry of shame. When you're out of work as long as I was, after losing my job of 17 years, you feel shame and embarrassment, begin to think that your family sees you the same way. Although I learned my family did not share that feeling. Well I am proud and happy and just wanted to tell you the difference you made in my life. I did not want to get up in front of everybody to say this because it's so personal. But I did want to tell you and to say thanks in every way that you really made a difference". That's only part of the letter; he brought this letter in at the beginning of a workshop and was in tears and shaking, handed PJ the letter and couldn't say anything else. He left and she read it after the workshop. PJ Sheldon said we are reaching the people and that's what it's all about. She thanked the Board and thanked Stephen Platt for allowing her to reach the patrons. There was applause from all attendees when Ms. Sheldon finished.

Candace Kingsley introduced Shakita Kirkland, Adult Services Librarian, from the Gibson Library, who reported on her newest project *Crafting for a Cause*. Shakita Kirkland introduced herself. Hailing from Indiana, Ms. Kirkland has worked for Henderson Libraries for 3 months and just successfully passed her probationary evaluation. She did something similar in Indiana with friends and family members. This project began with 45 skeins of yarn. Interested patrons were asked to register, take a skein of yarn, and make a project that would be donated to a local charity, S.A.F.E. House. The project was only a month long and over 293 items were completed! Some participants didn't even pick up yarn, but brought in bags of projects. S.A.F.E. House carried away 35 bundles. Projects included hats and scarves, scarves and mittens, bags of children's things and stuffed animals. This program was a huge success. One patron even got a little perturbed because the program ended so soon. Gibson Library staff are looking forward to doing this again next year.

Joan Dalusung reported on the solar panels and offered thanks to Matt Hortt and a grant from NV Energy. As a follow-up, NV Energy held a special program at the Paseo Verde Library, *Solar for Homeowners*, on Monday, November 10th. Information was provided to help patrons make sound decisions about adopting solar energy, the basics of panels, metering and billing as well as incentives for installing solar panels. Joan Dalusung prepared the conference room for the expected regular turnout when NV energy called and asked to expand into the reading room and run 2 programs simultaneously. 6,000 postcards were direct mailed and NV Energy was expecting two to three hundred people. There was a great turnout, with programs running simultaneously in the conference room and the reading room. 190 people actually attended either program.

The IT staff were thanked for helping set up at the last minute and Matt Hortt who came over from the Gibson Library to help with set up. NV Energy sent out 8 people to help with set up, IT, directing people and takedown; the extra manpower was very helpful. The extra help really made a difference; a program of that size could easily have gone sideways. NV Energy was pleased; library staff was pleased. The audience asked great questions. No one was turned away. NV Energy has approached Matt Hortt about having a similar program at the Gibson Library and have requested Paseo Verde Library host another program. This was very informational for the people in our community. Angela Thornton added the program promoted the library out in the community and the district got some good publicity.

Mentoring Graduation

Joan Dalusung said Henderson Libraries has had a mentoring program since 2009. There has always been a graduation, but the Board hasn't had the opportunity to hear about it or participate. The Board was thanked for allowing the graduation to be part of the Board meeting. The program is a formal mentoring program to provide support for new and developing staff members. Mentors and mentees are paired and meet monthly for structured professional activities, opportunities for learning about our district and profession. This group is the 4th mentoring class. One year was missed around the time of the tax initiative. All staff are eligible to participate, from shelvers to managers, if their probationary period is over. Covering about 9 months, monthly activities are planned and 1 goal is set. The activities that follow support attainment of that goal. Progress is reported half way and at completion. Joan Dalusung thanked steering committee: Angela Thornton, Gayle Hornaday, Rachel Mainz, Stephen Platt, Candace Kingsley, Joan Dalusung and Chad Lenzini. The steering committee meets, groups, pairs, and plans activities. At the halfway point a mixer lunch was held on March 21st and included "getting to know you" activities. A favorite exercise was the "helping hand exercise." Each participant traced and cut out his/her handprint and put it on their back. Colleagues wrote nice things about each participant on their handprint.

The graduation took place: Gayle Hornaday called up each mentor/mentee pair. Stephen Platt handed out certificates. Chad Lenzini took pictures of each pair with Executive Director Angela Thornton. The pairings were: Anne Marie Hamilton-Brehm and Lisa Phelan, Brenda Hernandez-Castro [former employee who has moved out of state] and Betsy Johnson, Candace Kingsley and Michelle Mazzanti, Dana Bullinger [now working at UNLV library] and Tawnya Shaw, Jack Phelan and Orin Fielding, Jane Freese and Ed Feldman, Joan Dalusung and Debbie Englund, Kathy Folger and Jo Morrison, and Starr White and Kristina Wang.

It was interesting that while Tawnya Shaw and Dana Bullinger were paired, Dana Bullinger illustrated a children's book, *Picking Apples with Daddy*, which Tawnya Shaw had written. The book can now be purchased as an eBook on Amazon.com.

Gayle Hornaday said the mentoring program is a very positive program and thanked everyone for coming to see the mentoring graduation. After the meeting there will be a brief reception in the program room.

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. Presentation of Independent Auditors Report and Comprehensive Annual Financial Report (CAFR).

Chief Finance Officer Debbie Englund said the audit was completed Oct 22, 2014. The Board was provided with an electronic copy of the CAFR in the board packet. Debbie Englund highlighted important points for the board. On page 9, the Auditor's Report indicates a clean audit with no misstatement. Page 73, the report on internal controls, found no deficiencies. Page 75 indicates no issues of noncompliance. Page 11 is the management discussion and analysis; this is a synopsis of where the district stands financially. Page 22 begins the government-wide financial statements (most like business statements). There is a net position decrease of just under \$200,000 mainly due to depreciation. Other than that, the district financial situation has stayed pretty stagnant. The Fund Financial Statement (traditional government statement) begins on page 24 and shows the

ending fund balance of just over \$4 Million, an increase of \$245,000. Ad valorem tax revenue went down \$113,000. Consolidated tax revenue went up \$109,000 so they balanced each other out. The general fund did have a significant decrease of just under a million dollars because of a transfer made to make the debt service payment. The district is now debt free. There were \$222,000 in contribution/grants, up \$32,000 from the year before; the majority was from the Friends of Henderson Libraries.

2. Discussion and possible Board action regarding amendment to Interlocal Agreement for Self-Funded Health Benefits Plan Changes.

Debbie Englund outlined the changes to the Self-Funded plan. There were very few changes, mostly clarification of language due to the Affordable Care Act. Wellness benefits are being increased from \$150 to \$200. There is an increased benefit for brace replacements on a 3-year cycle. A \$3,000 coverage for hearing aids on a 3-year cycle will be added. Non-emergency services outside of the United States are being excluded. Jim Frey made a motion to approve the amendment to Interlocal Agreement for Self-Funded Health Benefits Plan. Mark McGinty seconded the motion. The vote was unanimous.

3. Discussion and possible Board action regarding amendment to Interlocal Agreement for Self-Funded Health Benefits Rate Changes

Debbie Englund said active participants will not see an increase. There has been a 25% increase in the premium for Medicare-eligible retirees. This does not affect the district. Cindy Herman made a motion to approve the amendment to Interlocal Agreement for Self-Funded Health Benefits rate changes. Robyn Campbell-Ouchida seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding Group Enrollment Agreement with Health Plan of Nevada (HPN).

Debbie Englund said Health Plan of Nevada made some minor changes and will increase rates just under 5% [4.625]. The library district picks up 100% of the cost for employees and 82% of employees' family. Mark McGinty made a motion to approve the Group Enrollment Agreement with Health Plan of Nevada. Cindy Herman seconded the motion. The vote was unanimous.

Old Business

1. Discussion and possible board action regarding the coffee shop.

Angela Thornton introduced Sam Chapman and Amy and Tom Carvalho, explaining that Mr. and Mrs. Carvalho are potential buyers for the coffee shop. Sam Chapman said this is a last-minute save as Sam Chapman can't support keeping the coffee shop any longer. Tom and Amy Carvalho have a strong background with business and a presence with the Boulder City Library. This is more than just a revenue source but a chance to interact with the libraries.

Tom Carvalho said they used to live in Green Valley, very close to this location, and have been interested in purchasing the coffee shop for a while. Besides currently owning 3 7-11 stores for the past 10 years, and having a strong retail background, Amy Carvalho has been involved with the Boulder City Library for many years. A coffee shop/library partnership is very interesting. Tom Carvalho said they were interested before the previous offer but the timing wasn't quite right. When notified last Saturday that the deal had fallen through and the coffee shop may close, Tom and Amy Carvalho have scrambled the last few days to try to make a deal happen. Tom Carvalho explained there hasn't been time to create much of a business plan and are still trying to work out the details; they want to keep what's good about the coffee shop. It is not their intention to come in and change things. The Carvalhos' want to get feedback and see what changes the library and community want. Tom and Amy Carvalho want to keep what's working but are not afraid to make changes if people want to see something different. A more detailed plan will follow.

Jim Frey asked if the hours will remain the same. Tom Carvalho responded he has heard there is an interest in opening earlier to capture people waiting for the library to open and library employees who start working early. It is important to meet the needs of the community. Earlier hours won't be a problem since 3 of their businesses run 24 hours per 7 days a week. Amy Carvalho

said it was exciting to hear the library was amenable to earlier hours. Angela Thornton said some staff arrive at 7 am. Access to restrooms in the conference room can be made available without opening the inside library doors. The library may add some early morning programs/book clubs to help bring in an audience.

Cindy Herman asked what kind of a board action is needed. Angela Thornton responded flexibility that if the Carvalhos take over the business, the lease can be negotiated. Tom Carvalho said there has been discussion about the rates. Cindy Herman said the Board should provide flexibility to provide lease terms for the contract and bring it back to the Board for final approval. Gayle Hornaday said there are a few points of negotiation, such as adjusting the hours. Cindy Herman commented there is limited time, the board doesn't want to wait a month to make this happen. Donn Jersey said this has to happen this week. Mark McGinty summarized that the board would be giving authorization for staff to move forward with the negotiations and lease. Mark McGinty made a motion to authorize staff to negotiate and finalize the lease with Tom and Amy Carvalho. Cindy Herman seconded the motion. David Ortlipp said he will abstain from the vote as there is not much to go on, there is nothing substantial to make a decision on and he had reservations with the previous offer that played out. A 3-minute presentation isn't solid enough to make an informed decision. Donn Jersey said the other side of it is that the coffee shop may close if the Board doesn't authorize staff to negotiate. Cindy Herman asked to look toward an approval that can be amended to include a status check of the business, to increase the level of confidence moving forward. David Ortlipp reiterated the Board must do their due diligence. Angela Thornton said a background check has been done. Tom Carvalho pointed out that they have completed background checks with the cities of Henderson and Las Vegas for selling alcohol and with the gaming control board. This will not be an issue to draw this out. Angela Thornton reiterated the background check is in progress. There is an outline and budget pro forma and Tom and Amy Carvalho are happy to answer any questions. Jim Frey said while the board would prefer the coffee shop be open, we are moving a little fast. Would it be possible to have a couple members of the board with expertise in this area sit in on negotiations and review of the background check, business plan and documentation? It was agreed that it would be acceptable to have few board members participate in the negotiations in the interim time until the next meeting. Mark McGinty and David Ortlipp volunteered to represent the board during the negotiations. No further action was needed.

2. Discussion and possible board action regarding the personnel subcommittee.

Jim Frey reported the personnel subcommittee [Jim Frey, Robyn Campbell-Ouchida and Donn Jersey] is preparing the executive director's 6-month evaluation. There will be 2 components involved. A self-evaluation portion is due to the Board by December 15th. The Board evaluation will be compiled and presented to the executive director by the 1st of the year. No action was required.

Announcements

The next Board meeting will be held on December 18, 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.

Jim Frey thanked and commended the staff for the creativity and innovativeness of programs presented today. This is an excellent representation of what the library can do over, above and beyond providing books but yet bring more people in contact with books.

Mark McGinty wished everyone a Happy Thanksgiving.

Adjournment

The meeting adjourned at 8:30 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 14, 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.