



**Minutes**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date:** December 18, 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**

Board Chair MJ Maynard called the meeting to order at 7:45 a.m.

**Roll Call**

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

Board absent: David Ortlipp

Staff present: Debbie Englund, Orin Fielding, Joy Gunn, Gayle Hornaday, Matthew Hortt, Candace Kingsley, Bethany Lafferty, Michelle Mazzanti, Lisa Phelan, Stephen Platt, Kevin Scanlon, Tawnya Shaw, Marcie Smedley, Vivian Tufano

Others present: Amy Carvalho

**Approval of Agenda**

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

November 20, 2014

**CA-2 Review of Paid Invoices**

November 2014

Cindy Herman 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 said the district is in the annual holiday slump. Statistics are trending so circulation will break  $\frac{3}{4}$  of a million by the end of December. There was an uptick in the number of library cards given out in November.

*Library Reports*

Paseo Verde Library:

Lisa Phelan, Head of Adult Services, reported on the importance of book clubs. There are 8 book clubs districtwide. The Malcolm book club recently read *The Rent Collector*. *The Rent Collector* is a story of a young mother, Sang Ly, struggling to survive by picking through garbage in Cambodia's largest municipal dump. Sang Ly and her family live on the dump. Sang Ly has a dream: If she could learn to read, she could teach her son and help him find his way out of ignorance and poverty. It is a tale of discovery and redemption in which she learns that literature, like hope, is found in the most unexpected places. Though the book is a work of fiction, it was inspired by real people living at Stung Meanchey. One book club member commented that she had recently toured Republic Services and the whole time she was thinking about this book and how much garbage we generate. Another, a retired English teacher, said she would have taught this book to her students and, in fact, is going to give a poem from the book to her grandson. The author, Camron Wright, skyped with the book club and he was so generous and talked about how this book came to be. In 2003 his son made a documentary about

Stung Meanchey and the people who live there and Camron Wright decided to write a story about them. Lisa Phelan said a book club is about sharing connections and building community. Book clubs do a wonderful job of building community. It is one of the most satisfying parts of Lisa Phelan's job. The board was presented with a list of book clubs, including a new online book club, *Eat, Drink, Read Online Book Club*. Tawnya Shaw will be hosting the online book club.

Gibson Library:

Candace Kingsley said there was a great turnout for the holiday candle making program. The one complaint was that it was full with a waiting list.

There was a movie showing of *Polar Express*. Patrons picked which movie would be shown. Therese Lamb won a prize pack including the book, movie and a holiday bell. She also won a *Lord of the Rings* prize pack that will be given away when the *Lord of the Rings* series is shown.

A new program will be offered in January called *Device Advice*. It will be a 20-minute program, one-on-one, with a librarian and the patron's device. Participants will be taught how to use the downloadable services (HOOPLA, OverDrive, 3M Cloud Library, Freeding, Zinio, Freegal and eBooks) available through the library district and have questions answered. There are a lot of people who want to learn how to use their device or just received a new device for Christmas.

At the Heritage Park Senior Facility the homebound program is progressing. The *Meals on Wheels* drivers are currently taking applications from people they are recertifying. Sue Bobby, Senior Services Supervisor, City of Henderson Heritage Park Senior Facility, is working with students from the Nevada State College on the creation of a video class project about the senior auxiliary and the library district's role in making the homebound program possible. This will generate some great PR for the district.

Green Valley Library:

Stephen Platt reported that flu shots were offered free to the public on Saturday, December 13, 2014 through a partnership with St. Rose. The first 144 people received free flu shots. Many of the participants had never been to the library before and were invited to get a library card and check out at least 1 item. Many did.

The paperwork for the sign relocation project was submitted to the management company before Thanksgiving. A drawing was provided to the board showing the proposed new location. Stephen Platt indicated that an informal approval has been received and the formal approval should be forthcoming. RAFI Architecture recommended a contractor who is preparing a bid. The management company may share the cost. If it turns out to be too costly, a decision may be made to just remove the sign and put a new one in the same place. This project is slowly moving forward and the Board will be kept informed. MJ Maynard asked if more bids will be sought. Stephen Platt responded yes.

The Generation Steam Program will have districtwide programming from January through June as part of a grant project with LSTA [Library Services and Technology Act] and the state library. There will be classes for kids age 8 and up and their parents are encouraged to take part. Classes related to science will not be traditional, but more hands-on creating things or mixing things together to create different colors. The first class on January 10<sup>th</sup> will be a basic electronics class creating circuits. There were 3 pilot classes during November and December at each location making buzzbots, robots that move around and are made with common household parts. The district will be complementing the classes with a brand new collection of materials based on STEAM principles: science, technology, engineering, art and math.

Angela Thornton:

Angela Thornton reported that a safe was broken into at the Green Valley Library. A police report was filed but the case was closed because too many variables existed to determine what happened.

The library staff party last Friday was held at a great venue and was well attended and successful. Employees were recognized for years of service. Carolyn Easterby was the first ever employee to achieve 25-years.

Library Tree Lane raised \$37,000 last year and preliminary numbers indicate a bit more may have been raised this year. The gala continues to increase in popularity.

The coffee shop transition has gone smoothly. The new owner, Amy Carvalho, is present at today's meeting if the Board has any questions.

The legislative year is looming. Debbie Englund, Gayle Hornaday and Angela Thornton have been participating in a government fiscal work group getting reports together to take to the legislators. The meeting yesterday was tedious, dealing with terminology.

The Hard Rock Café is having a pin club get together on January 10<sup>th</sup> and want to give the proceeds to the library district. There will need to be some means of taking credit cards so this will be funneled through Friends of Henderson Libraries. \$500-\$1,000 is expected to be raised.

MJ Maynard asked if something is changing moving forward with the break-in. Angela Thornton responded that some cash handling procedures have changed. Debbie Englund said previously everyone had their own cash bag that was put in the top half of safe. The nightly deposit is kept in the bottom of the safe which is very secure. Now managers are responsible for the bags, reducing the amount of money kept in the top half of the safe. Debbie Englund added that the safe was pried open; it wasn't anyone with a key. There are 2 doors to the circulation office. The inside door will be closed to reduce visibility of the cash handling procedure. Cash handling procedures will be reviewed at all locations. Jim Frey asked if someone stayed in the library after close. Debbie Englund said there was work going on in the library that day [a closed day] and a door was propped open. The burglar had time to go through the desks, found and took an iPad. Angela Thornton said there were 2 alarm calls the night before and Stephen Platt had to come in to reset the alarm. MJ Maynard asked what the alarm protocol is. Debbie Englund responded the first alarm was 1 minute after staff left, so it was assumed that staff set it off and when it went off 3 hours later it was possible the cleaning people set off the alarm. MJ Maynard asked for a report back on the cash handling changes implemented and commented that the auditors will ask about this and ask what corrective steps have been taken.

#### **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.*

#### **Old Business**

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

MJ Maynard offered congratulations and welcome to Amy Carvalho, the new coffee shop owner.

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

Donn Jersey said the next step will be getting feedback from administration and board members, summarizing and presenting it back to everyone. Jim Frey said the evaluations should be returned by the first week in January. MJ Maynard asked who gets to participate. Jim Frey responded that for the 6-month evaluation the managers will have input. The 1-year evaluation will include a broader group.

#### **Announcements**

The next Board meeting will be held on January 15, 2015 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**

The meeting adjourned at 8:11 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by December 12, 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.