



Minutes
Henderson District Public Libraries
Board of Trustees
Date: May 21, 2015
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

Acting Chair Donn Jersey called the meeting to order at 7:46 a.m.

Roll Call

Board present: Donn Jersey, Cindy Herman, Robyn Campbell-Ouchida, Jim Frey, Mark McGinty, David Ortlipp (arrived 7:52).

Board absent: MJ Maynard

Staff present: Joan Dalusung, Carolyn Easterby, Debbie Englund, Ed Feldman, Orin Fielding, Joy Gunn, Sean Hill, Gayle Hornaday, Matt Hortt, Bethany Lafferty, Candace Kingsley, Chad Lenzini, Michelle Mazzanti, Lisa Phelan, Stephen Platt, Kevin Scanlon, Tawnya Shaw, Marcie Smedley, Angela Thornton, Vivian Tufano, Kristina Wang

Others present: Laura Donahue, Cindy Vallar

Approval of Agenda

Jim Frey 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

April 16, 2015

CA-2 Review of Paid Invoices

April 2015

Jim Frey 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.

Circulation Report

Gayle Hornaday reported circulation a little ahead of last year, having passed 1.4 million, a very healthy number, with 2 months left in the fiscal year.

Library Reports

Paseo Verde Library:

Kristina Wang gave bags to each board member illustrating the crafts from the El Dia [the Day of the Child, Day of the Book] celebration held on April 25th. There were many well attended programs, including Kung Fu, Tai Chi, traditional Chinese instruments, calligraphy, arts and crafts, a puppet show, stories and more. Each represented a different country and celebrated literacy.

A *May the 4th Be With You* event was held on Star Wars Day, May the 4th. 45 kids attended. There was a head-to-head matchup guessing who would win in a battle and the children attending made Chewbacca bookmarks. Members of the 501st Legion were present: Darth Vader and 2 storm troopers. Jim Frey asked if programs were held after school or on weekends and asked if the library accommodates year-round school calendars. Kristina Wang responded, yes, El Dia was held on Saturday and *May the 4th Be With You* was held on a Monday. The

libraries will try to be accommodating as year-round school calendars start up. Currently schools in this area are 9-month schools.

Green Valley Library:

Stephen Platt said youth services started a new program last week, *Paint with Me*. Little Easels were purchased with STEAM grant money. The children's librarians tell a story and the kids get to paint what they see in the story. There was a full house of 15 attendees. This is the first in a series of programs.

Last Sunday night the power went out in the library building. Sean Hill came in after hours, performed troubleshooting, and discovered an issue with a switch in the back of the building. The lock box had been pried open. Sean Hill replaced the switch which can be used by the fire department to shut down the building power. The power was out for 2 hours, but it was business as usual when the library opened on Tuesday.

Kevin Scanlon started a special innovative new program: a seed library. A gumball machine in the front lobby distributes seed packets. The idea is that participants will plant the seeds and at the end of the season bring in seeds from the plants they grew. This is part of the STEAM program and partnered with Great Basin Horticulture Group. A series of seed and gardening workshops are being offered. At the end of the series a STEAM program will investigate whether the DNA of the seeds has changed. This is the first public library in the state to have a seed library.

Jim Frey asked Stephen Platt where the Green Valley Library patrons come from. Stephen Platt responded most come from the old Green Valley area and are from a 2-income family living in one of 25 apartment developments in the area. Generally, both parents work and the kids have a lot of after school activities. Overall this is a lower middle class area, many of the families trying to make ends meet and have transportation issues. Library staff keep an hourly count of teenagers and kids that frequent the children's area. Jim Frey asked if the demographic information is tracked by branch. Stephen Platt responded yes, a report is received from the state that gives detailed information. There has been some workshops available on demographics getting down to street level, detailing occupations, income, and ages of school children. Angela Thornton said this information comes from Nevada State Library and Archives. The report breaks the figures down fairly specifically. The state has verified it will pay for it for one more year with library access. Gayle Hornaday is working with them to provide a 2-day training. This is very good demographic information on all of the areas of who we are and aren't reaching; this information will help the district strategize how to best do outreach and advertising. Sean Hill said library usage data is loaded and sent to them to map for use in the demographic study.

Gibson Library:

Candace Kingsley said the Henderson Historical Society had a wonderful turnout for their gala. Anne Marie Hamilton-Brehm received some good leads for the district's historical project.

The El Dia program featured a Suni Paz, a local musician originally from Argentina. Suni Paz uses folk music, children's music and popular rhythms from all of Latin America, as well as other parts of the globe, and provided a variety of instruments for the audience to play. This LSTA grant-funded, bilingual program was attended by 22 people.

Children's Librarian Rita Botzenhardt offers a storytelling club twice a year. The program runs for 6 weeks and is for grades 4-8, introducing students to the art of storytelling: the difference between reading and storytelling. The students select a story, build it and practice. There is a final recital performed to their group, parents and family members. Tonight at 6:00 p.m. is the finale for this session. The board is invited to attend.

District:

Angela Thornton said there is a lot going on getting ready for the summer reading challenge.

Henderson Libraries will have 2 booths at the Vegas Valley Book Festival.

Henderson Libraries Foundation gave the district \$25,000 to be used for STEAM programming. With the Ellis donation of \$25,000, this gives the district \$50,000 going forward with STEAM starting July 1st. Since it's not tied to a grant it will allow for branching out and adding programs.

Stacey Wedding presented a workshop about online giving at the Association of Fundraising Professionals-Las Vegas Chapter on May 22, 2015. Angela Thornton attended and said it was a very good workshop. Information is being gathered from the board and employees; Angela Thornton hopes to incorporate the concepts at a staff level as well as the board, friends and foundation board.

The volunteer appreciation lunch will be in July. Invitations will be forthcoming.

An update on the foundation grant application to provide kiosks will be given to the board in June.

DJ Allen has finished meeting with staff. Feedback from DJ Allen will help the district in moving forward.

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.

Public Hearing

Acting Chair Donn Jersey opened the public hearing at 8:02 a.m.

1. Discussion and possible Board action regarding approval of fiscal year 2015-2016 budget.

Debbie Englund said the board has been previously briefed about the budget. Both tax revenues came in higher than anticipated. This is the first year both have been up since the economic downturn. In the general fund there are available resources of \$9.3 million. A part time shelver position was added. Library open hours will not be increased. There was increase in PERS [Public Employees Retirement System] contributions. A 2% cost of living and reinstatement of merit increases has been figured into the budget. Administration is asking a July 1st start date for both. There is an increase in the adult services programming, travel and training budget for staff development, and an increase in minor equipment. The transfer to the construction fund is being raised from \$50,000 to \$100,000 to cover the air conditioning needs at the Green Valley Library. There is a decrease in materials in the general fund, but this is offset by an increase of the materials budget in the capital contribution fund. The capital contribution fund's tentative budget was increased to reflect the \$25,000 donation from Henderson Libraries Foundation.

Public comment was requested. There was no public comment.

Mark McGinty made a motion to approve the fiscal year 2015-2016 budget. Cindy Herman seconded the motion. The vote was unanimous.

Acting Chair Donn Jersey closed the public hearing at 8:10 am

New Business

1. Discussion and possible Board action regarding strategic planning.

Mark McGinty and David Ortlipp met staff at the Malcolm Library to discuss the possibilities of selling the property. It was a very productive meeting. Information is being gathered and a public hearing will be scheduled in the summer. Angela Thornton requested a board subcommittee be formed for strategic planning. MJ Maynard has expressed a desire to serve on the subcommittee; Mark McGinty and Jim Frey volunteered to serve on a board strategic planning subcommittee. Cindy Herman asked if the committee will be doing the baseline work and then bring it back to the full Board with recommendations. Angela Thornton responded yes, culminating with the information we receive from DJ Allen. Jim Frey asked if Malcolm, while a key factor, isn't the only consideration. Angela Thornton agreed. David Ortlipp commented the subject needs to be lined up and opened up for public comment. The district's goals must be revisited to ensure the Malcolm sale fits into the strategic plan.

2. Discussion and possible Board action regarding nominations of Board officers for fiscal year 2016.

According to the bylaws, nomination of the board officers should take place in the May board meeting and election of officers should be confirmed in the June meeting.

Cindy Herman nominated MJ Maynard as Board Chair. Mark McGinty seconded the motion. Jim Frey nominated Donn Jersey as Vice Chair. Mark McGinty seconded the motion. David Ortlipp was nominated as Secretary by Robyn Campbell-Ouchida. Mark McGinty seconded the motion.

The slate to be approved at the June 18, 2015 Board meeting: MJ Maynard, Board Chair; Donn Jersey, Board Vice Chair; David Ortlipp, Board Secretary.

3. Discussion and possible Board action regarding changes to Personnel Policy #105.6 Compensatory Time.

Debbie Englund said this policy needed to be cleaned up since about half of the staff was made exempt. Exempt employees are not able to earn comp time. This aligns with the state administrative code which states if a non-exempt employee becomes exempt the compensatory time will be paid out.

Mark McGinty made a motion to approve the changes to Personnel Policy #105.6, Compensatory Time. Jim Frey seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding payout of compensatory time balances to exempt employees.

Debbie Englund explained that a handful of newly-exempt employees have small balances of comp time on their account remaining from before they were made exempt. The total cost to pay out these balances is a little over \$8,000. Exempt employees cannot earn comp time. A new timesheet program is being installed and the balances need to be paid out to avoid having to be carried over to the new program. Jim Frey made a motion to pay out compensatory time balances to exempt employees. David Ortlipp seconded the motion. The vote was unanimous.

5. Discussion and possible Board action regarding a policy on the disposition of lost and abandoned items found in the library.

Gayle Hornaday explained this policy is needed to give staff guidelines in handling basically two situations of lost/abandoned properties. The first are items that have been found and turned in to staff, or staff finds items. These items vary from pens and pencils to laptop computers. The other situation is where patrons often leave their belongings on their space, to hold their spot, and leave for extended periods of time and come back later. In the meantime other patrons are annoyed because they can't use the area. A uniform manner of handling lost/found property is needed. Library staff are not taking responsibility for the property, but will take and hold it for a reasonable period of one week. If the owner can be identified, staff will make contact and agree on a time to pick up. Otherwise the lost/found items will be disposed of in an appropriate way. Mark McGinty asked what the appropriate disposal would be. Gayle Hornaday replied pens and pencils can be reused; items that can be recycled, such as paper, eye glasses or cell phones, will be recycled. Personal items will be discarded. Items with personal information, such as driver's licenses or credit cards will be destroyed. Mark McGinty commented that cell phones and hard drives can contain personal information. Gayle Hornaday said each building has a safe in which the items can be stored until they are returned to the owner or until disposed of. Jim Frey asked why board action is needed. Gayle Hornaday said partly because the district lawyer has advised an official policy is needed. Holding onto items with identifying information or value could potentially have repercussions, through no fault of the library. An official stance is needed. Mark McGinty said there is a growing wave of planting personal information on purpose as a scam. Jim Frey asked what the time period would be. Gayle Hornaday responded a minimum of one week. Angela Thornton added it is a burden on staff to hang onto these items when staff are unable to reach the owner. Mark McGinty made a motion to approve the policy on disposition of lost and abandoned items found in the library. Cindy Herman seconded the motion. The vote was unanimous.

Old Business

1. **Discussion and possible board action regarding possible sale of the Malcolm Library.**
Angela Thornton said this was discussed a little earlier. Mark McGinty and David Ortlipp met with Angela Thornton and Gayle Hornaday and looked at the property and surrounding area, discussed the history and how the demographics have changed. As a group, it was decided it would be prudent to proceed with a sale. Nothing will be done until after Library Tree Lane, as the volunteers are using it for a work space. Staff will work on getting the building cleaned out and the property will go on sale after the first of the year. A public hearing will be scheduled. Mark McGinty said the growth ring has moved past Malcolm. Looking at the building and demographics really opened our eyes. Mark McGinty said he is in favor of selling. It was a great decision at the time but the growth ring has moved past it. David Ortlipp said the district needs to be looking at servicing the people of the community in the best way possible. Let's move services to where the patrons are. Some areas, such as Inspirada and Madeira Canyon are a 20-minute drive from the closest library. The library district needs to serve our area as best as we can.

2. **Discussion regarding the legislative update.**
Angela Thornton said it is still looking positive the legislators might open the budget and add a little more money for the state that might trickle down to us. There is still hope; nothing definite has been decided.

Announcements

The next Board meeting will be held on June 18, 2015 at the Paseo Verde Library, 280 S. Green Valley Pkwy., Henderson, Nevada. The Executive Director evaluation will be on the June agenda

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 8:25 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 15, 2015, 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.