



**Minutes**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date: August 20, 2015**  
**Time: 7:45 a.m.**  
**Place: Green Valley Library**  
**2797 N. Green Valley Parkway**  
**Henderson, Nevada**

*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 David Ortlipp called the meeting to order at 7:47 a.m.

**Roll Call**

Board present: Robyn Campbell-Ouchida, Jim Frey, Mark McGinty, David Ortlipp  
Board absent: Cindy Herman, Donn Jersey, MJ Maynard,  
Staff present: Joan Dalusung, Debbie Englund, Ed Feldman, Orin Fielding, Joy Gunn, Anne Marie Hamilton-Brehm, Sean Hill, Gayle Hornaday, Matt Hortt, Candace Kingsley, Bethany Lafferty, Chad Lenzini, Michelle Mazzanti, Stephen Platt, Stephen Roybal, Kevin Scanlon, Marcie Smedley, Vivian Tufano, Angela Thornton  
Others present: None

**Approval of Agenda**

Mark McGinty 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 16, 2015

Jim Frey made a motion to approve the July 16, 2015 minutes. Mark McGinty seconded the motion. The vote was unanimous.

**CA-2 Review of Paid Invoices**

July 2015

Robyn Campbell-Ouchida made a motion to approve the July 2015 paid invoices. 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 said July is one of the library district's busiest months. Circulation was a little less (over 5%) than last year. This is a trend to watch, however this comparison is based on one month and will change over the course of the fiscal year.

**Library Reports**

Green Valley Library:

Stephen Platt welcomed the Board to Green Valley Library. Bethany Lafferty completed the Certified Public Library Administrator Program. This required continuing education over the past 5 years including classes in finance, education, fundraising, library marketing and management, personnel management, technology, networking and facilities. Jim Frey asked if anyone else is working toward this certification. Stephen Platt responded one former employee completed the certification. Bethany Lafferty is one of only 81 certified in the program.

This past month the Green Valley Library had a writer's program featuring a local author. The program was so popular the presenter is coming back in October to help people prepare for the National Writer's Month in November. This series features information on how to write scenes, create dialog and the whole process of putting a book together, including how to handle writer's block. The series started off with a few people and blossomed into so many people a larger room was required.

There is an interactive bookcase in the lobby. This is part of a collaborative effort with Maker's Space and highlights the library's new technology and science materials for kids. The machine uses the principles of mechanics to illustrate weight and balance. It is fun to play with and is a simple machine to use.

**Paseo Verde Library:**

Joan Dalusung reported the 3<sup>rd</sup> annual Back to School Clothing Swap was held on Saturday, August 8<sup>th</sup>. The event was very successful. Families were encouraged to bring in a bag of clothes their children had outgrown in exchange for a ticket that admitted them to shop on Saturday. Each family could take home as many bags as were brought in. Maria Silva from Fox 5 [KVVU-TV] provided media coverage. Ms. Silva is interested in some more coverage about Reading with Rover. The library district receives good support from Fox 5

Kristina Wang, teen volunteer coordinator, has been busy this summer. There were a total of 109 teen volunteers, 52 with weekly shifts. Teen volunteer hours totaled over 1,300 at Paseo Verde Library for the summer. The teens were very helpful to staff, assisting with a variety of programs: Teen Time Movies (5 movies), Video Game Mania (a special bus that came to the library with Gaga, King of the Hill, Wii Fit Obstacle Course, Pac Man; there were 9 different games for 2 hours), Super Smash Brothers Tournament, Mario Party Tournament, Mario Kart Tournament and Free for All Play Day. The activities were a lot of fun. The tournaments had prizes and the Free for All was a social day. Last Monday the teen session ended with Moustache Bash with 27 attendees. Activity highlights included Name that 'Stache!, Pin the Moustache on the Dapper Gentlemen and more. Pizza and cupcakes were served. There was a photo booth and some board games were also played.

Summer Reading is winding down and ends Friday with an after-hours lock-in. Attendees must earn their admission by completing all levels. It is fun for the kids to be in the library after hours and it is going to be very noisy!

**Gibson Library:**

Candace Kingsley congratulated Matt Hortt for successfully defending his Ph.D.; Dr. Hortt will be walking [participating in the graduation ceremony] in December.

The homebound program is progressing. Over 300 people have been called and dozen have been signed up and will receive first deliveries this week. They are very excited to receive their items. More signups are expected. A Heritage Park Library volunteer will host a remote book club where participants can "meet" by phone. The drop offs are going through the Meals on Wheels program, along with the food deliveries.

Matt Hortt said Gibson Library held an edible book contest. Shakita Kirkland came up with the idea to create a cake or other edible item that represents a book. There was a bobble head surrounded by rye bread – *Catcher in the Rye* and a *Cloudy with a Chance of Meatballs* cake. There were 11 amazing submissions and 35 people came through to see the exhibit. At the end of the day the submissions were eaten. Candace Kingsley won for the adult category with the entry *Wasteland*. Tempting Treasures on Water Street provided prizes.

Angela Thornton said things have been quiet. Summer Reading is winding down. Administration decided on a marketing firm, Library Market, out of Jonesboro, Arkansas. The marketing firm has been sent demographic information and employee feedback from DJ Allen's work. Much of the work will be done by phone, although the firm will come to Henderson mid-November to help formulate a year-long marketing plan. Angela Thornton said the firm is very library based and understands the needs and challenges the library has in the community.

Friends of Henderson Libraries have applied to be the charitable partner for *Bidding for Bottles*, hosted by Henderson Chamber of Commerce.

Henderson Libraries Foundation has turned in an application to be the class project for the next class of Leadership Henderson and recently received a \$10,000 grant to from the National Endowment for the Arts to be used for a writing program.

There was good press coverage of the clothing swap and the Gibson Library birthday celebration.

#### **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 Health Care Flexible Spending Account Amendment and Resolution.**

Debbie Englund said the district offers a cafeteria plan to employees. This Section 125 allows deductions for medical and daycare expenses pretax. It is governed by the IRS and the IRS statutes must be followed. There is a nondiscrimination testing requirement to ensure all staff are offered equitable opportunities. This amendment is being added to ensure that a higher tax savings isn't offered to more highly compensated staff. Contributions could be adjusted to keep it down. It isn't an issue with the library district because the same plan is offered to all employees and there are no highly compensated employees. This is basically a housekeeping issue. The Section 125 provider had its legal department come up with new wording. Mark McGinty made a motion to approve the Health Care Flexible Spending Account Amendment and Resolution. Jim Frey 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 is still in progress and there is no new information.

**2. Discussion and possible Board action regarding strategic planning.**

The strategic planning subcommittee will meet next Thursday at 2:00 p.m.

**3. Discussion and possible Board action regarding signage at the Green Valley Library.**

Mark McGinty has been trying to find donors for some of the work. Core Construction tried to get the construction community to donate and didn't get a good response. Mark McGinty asked Core Construction how much it would cost for Core Construction to do it, but the figures came back higher than the original quote. With the strategic plan and possible rebranding in process, this may affect signage.

One signage contractor asked why the building doesn't have a sign on the building. There is a very sophisticated outline for signage in the Green Valley and there are rules that need to be adhered to. If the outcome of branding says we need to change the appearance of signage this discussion may be premature. Mark McGinty looked at the building from the street this morning, both directions, and said there are a lot of opportunities for tasteful signage that meet the Green Valley guidelines. The front door needs to be made obvious through appropriate signage. Mark McGinty recommended tabling this item until branding is complete.

#### **Announcements**

The next Board meeting will be held on September 17, 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.*

Jim Frey asked how the coffee shop is doing. Angela Thornton responded there have been some issues with air conditioning and the coffee shop not being cool enough. The health inspector told the coffee shop owners they need to move a sink or add a sink. The amount of business is probably the same as when Sam Chapman was the owner. New menu items have been added. Mark McGinty commented that a full year of data is necessary to see any trends. Jim Frey asked for periodic report on the coffee shop.

Angela Thornton said Tom and Amy Carvalho, the coffee shop owners, also took over another 7-11. David Ortlipp suggested inviting the Carvalhos to the next board meeting to give a status report. Mark McGinty commented the coffee shop may be helped through the branding/public outreach process. Jim Frey said several hundred people come into the library every day and the coffee shop owners need to find a way to target them and get them into the coffee shop. Angela Thornton said this is still an experimental phase to see what works.

**Adjournment**

The meeting was adjourned at 8:15 a.m..

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