



Minutes
Henderson District Public Libraries
Board of Trustees

Date: September 17, 2015

Time: 7:45 a.m.

Place: Paseo Verde Library

280 S. 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

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

Roll Call

Board present: Robyn Campbell-Ouchida, Donn Jersey, MJ Maynard, Mark McGinty, David Ortlipp

Board absent: James Frey, Cindy Herman

Staff present: Joan Dalusung, Debbie Englund, Ed Feldman, Orin Fielding, George Greicar, Joy Gunn, Sean Hill, Gayle Hornaday, Matt Hottt, Betsy Johnson, Candace Kingsley, Michelle Mazzanti, Stephen Platt, Kevin Scanlon, Marcie Smedley, Angela Thornton, Vivian Tufano, Kristina Wang

Others present: Tom and Amy Carvalho, Laura Donahue, Cindy Vallar

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

August 20, 2015

CA-2 Review of Paid Invoices

August 2015

Mark McGinty made a motion to approve the consent agenda. David Ortlipp 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 is down 2.4% compared to this time last year. It will recover in the rest of the year. There has been a surge of new library card registrations at the Paseo Verde Library, coinciding with the start of the school year.

Library Reports

Joan Dalusung reported that adult services programming is changing focus. Staff is limited and the adult services department wants to provide high quality programing. The focus will be on quality, not quantity. The managers have a great feel for what works in their libraries. The categories staff will concentrate on are:

1) *Technology:* Libraries offer computer classes and have very successfully grown from basic to more in-depth classes. These will continue to expand to meet current needs. The Green Valley Library offers a digital "meet & greet" where people can try out different digital devices.

2) *Geek culture:* such as superheroes, science fiction; The Green Valley Library has a sci-fi book club which has had a great turn-out. Marshà Baggett, at the Gibson Library, began a graphic novel book club which has been

very popular with people in their 20's. STEAM programs offer another unique culture and many parents will sign their kids up for anything with STEAM in the title. This is an up and coming focus nationwide.

3) *Writing and local authors*: this goes to the core of traditional library offerings. The 3rd annual Local Author Workshop is being planned. Authors will be present at the Henderson Libraries booths at the Vegas Valley Book Festival in October. Green Valley Library offers a writer's coach on Saturdays. Gibson Library is holding a writing and cover art contest.

4) *Staying Healthy*: Green Valley Library offers, and will continue to offer, a program called *60 Days to Better Health*. Other health-related programs will be offered, such as stress relief and yoga.

5) *Arts and Community*: The Gibson Library has taken the lead with *Crafting for a Cause*, organized by librarian Shakita Kirkland. Last year, the community came together and knitted items to donate to Hopelink. The program will repeat this year. The Gibson Library also has the *Stitch and Moan* knitting club.

The 5 categories are very broad. Many proposals are received from outside entities. These proposals are evaluated to see if they fit into the library's focus and benefit the community. Proposals that fit are considered. MJ Maynard asked if *60 Days to Health* is presented by staff or outside people. Joan Dalusung replied both, however quite often, in adult services, experts from the community are brought in.

Betsy Johnson gave a summer reading program review. The theme was *Every Hero has a Story*, with offshoots for teens and adults. Each building had many programs. Summer reading culminated with a lock-in at the Paseo Verde and Gibson Libraries for school age children completing 20 hours of reading. It was a huge success. Summer reading had good participation this year: the 5-9 age group registered 1,700 participants; almost 700 finished. The 10-12 age group registered 600; 250 finished. 250 participants registered in the teen category; not quite 100 finished. 450 adults registered and 270 participated in the adult summer reading program.

Candace Kingsley said Gibson Library is focusing on *Banned Books Week* again this year, offering mugshots of readers with their favorite banned book. There is a large banned books display that is provoking conversation pro and con.

The *Stitch and Moan Club* is all about community and crafting at the same time.

Adult services, is promoting a creative writing contest that includes submitting cover art to accompany the writing. The *Henderson Libraries Adult Creative Writing and Cover Art Contest* is being held to INSPIRE and PROMOTE all forms of Creative Writing and Art among adults and is open to adults 18 years of age or older, residing in Clark County. The categories are: 1) Short Story (of any genre): A narrative, fictional, prose story having a central theme. 2,500 words or less; 2) Essay/Creative Non-Fiction (on any topic): A short composition considering a single topic and usually personal in approach. 2,500 words or less; 3) Poetry (any style): Poetry that is 45 lines or less will be accepted; 4) Cover Art: A painting, drawing, or other 2D work of art. 6x9 inches in diameter. Submissions are due November 30th. The manuscripts and cover art submissions of participants will be published in the anthology *Impressions*. The cover images (first and second place pieces) will be printed in color. All other images submitted for the cover art portion of the contest will be printed in black and white. A gift card for \$50 and one free copy of the publication will be awarded for each first place winner. Second place winners will receive a gift card for \$25 and one free copy of the publication. Those receiving honorable mention will also receive one free copy of the publication *Impressions*. The program wouldn't be possible without support from the Friends of Henderson Libraries.

Stephen Platt said the *Homework Help Club*, hosted by teen volunteers, helps students in grades K-5. Homework help, for all subjects, is available Tuesday and Thursday from 5:00 p.m. to 7:00 p.m.

The Green Valley Library youth services department is working with autistic teens. A grant from the Autism Foundation is sponsoring 4 teens to gain vocational experience they can put on their resume.

Dispensary 101: What you Need to Know about Medical Marijuana Dispensaries takes place at 6:00 p.m. on October 13th. In early February of this year, the City of Henderson Council approved the city's first Medical Marijuana Dispensary which will be located at 4300 E. Sunset Road near the Green Valley neighborhood. This informational session is presented by the Nevada Division of Public and Behavioral Health and the City of Henderson Community Development and Services Department and City of Henderson Business Licensing Division, and explores what this means for the Green Valley Neighborhood and the City of Henderson. This will be an informational session exploring such things as how the dispensary will operate, the laws governing the dispensary and those who work and do business in them, who can use them, who can start a business, the process for a dispensary business licensing and a brief history and overview of the medical marijuana dispensary planning process in Nevada, as well as plans for the future. A brief question and answer period will follow at the end of the program. *Dispensary 101: What you Need to Know about Medical Marijuana Dispensaries* is free and open to the public

Angela Thornton directed the Board's attention to the Valley Bank calendar in the board packets. The historical pictures used to create the calendar came from Henderson Libraries' digital collection. A historic library picture is featured for December. Valley Bank gave Henderson Libraries Foundation a donation of \$1,000 to recognize the district's help in the project, as well as a beautiful framed print of the historic pictures.

The marketing restructuring is still going on.

Libraries will close on October 2nd for staff day.

Vegas Valley Book Festival will take place October 15-17, 2015.

Henderson Libraries will have a booth at the Rose Regatta taking place at Lake Las Vegas in October.

The Friends of Henderson Libraries will have a fundraiser trivia night at Shakespeare's on September 22nd.

Henderson Libraries Foundation received a \$10,000 grant from Nevada Humanities. A short program and classes are being planned.

Social media is inviting 2 sentence horror story submissions. 5 or 10 of the best will be chosen and featured in the libraries.

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. Status update about The Coffee Press.

Tom Carvalho said it has been 9 months since he and his wife, Amy, took over the coffee shop; they have tried to do a good job of keeping records that reflect the real operation of the café. There have been an average of 90 customers per day, spending an average of \$4. There have been good and bad months and the coffee shop is at a break even status. Basically, Tom and Amy Carvalho are taking a hard look at the menu, looking at cost of goods (which is running a little bit high) and trying to make sense of it all. While open to new ideas, some are just too costly to implement.

The health department came out with a change-over inspection, looking at the coffee shop as a new business. They were surprised there is as much going on as there is – it was originally approved for resale of packaged products; they weren't happy there was food being prepared and were concerned about the lack of a grease trap. The health department wants the coffee shop owners to back off on more stuff – more equipment. Having no hand sink by the register is a code violation that has to be corrected by December.

On a more positive note, Tom Carvalho said they are trying to rebrand and get social media going. The Coffee Press has a Facebook page, yelp and twitter; patrons are encouraged to go on social media and complete a review. It would be good if the library would interact more with the café on social media. This is very important. The Coffee Press played up the mini comic con on Facebook. An average 100 to 125 customers per day are needed to make the business work. A way is needed to bring more people in. The plan is to make the business profitable; more customers are needed.

A VIP bookmark is being distributed that customers can use for a free drink, after purchasing 6. Patrons can keep them in their books.

The Poetry Club and the Knitting Club no longer meet at the coffee shop. They both wanted Thursday night with no compromise.

Author Greg Miller will be coming to the coffee shop to do some readings, signings and workshops. He is using some space in the coffee shop and helping to get the word out about The Coffee Press and the library.

The coffee shop is going to provide coffee for the monthly Clark County Genealogical Society meetings.

Several new items are available for purchase in the café: flash drives, phone charges and headsets. This is outside of what a café would normally sell, but fills a need and helps the café.

There has been discussion about the inadequate air conditioning. Sean Hill said the air conditioning wasn't designed for a restaurant operation and there are not a lot of quick fixes for remedying the situation. The whole building was under-designed when it comes to the air conditioning. That space was originally designated to be the Friends' bookstore and coffee cart. The space was a shell when the library opened in 2002. A mechanical engineer came out and gave pricing for creating a design to make it work. One suggestion was to use the existing chiller. This isn't optimal because when the library closes, the chiller turns off to conserve power. With food items in the café area, air conditioning is needed around the clock. Mark McGinty said that is standard. A free standing unit with its own set of controls would be better. If fans are added without supplying more air, you suck all the good air out. A cost efficient solution would be adding a 5-ton unit just for that area. Mark McGinty said the space went through a usage change. Sean Hill said there are 2 separate areas of cooling. The smaller one is on the kitchen side, the larger one on the outside. The place that generates the most heat has the smaller cooling capacity. MJ Maynard said in all fairness the board can't expect the café to be everything if the circumstances are limiting their ability. Hopefully the Board will work diligently to be a good partner. MJ Maynard recommended getting some legal input on the health department observations. Mark McGinty said that, in his business, he is pulled in all the time to augment kitchens. There are specific rules about what kind of oven and packaging. Usually toaster ovens aren't a problem and don't warrant a grease trap. Tom Carvalho said the sink is the biggest issue. It shouldn't be a major deal, they just need to find a sink that would physically fit. Tom Carvalho hopes to resolve the sink situation without it being a big issue. MJ Maynard asked if that would be the district's responsibility. Mark McGinty said the lease would need to be reviewed to make that determination. Sean Hill said the original coffee shop owners paid for the improvements in the beginning and there have been no major changes since 2002. Mark McGinty said the lease needs reviewed. If the Board is so inclined, support can be offered above and beyond what is specified in the lease. MJ Maynard asked Tom Carvalho to bring back a cost breakdown after the first of the year. The air conditioning needs to be dealt with, not just for the coffee shop, but also for the patrons. There were a lot of complaints over the summer. Mark McGinty said he has experienced it firsthand, purchased coffee and left immediately due the heat. Tom Carvalho summarized, saying we got through it, but need a plan for next year. Angela Thornton asked if any quotes have been requested. Debbie Englund said just for the mechanical engineer to look at it, it is \$10,000 to \$12,000. Tom Carvalho shared the article written about the café in the Henderson View.

Old Business

- 1. Discussion and possible Board action regarding possible sale of the Malcolm Library.**
Angela Thornton said this is an ongoing process. A date for the public hearing is being considered. MJ Maynard asked how library constituents will hear about it. Angela Thornton responded the meeting will be posted, press releases issued and information will be put out on social media. Mark McGinty said it should be posted just like a public request for bid. MJ Maynard said it's important to be transparent, especially in the Malcolm Library area. David Ortlipp said Inspirada is exploding; the Board needs to be mindful of that. MJ Maynard said the public will want to know a demographic study/needs assessment that includes future plans has been completed. If there was funding this year, where would we put 3 libraries? Mark McGinty said the strategic planning committee obtained demographics from the city of Henderson. The city is not just growing westward, but also eastward. The strategic plan should include where the district plans to build and grow.

- 2. Discussion and possible Board action regarding strategic planning.**
Angela Thornton said this is ongoing.

Announcements

The next Board meeting will be held on October 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 was adjourned at 8:34 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by September 11, 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.