



**MINUTES**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date: May 19, 2016**  
**Time: 7:45 a.m.**

**Place: Paseo Verde Library, 280 S. Green Valley Pkwy., 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, Cindy Herman, Donn Jersey, MJ Maynard, Mark McGinty, David Ortlipp

Board absent: James Frey

Staff present: Dana Bullinger, Debbie Englund, Ed Feldman, George Greicar, Viveca Grinstead, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Jo Morrison, Heela Naqshband, Stephen Platt, Stephen Roybal, Kevin Scanlon, Marcie Smedley, Vivian Tufano

Others present: Tom & Amy Carvalho, Laura Donahue, Jason Jorjorian, Cindy Vallar

**Approval of Agenda**

Donn Jersey requested moving New Business #4, Executive Director Evaluation, to the June agenda to allow Angela Thornton to be present. Cindy Herman seconded the motion. The vote was unanimous.

Cindy Herman requested moving New Business #1, regarding Henderson Libraries' Capital Replacement Plan to the June agenda. MJ Maynard made a motion to approve the agenda with the noted changes. 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**

April 21, 2016

**CA-2 Review of Paid Invoices**

April 2016

Mark McGinty 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.*

Samples are available of the logo polo shirts. If the Board would like to order a logo shirt, please let Angela Thornton know.

Gayle Hornaday said spring cleaning took place in the Boulder City storage and at Malcolm and many items, along with the large truck, were sold at public auction. Over \$29,000 was received after the auction house commission.

Gayle Hornaday presented MJ Maynard with a plaque in appreciation of 8 years of service to the Henderson Libraries Board of Trustees, many of which as Board Chair. Today is MJ Maynard's last meeting. MJ Maynard said she has been so impressed with the dedicated, creative and talented staff of Henderson Libraries. Until MJ Maynard became involved with the library board, she was unaware of how much libraries do for the community. It has been an honor to work with the Board and staff of Henderson Libraries. Mark McGinty said his time to serve with MJ on the Board has been

short, but her leadership has been tremendous and the board will miss her. Cindy Herman said she hopes the Board has MJ Maynard for one more month until the Clark County Commission appoints a new trustee. David Ortlipp wished MJ Maynard a happy birthday tomorrow.

#### *Library Reports*

Gayle Hornaday introduced Marcie Smedley, formerly Youth Services Head and Assistant Manager at the Gibson Library, as the new Paseo Verde Library Manager.

Betsy Johnson said the 2016 summer reading program, *On Your Mark, Get Set... Read!* will run from June 4<sup>th</sup> to August 27<sup>th</sup>. School age participants will receive tags with the Henderson Libraries' logo for the first 5 hours of reading and with every additional 5 hours will receive beads, a book and a shark reef coupon. Younger children get a notebook and sticker for every 5 hours. The kickoff will be on June 4<sup>th</sup> and the Board is invited.

Heela Naqshband reported that the 2<sup>nd</sup> annual Mini Con will take place on Saturday, May 28<sup>th</sup>. Last year about 500 people attended. The format will be similar this year with a panel discussion, a local podcast, costume contest and an artist alley featuring artists, vendors, crafts, face painting and activities for kids. The Mini Con will take place from 10:00 a.m. to 4:30 p.m. Details will be shared on social media. The Board is invited to attend.

Candace Kingsley highlighted partnerships and has been working with the Community Engagement from City of Henderson. This is in the 2<sup>nd</sup> phase of public engagement, Henderson Strong. Phase I gathered information from over 2,000 respondents at Paseo Verde Library. Phase II is going to Gibson Library and will be gathering information on areas of interest and reinvestment. This phase is over at the end of the month.

The Henderson Senior Auxiliary offered an opportunity to present a plan requesting support for *Crafting with a Cause*. The first year of the program 300 items were created and donated to the library. Last year over 400 items were completed and donated. This year, it will be a challenge to keep up with producing yarn for the growing number of participants. \$400 was requested from the Henderson Senior Auxiliary to purchase the needed materials. Candace Kingsley is hopeful they will approve the request. The Henderson Senior Auxiliary is also a partner in the Homebound collaboration.

Stephen Platt said it is the end of the school year and time for teens to cram for exams. Green Valley Library's teen librarian, Christina Terriquez, organized a teen DeStress Fest last week. Fun, stress-busting activities included yoga, calming jars, stress balls, therapy dogs, coloring page activities and snacks. Over 40 teens participated.

Stephen Platt said there is a new book club at Green Valley Library. The Bad Dreams Book Club meets the 4th Thursday each month at 6 p.m. to discuss books featuring topics that are downright unsettling, such as true crime, true hauntings, supernatural, accounts of horror, UFOs, zombie invasions, and the darker side of haunted persons or places. Books are chosen by library staff based on review and subject matter. For a complete list of the books being discussed, please visit the community calendar. The first selection was *Helter Skelter*, the True Story of the Manson Murders by Vincent Bugliosi.

A school is opening at 2625 N Green Valley Parkway, southwest of the library in the civic center. The K-12 private school will have 550 students and will open this fall. There will also be onsite daycare. The director of the school said they are very excited and selected the site because of the library. This school will change the demographic of the area. It will be good to see the parking lot full.

#### **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.*

Tom Carvalho requested a moment to address the temperature in the coffee shop. This is a difficult issue that everyone has been discussing and working on for a long time. This really needs to be resolved. This discussion starts every year when temperatures increase and Tom Carvalho stated he is asking today if everyone can get together and try to resolve the problem before it gets any hotter. Last Saturday the café was unbearable in 90-degree weather. Liz was dripping with sweat which is not desirable in a food service area. Tom Carvalho said he understands it's difficult and a challenge, but it can't be both ways – you can't have food service and not have air conditioning. The status quo isn't going to work this summer.

Mark McGinty responded the board has listened and is happy to report there was a meeting last night with JBA Mechanical Consultants who agreed to take on this problem. A mechanical engineer will be scheduled in the next few days to take a look at the space. Tom Carvalho said he is happy to hear that and doesn't want the issue to keep getting pushed down the road. On a positive note, the café is doing better than anticipated since it was acquired a year and a half ago. And things are only getting better with sales over \$700 per day and customer count up to 120- 130 per day. Sales are going in the right direction. The café is worth continuing and worth saving. Mark McGinty said a professional is on board to take a look, make recommendations and, if warranted, will design a solution. At that point solution costs can be determined and reviewed. Mark McGinty will talk to staff to obtain building plans and Tom and Amy Carvalho will be informed when the appointment with the mechanical engineer from JBA Mechanical Consultants is set. Hopefully it will be in the next few days.

**Public Hearing**

Open Public Hearing 8:05 am

1. **Discussion and possible Board action regarding approval of the 2016-2017 budget.**  
The Board has been previously briefed about the budget.

Debbie Englund provided highlights of the budget. The general and capital construction fund will use ad valorem property taxes for a total of \$4.9 million dollars. Total expenditure for all three funds, which includes the contributions and grants fund is \$ 7.8 million dollars.

The majority is in the general fund. Total revenue for the general fund is \$7.4 million. \$ 2.5 million carries over to the beginning fund balance, resulting in just under \$10 million total resources for the general fund.

In salaries & benefits, because we don't know what's going on with the property tax cap, we couldn't see offering merit and COLA raises. The board is asked to suspend merit raises and give a 3% COLA to staff. At Paseo Verde Library a part time adult services librarian will be converted to a full time specialist and a part time youth services specialist will be added. These positions are because the Paseo Verde Library is so busy. In benefits, there have been insurance rate increases. The total budget for salaries & benefits is \$5.2 million.

In services & supplies, the minor equipment category was reduced because computers were replaced this year. The consulting fee was increased to help with the strategic plan. Security was increased to provide a security guard for all open hours at the Gibson Library. Services & supplies total \$1.5 million. Library books and materials are budgeted at \$500,000. Overall spending including transfer to capital is 7.5 million. This leaves an ending fund balance of \$2.4 million which is short \$100,000 from the previous year.

Capital construction is \$100,000 planned for services and supplies and \$100,000 for capital improvements possibly including HVAC controllers and remodeling Green Valley Library bathrooms.

In the contributions fund, there will be a \$180,000 donation coming in from Friends that has been included. The rest is spending down previous donations for materials and programming. There is just under \$300,000 that will be spent on library materials. This leaves an ending fund balance of \$80,000.

**Public Comment**

There was no public comment

Donn Jersey made a motion to approve the 2016-2017 budget. Cindy Herman seconded the motion. The vote was unanimous.

The public hearing was closed at 8:10 a.m.

**New Business**

1. **Discussion and possible Board action regarding Henderson Libraries' Capital Replacement Plan.**  
This item was moved to the June agenda.

**2. Discussion and possible Board action regarding fiscal year 2016 budget amendments.**

Debbie Englund said pursuant to NRS 354.598005(5) budget appropriations may be transferred between functions. If such a transfer does not increase the total appropriation for any fiscal year and is not in conflict with other statutory provisions. The governing body must be notified of such transfers. In FY 16, the District completed one such transfer. The district budgeted \$38,000 in Capital Outlay-Technology Equipment for replacement projectors, scanners and various IT equipment. The IT Manager was able to procure the majority of these items for under the \$2,500 capital outlay threshold. Therefore, they must be categorized as minor equipment. A transfer was done to move appropriations from Capital Outlays-Technology Equipment to Supplies & Services-Minor Equipment to cover these expenditures. The savings realized from these purchases was also transferred to Supplies & Services-Minor Equipment to allow for the replacement of all public computers during the current fiscal year.

Debbie Englund said NRS 354.598005(3) states acceptance of a grant, gift or bequest which is required to be used for specific purpose constitutes a budget amendment. The district accepted a grant from the Immordino Charitable Foundation during fiscal year 16 which was used for summer reading.

David Ortlipp made a motion to approve the fiscal year 2016 budget amendments. Cindy Herman seconded the motion. The vote was unanimous.

**3. Discussion and possible Board action regarding nominations of Board officers for fiscal year 2017. (Elections to take place at the June Board meeting per bylaws)**

Cindy Herman nominate Donn Jersey as Chair. Robyn Campbell-Ouchida seconded the motion. The vote was unanimous.

David Ortlipp nominated Cindy Herman as Vice Chair. Donn Jersey seconded the motion. The vote was unanimous.

Cindy Herman nominated Mark McGinty as Secretary. Donn Jersey seconded the motion. The vote was unanimous.

The nominations will be ratified on at the June Board meeting, per bylaws.

A replacement for MJ Maynard on the strategic planning committee will be needed.

**4. Discussion and possible Board action regarding Executive Director Evaluation.**

This item was moved to the June agenda.

**Announcements**

The next Board meeting will be held on June 16, 2016 at the Paseo Verde Library, 280 S. Green Valley Pkwy., 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.*

Donn Jersey presented MJ Maynard with a card, gift and cake from the Board. All board members expressed appreciation for MJ Maynard's 8 years of service to Henderson Libraries.

**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 May 13, 2016, 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.