



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: February 16, 2017

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

Vice Chair Cindy Herman called the meeting to order at 7:45 a.m.

Roll Call

Board present: Robyn Campbell-Ouchida, Jim Frey, Cindy Herman, Sean Hill, Mark McGinty, Kip Noschese, David Ortlipp

Board absent: Donn Jersey

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, George Greicar, Viveca Grinstead, Joy Gunn, Linda Hanks, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Melissa LaPorte, Lisa Phelan, Stephen Platt, Stephen Roybal, Marcie Smedley, Nichole Thomas, Vivian Tufano, Leona Vittum-Jones, Kristina Wang

Others present: Marian Brown

Approval of Agenda

Mark McGinty made a motion to approve the agenda. Jim Frey 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

January 19, 2017

CA-2 Review of Paid Invoices

January 2017

David Ortlipp made a motion to approve the consent agenda. Kip Noschese 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.

Legislative report

Gayle Hornaday reported that Senate Bill 115 [SB 115 Open Carry Revenge Bill/Library Gun Free Zones] proposes to amend open carry law to add public libraries to the places that are not permitted for open carry. Jennifer Gaynor, the library district's lawyer, will represent Henderson Libraries' interests supporting the bill. SB 115 would amend NRS 202.265 to prohibit firearms (openly or concealed) at public libraries, except with written permission of the Board of Trustees. This ban even extends to the parking lot. There is more information on state's legislative page; there is also an area for comments. Opposition is very loud in this area; Board members may want to submit comments. Jim Frey asked who introduced the bill. Gayle Hornaday responded Moises Denis, a legislator in the Las Vegas-Clark County Library District [LV-CCLD] area. Mr. Denis is a former member of the LV-CCLD board of trustees.

The LSTA [Library Services and Technology Act] grant hearing took place and unfortunately Henderson Libraries' grant for strategic planning was ranked 8 out of 9. Most of the grants were also asking for high amounts of money. Other grants were for projects like maker's spaces, STEAM projects, digital learning, preservation projects, and special collections. Although Henderson Libraries ranked low, the grant may still be funded in part. There is no date or timeline for the decision announcement; it will probably be in March or April.

Library reports

Marcie Smedley said preparations are underway for Library Legislative Day on Wednesday, April 12. Henderson Libraries' team will fly from Las Vegas to Reno early, rent a car to drive to Carson City, and attend scheduled meetings with Henderson legislators. Unfortunately, many budgets will close before April 12; however, it is a good opportunity to advocate for funding and support of libraries. Joan Dalusung, the Nevada Library Association Legislative Chair, is making an effort to get an email chain started before the budgets close. Marcie Smedley will be sending out information.

Marcie Smedley said STEAM programming is a priority. Funding for the program comes from the Henderson Libraries Foundation and other community supporters. Linda Hanks, Youth Services Librarian, explained the library district is a chapter in a company called Little Bits. As a participating chapter, the district receives special prices on materials. Library programs advertise in the Little Bits community. Little Bits are components: battery, cable, inputs, that go together magnetically and are very easy to assemble. Linda Hanks demonstrated how a Little Bit project works. Little Bits show how parts interact to create noise, motion, etc. Quarterly, the library has a family challenge program. Families work together to meet the challenge by completing a project; families then compete their project against other families' projects. Programs have included making a writing arm, a throwing arm, and a self-driving car. The car wheels change to make the car drive in circles; the cars race to see which car goes fastest, slowest, or does the most circles. Participants observe chain reactions. This is a very fun program.

Candace Kingsley thanked for Mark McGinty for his help with the teen center remodel project. If approved, computer capacity will double and seating will triple. Teen attendance at programs is up 250%. Last year there were 32 events, with 489 teens attending, demonstrating the need for an improved teen area.

The eighth annual *Henderson Libraries Teen Writing Contest* is underway for teens in grades 6-12. Friends of Henderson Libraries supports the contest, but teachers have also supported the program by making participation a writing assignment for school. Involvement increases each year. Categories include poetry, fiction, and essay memoir. Submissions are due next Saturday. All submissions are published in *Unlocked Voices*, part of Henderson Libraries' digital collection. The awards reception is April 3 from 6:00 – 7:30 p.m. at the Green Valley Library. Attendees can meet the teens and review their work. The reception will include refreshments. A guest author, Adi Alsaid, will attend the reception. Teen Services Librarians Nicole Thomas, Christina Terriquez and Kristina Wang have organized this project.

Stephen Platt introduced the second annual *Around the World in 30 Days International Festival*. Staff has been working very diligently, producing events and programs around the district, at a city event, Henderson Heritage Days Festival, and at the Heritage Park Senior Facility. This year the festival will expand to include more groups and more food sampling. The showcase of the world will be the 2nd Saturday in April at the James I. Gibson Library. Performances from various cultural groups will take place from 10:00 a.m. to 2:30 p.m. There will be displays, activities, demonstrations and food samples.

On Saturday, April 15, during the Henderson Heritage Days Festival, the library district partners with Clark County Nevada Genealogical Society to introduce the Ancestry database. Participants will learn how to search for their ancestry and children can take part in an interactive craft.

On April 22, at Heritage Park Senior Facility, there will be a Japanese cultural day. There will be a cooking demonstration and Ukrainian eggs will be on display. Mark McGinty asked what Ukrainian eggs are. Stephen Platt responded eggs represent new beginnings in that culture. Ukrainian eggs are incredibly beautiful, detailed and decorated eggs. The Board may look at the display inside the Paseo Verde Library. At the same time, on April 22, at the James I. Gibson Library, programs will explore the Mayan World with *El Mundo Maya Magico* and a *Field Sketching for Travelers*, with King Art Studio. Programming at the Green Valley Library and Paseo Verde Library will be on Saturday April 29 featuring new and different groups representing European cultures. It is very exciting to see all these groups coming together at Henderson Libraries locations. Stephen Platt invited the Board to stop by.

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 approval of Henderson Libraries Privacy Policy**

Gayle Hornaday presented the draft of the Henderson Libraries Privacy Policy, explaining that many libraries now have a privacy policy. The policy outlines the district's compliance with state law, which dictates that library records, materials and services are confidential. The policy states what information is and is not collected and how that information is used. It also explains how the information is kept secure, as well as stating that 3rd party partners have their own privacy policy and the patron is responsible for checking the individual policy. The main motivation for this policy is 2-3 requests to redact patron information that was included in published material. The district will not alter published material due to copyright regulations. Gayle Hornaday asked for approval for public awareness. Jim Frey asked for an example of private information being "published". Gayle Hornaday said the Henderson Home News is part of the district's digital archives and contains published information. A request asked the district to remove articles published in the Henderson Home News from the library district's digital collection. Cindy Herman stated that is a perfect example of interaction with a third party.

Jim Frey made a motion to approve Henderson Libraries Privacy Policy. Kip Noschese seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding fiscal year 2017 budget amendments

Debbie Englund said Nevada Revised Statute [NRS] 354.598005, section 3, allows for amending the budget for donations and gifts received throughout the year, made for specific programs or places.

A total of \$45,623.37 contributed for specific purposes:

- Henderson Libraries Foundation donation, Paseo Verde Library chairs
- Ellis donation, districtwide teens
- Friends of Henderson Libraries donation, *Teen Writing Contest*
- Moffet donation, Paseo Verde Library
- Whittaker donation, Paseo Verde Library
- Wal-Mart donation, *Reading with Rover*
- Henderson Libraries Foundation donation, *Reading with Rover*
- Kohl's Cares donation, *Summer Reading Challenge*
- Bryson donation, Paseo Verde Library

These funds will move into services and supplies, except for the Gibson Library portion of the Ellis donation, \$8,300; these funds will pay for remodeling a teen area. Those funds move over to Capital Outlay.

\$22,457 in grants received to date this year:

- Summer Reading LSTA 2016-20 grant, 2,800
- Summer Reading LSTA 2016-20-DIA, 2,100
- State Collection Development, \$8,598
- Nevada Arts Council Creative Writing, \$1,200
- Nevada Arts Council Local Author Showcase, \$5,359
- Nevada Arts Council International Festival, \$1,200
- Nevada Arts Council Art for Travelers, \$1,200

The funds for State Collection Development will move into Library Materials and the rest will move to Supplies and Services.

Cindy Herman made a motion to approve the fiscal year 2017-budget amendments. Mark McGinty seconded the motion. The vote was unanimous.

3. Discussion and Possible Board action regarding award of contract for the Green Valley Library Restroom Renovation Project (C-17-00001)

Debbie Englund thanked Mark McGinty's firm, SH Architecture, for assistance allowing the district to move forward with the Green Valley restroom renovation. SH Architecture staff developed the scope of work, drawings and equipment board listing the specific equipment required. The drawings developed by SH Architecture were shown. SH Architecture was also instrumental in requesting and receiving bids. The three bids received ranged from \$63,366 to \$102,675. Debbie Englund recommended going forward with the low bid received from B & H Construction Co. for \$63,366.

Mark McGinty made a motion to award the contract for the Green Valley Library Restroom Renovation Project (C-17-00001) to B & H Construction Co. Jim Frey seconded the motion. The vote was unanimous.

4. Discussion and Possible Board action regarding award of contract for the James I Gibson Library Teen Center Renovation Project (C-17-00002)

Debbie Englund said SH Architecture also prepared the scope of work for this project. The renovation will take place in the program room: moving a door, installing a new door and windows, to create a teen room. Two bids received: one bid, B & H Construction Co., was for \$21,726 and the other, Mountain Vista, for \$47,398. The library only had \$8,333 to use for the project. Ray Hoffman, President of B & H Construction Co. asked who was awarded the project. When he heard the bids were too high, Mr. Hoffman said B & H Construction Co. would do the work for \$8,333, donating the difference, in order to get the project done. Mark McGinty said Ray Hoffman, President of Blanchard Hoffman Construction, lives in Henderson and understands the mission of the library district. Mr. Hoffman is excited to support libraries. Candace Kingsley said Leona Vittum-Jones and Nicole Thomas are doing a project to have teens design ceiling tiles for the space, reserving tiles for B & H Construction Co., and Mr. and Mrs. Ellis. Cindy Herman said this is a nice media opportunity as well. No other facility has youth designing their own ceiling tiles. Candace Kingsley said this project gives teens ownership of the space and they are very excited about it.

Mark McGinty made a motion to award the contract on the James I. Gibson Library Teen Center Renovation Project (C-17-00002) to B & H Construction. David Ortlipp seconded the motion. The vote was unanimous.

Old Business

1. Discussion and possible Board action regarding possible sale of the Malcolm Library

The Friends of Henderson Libraries scheduled a yard sale for March 4 to sell the remaining property stored in the Malcolm building. Staff and Friends have been working hard to clear out the facility. Jim Frey asked what kind of things will be sold. Gayle Hornaday replied they are selling things they had saved for gift baskets.

2. Discussion and possible Board action regarding the Executive Director Search Committee

Jim Frey, Chair of the Executive Director Search Committee, said the committee and Debbie Englund met last week, reviewing the position announcement, how to distribute the job posting and to whom. March 31 is the deadline to submit applications. There was very productive discussion regarding the library district and future plans. The committee is asking Board approval of the executive director job posting so distribution of the announcement can commence, processing of applications can begin and the hiring process can continue. Mark McGinty added there was a great discussion about the salary range. Debbie Englund did research necessary to adjust the salary range. A collection of data from 10 comparable libraries, with similar size district, revenue, population, etc. allowed Debbie Englund to ascertain a current salary range. In addition to the MLS [Master's Degree, Library Science], and administrative experience, the invitation to bid includes an expectation of public involvement in addition to the more traditional requirements.

Jim Frey made a motion to authorize the posting of the position of Executive Director. Mark McGinty seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be on March 16, 2017 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.

Adjournment

The meeting adjourned at 8:18 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by February 10, 2017, 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.