



**MINUTES**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date: March 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**

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

**Roll Call**

Board present: James Frey, Cindy Herman, Mark McGinty, David Ortlipp [Note: Robyn Campbell-Ouchida resigned from the Board on March 2, 2017.]

Board absent: Donn Jersey, Kip Noschese

Staff present: Dana Bullinger, Debbie Englund, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Bethany Lafferty, Melissa LaPorte, Jo Morrison, Stephen Roybal, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones

Others present: Jaime Cruz, Workforce Connections; Lois Brown, Julie Buckley, Laura Carroll, Diane Collins, Alexandra Costa, Laura Cyr, Leslie Finzer, Cindy Vallar

**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**

February 16, 2017

**CA-2 Review of Paid Invoices**

February 2017

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.*

**Library Tree Lane presentation**

Julie Buckley asked members of the Library Tree Lane Committee to introduce themselves. Present were Lois Brown, Julie Buckley, Laura Carroll, Diane Collins, Alexandra Costa, Laura Cyr, Leslie Finzer and Cindy Vallar. Julie Buckley said the committee is excited to be here, but this is also a bittersweet moment as the 2016 Library Tree Gala was the last one, as it stands. The group is doing some fun planning for future fundraisers. A parking lot sale held March 5<sup>th</sup> netted over \$860. There will be a cookbook tasting event on April 1<sup>st</sup>. There will be approximately 25 baskets available for purchase, as well as food made from recipes in the cookbook for tasting; the event will bring in a couple hundred dollars. The last tasting brought in \$550. A holiday social may be on the list of upcoming fundraisers. The committee is discussing ways to get sponsors. There may be balloons with gift cards in them for purchase. Many things are under consideration. Julie Buckley said the Library Tree Lane Committee is very proud to present Henderson Libraries a check for \$42,000, the proceeds from the Library Tree Lane activities for 2016. Gayle Hornaday thanked the committee and told them they are a wonderful asset to the library. Jim Frey told the committee they did a great job. Mark McGinty commended the group for great work. Cindy Herman said it is a bittersweet moment, but there is energy in the discussion about new events.

The meeting adjourned at 7:50 a.m. for a check presentation photograph in the library. The meeting resumed at 7:53 a.m.

*Library reports*

Marcie Smedley said the Author Showcase is at Paseo Verde Library this coming Saturday. There will be two different author sessions (10-11:30, 12-1:30) and featured author, Sylvia Day, will hold a Q&A/book-signing event at 2:00 p.m. Emily Wirshing was on a morning talk show this morning, The CW, promoting the event.

Staff members participated in WESTPAS training last week. The Western States and Territories Preservation Assistance Service [WESTPAS] is a collaborative project to provide preservation information, education, and training to 14 Western states and territories: Alaska, American Samoa, California, Colorado, Guam, Hawai'i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming. WESTPAS delivers preservation education and training on disaster preparedness, emergency response, and collection recovery to staff from libraries and archives in the region, and assists with creation of written disaster response plans for all participating institutions. Lauren Dahlgren, Chad Lenzini and Marcie Smedley attended the full day of training last Thursday, after participating in a 2-1/2 hour webinar on their own. Training included developing a disaster response plan, including a calling tree, internal and external contacts, and a prioritized list of the collection. Henderson Libraries already has a disaster plan, including a fold-up emergency contact sheet that fits in a purse or wallet. Some hands-on activities included salvaging soaked books, pictures and DVDs. What would you do? Freezing items until determining how to proceed minimizes further damage and degradation of the item. Some items can air dry, but others need vacuum extraction. There is an expense to this service, so it is important to prioritize the collection to know what to try to save first. Jim Frey asked if this prioritization is in place for Henderson Libraries' collection. Marcie Smedley said, yes, each building has a priority list. At Paseo Verde Library the highest priority is the archive in back. Other locations have prioritized items such as Nevada collections, automotive collections, yearbooks dating back to the 1960's, and items that are hard to replace. Jim Frey asked if this training targeted library collections specifically. Marcie Smedley responded the training is for libraries and museums to protect collections of books or artifacts. The focus is largely on water damage as it is a common problem, although they also covered earthquakes and fires. WESTPAS has a 24-hour emergency line with conservationists and preservationists on call. Henderson Libraries has a safety committee that meets on a regular basis.

Bethany Lafferty, Assistant Branch Manager of the Green Valley Library, said Mini Con will be held at the Green Valley Library on April 1<sup>st</sup> from 10:00 a.m. to 3:00 p.m. Much of the Mini Con will be outdoors this year. The David O. McKay Academy has been doing an open-air market a few Saturdays each month. It is hopeful they will hold their market at the same time as Mini Con, benefiting both entities with the extra attendance.

Bark in the Park took place at Cornerstone Park. There was fun, tons of dogs and many Henderson Libraries Frisbees given out. Reading with Rover received four or five interest forms.

Henderson Heritage Days is April 15. This is the next library-city partnership.

The Green Valley Library teen service club, moderated by teen specialist Gracie McDonough, is doing a patio beautification project. The teens are trying to make the patio a nicer place to look out on.

Bathroom renovation is nearing completion. A problem with flooring required replacing dry pack cement; the contractor completed the replacement very quickly. The project is still on schedule. Next week installation begins on stall walls and doors/fixtures. The work will be complete for Mini Con on April 1. Mark McGinty said the contractor wants to have it done by March 23. Bethany Lafferty said the project has gone smoothly. Minor issues have been worth it, because it is looking very nice. Please stop by and look at the end of the month.

Candace Kingsley reported on Nevada Reading Week. In 1987, the Nevada Department of Education began a statewide initiative for Nevada teachers and librarians to celebrate reading through shared thematic activities. Nevada Reading Week usually begins during the last week of February and coincides with the birthday of Dr. Seuss. Many of our local celebrities, parents and community members participate in the festivities by telling stories and reading to students. The theme for 2016-17 is "Camp READ - Nevada, USA." Nevada Reading Week was the week of February 27 - March 3, 2017. All Henderson Library locations participated. Green Valley Library had a bookmark contest and more than 100 people attended a Dr. Seuss Birthday Party. Gibson Library also had a Dr. Seuss birthday party, attended by the Cat in the Hat. Gibson Library youth services team will have read to more than 675 children by the end of the week. Heela

Naqshband read to a 4<sup>th</sup> grade class. Candace Kingsley read to second graders at CT Sewell Elementary. Candace Kingsley invited the Board to participate next year and showed pictures of Rita Botzenhardt and Grace McDonough reading to a school class.

### 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 designation of auditor for fiscal year 2017

Debbie Englund said, per regulations, it is time to designate the district's auditor. HintonBurdick is in the 4<sup>th</sup> year of a 5-year contract. Per the contract, the fee has increased \$500 from last year; the expense will be \$19,000 this year. Debbie Englund requested Board approval of the designation. Mark McGinty made a motion to designate HintonBurdick as Henderson Libraries' auditor for fiscal year 2017. Jim Frey seconded the motion. The vote was unanimous.

#### 2. Discussion and possible Board action regarding MOU with Workforce Connections

Gayle Hornaday said there was discussion a few months ago about Workforce Connections forming partnerships with public libraries to offer services to library patrons, on library premises. Workforce Connections is a federally funded agency, providing education and training services to eligible people to get them into, or back into, the workforce. It is time to move forward with the partnership and this MOU [Memorandum of Understanding] outlines what the library will do for the partnership.

Gayle Hornaday introduced Jaime Cruz, with Workforce Connections. Mr. Cruz said the local workforce development board is one of 600 across the nation. Some states have 50, due to their geographic makeup and population. Nevada has 2. Workforce connections receives millions of dollars from a piece of legislation, Workforce Innovation and Opportunity Act, to improve the American workforce. The goal of each board is to have "One-stops" that can access multiple streams of funding – adult, youth, disabled and adults over 50. The purpose is to help people get a job, a better job, advancement, or continued education, as well as to provide tutoring and mentoring. All of these services with federal funds. Workforce Connections provides solutions to any obstacle that may keep the participant from getting a job. Traditionally, the group rents a building; the local building is on Torrey Pines. There have already been discussion and MOUs with three different library districts. There are designated spaces identified throughout the districts and funds have been budgeted to be effective July 1<sup>st</sup>.

Workforce Connection locations require the very things that are available in the libraries – meeting rooms, reception, restrooms. Libraries want to reach out and provide more services, but resources are limited. Workforce Connections has the money to hire people, but do not have the buildings. The Workforce Connection fiscal year is July 1 – June 30. The FY 18 budget is in progress. Workforce Connections would love to have Henderson Libraries join the initiative in the first phase, beginning July 1. Jim Frey asked if this will take place at all Henderson library three locations, and will Workforce Connections pay rent? How do you connect with people? Jaime Cruz said the idea is a partnership, in lieu of paying rent. Workforce Connections can hire people to bring in staff. The next consideration is space. Workforce Connection staff and library staff walked through each library, finding space that could work. Some outreach is necessary, but much of the flow of client base already exists in the libraries. It will require some effort between the two entities' staff to blend. Hopefully, the idea will look like a part of what the library offers. Library staff already go beyond their scope assisting with resumes and job searches, assisting with getting health cards, etc.; Workforce Connections staff can provide this assistance, freeing up library staff to do other things, such as STEAM activities.

Jim Frey asked if libraries were identified because the user population would be candidates for these services. Jaime Cruz responded the law that passed had a list of mandated partners, and a list of additional, desirable partners; public libraries were listed as potential partners. After reaching out 6 to 8 months ago, 3 executed MOUs were presented to the federal people in January, as well as sharing discussion about a possible partnership with Henderson Libraries. They said nowhere else in the country has the program co-located with so many libraries. On January 18, the federal people overseeing the project sent out a TEGLE [Training Employment and Guidance Letter] that spelled out all the reasons why libraries are ideal resources, listing all of the things done here in Nevada. Although not listed by name, it seems the Nevada Workforce Connections is leading the nation.

Jim Frey asked how staff reacted. Gayle Hornaday, Jaime Cruz, and the building managers visited each library in March to identify space in each library that could work. Workforce Connections are sending people out to measure the spaces for cubicles. The group discussed situations that could arise, but the managers think problems will be manageable and the program will greatly benefit library staff. People who need these services are in the library every day and library staff do not have the time or expertise to help, which makes us feel very unsuccessful. Working with Workforce Connections, the libraries can effectively serve this group of people. Mark McGinty said it sounds great. David Ortlipp commented this is a way to make

libraries relevant, suggesting the creation of a community page on the website listing Workforce Connections, and AARP tax help to demonstrate we are more than just a library. Henderson Libraries is part of a community center.

Gayle Hornaday said the MOU included in the Board packets was based on MOUs already in place with the participating districts [Boulder City Library District, North Las Vegas Library District, and Las Vegas-Clark County Library District]. The library district's attorney has reviewed the MOU. Cindy Herman said as long as staff is okay with the evaluation aspect and 30-day release clause. Gayle Hornaday said if conflicts arise, they will be worked out. There needs to be an understanding of how Workforce Connections and Henderson Libraries are going to work together to reach goals. Jaime Cruz said it is well worth it to serve the community. Workforce Connections staff feel honored to be invited into Henderson Libraries and will behave well. We understand the branch manager is the person you trust to run each library and Workforce Connections staff will work through him or her.

Both entities serve both employees and employers. There will be employer fairs, with on the spot hiring, because the employer knows the applicant will be trained to their specifications. This is what you can envision. This is a team effort. It has never been done before, but we all believe it is the right thing to do. Workforce Connection staff will work diligently with you to make it right.

David Ortlipp said he would like to get statistics to show how many people have been helped to increase community relevance. Jaime Cruz said statistics will be unique to the neighborhood. Local business may be contacted which will help the neighborhood community. They may be able to hire staff at a reduced cost. Workforce Connections can reimburse half of the salary of a new hire for 3 months of on-the-job training. This would be a great benefit for a small, local company. Together we can assist people in getting off unemployment, government assistance and welfare. Employers and workers can find benefits in a "one-stop" center.

Cindy Herman said the commitment from the building managers makes it apparent that this is a worthwhile process. The Board will look forward to receiving feedback on how the partnership is progressing.

Jim Frey made a motion to approve the Memorandum of Understanding with Workforce Connections. Mark McGinty seconded the motion. The vote was unanimous.

**Old Business**

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

Gayle Hornaday said the Malcolm Library building has been for sale since mid-December. The broker believes the price is set too high. It is currently set at \$1,585,890; the broker recommends reducing the price to \$1.25 million. Additionally, the broker proposes extending his contract, expiring in May, through November. Debbie Englund said the comparative prices originally used were new buildings at \$250/square foot. Existing buildings are going for around \$200/square foot. The new price is based on comparisons with existing buildings. There are multiple commercial sites. During the listing, there have been 11,000 hits, 2-3 inquiries and 1 showing. The broker said this indicates the price is too high. Jim Frey asked if the price is the issue; are there other issues with the building? Debbie Englund responded the broker thinks it is the price. The building is in good shape; however, the buyer will have remodeling to do.

Jim Frey asked if the building is cleaned out. Gayle Hornaday said the friends group had their parking lot sale. Now it is necessary to hire a mover and get the rest of the shelving moved out. David Ortlipp commented buildings always look smaller when full of stuff. Cindy Herman said there is a lot of new construction going on. If no buyer comes forward within a reasonable period, we may start seeing a glut in the market. Mark McGinty said \$200/foot is the going price for construction right now. Usually if the seller gets a higher price, they have existing renters. Keep in mind this building is competing with brand new buildings. David Ortlipp made a motion to extend the broker's contract and reduce the price of the Malcolm Library building from \$1,585,890 to \$1,250,000. Mark McGinty seconded the motion. The vote was unanimous.

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

Jim Frey, David Ortlipp and Mark McGinty comprise the Executive Director Search Committee. 35 applications have been received to date. The deadline for submission is March 31<sup>st</sup>. One committee meeting was held to review the applications; six viable candidates were determined. Many did not have the proper [MLS] degree, or had inadequate administrative experience in terms of quality or inadequate in number of years. The committee will meet again during the first week of April, cull the list down again, and start checking references. The interview process can then begin. There have been applicants from 16 states and 4 foreign countries. The ratio is 60/40 female to male ratio. The committee will keep the board and interested parties posted.

**Announcements**

The next Board meeting will be April 20, 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.*

Cindy Herman said Robyn Campbell-Ouchida will be greatly missed. Gayle Hornaday has taken steps to fill the spot with the county.

The district's attorney is in Carson City, representing the district concerning SB 115, the no carry bill. The bill is in the senate judiciary for a work session. This is a good sign the bill has the support needed to proceed through committee. Gayle Hornaday and Cindy Herman provided letters supporting the bill.

Jim Frey asked Bethany Lafferty how the David O. McKay Academy is doing. Bethany Lafferty replied well, though enrollment figures are lower than projected. Some students start and then leave because of the geography. Students came from Centennial Hills because there was supposed to be a David O. McKay Academy there but the location fell through; it has proven to be too far for some students and their families. Three classes come to the library regularly. Third and fourth graders come to the library on Wednesday afternoon. Part time children's librarian, Pat Padovano, is a former school librarian and works with them on library usage, has storytime and does an activity. Pat Padovano really enjoys interacting with them; it taps into what she was doing with the Clark County School District. Kindergarteners, first and second graders come in on Fridays. Sometimes storytimes or read aloud activities are scheduled. Sometimes the children come in and have free time in the library. In the fall, library tours took place and library cards obtained. Now there is more free time for students in the library. In addition to the McKay Academy, there is also a Nazarene Academy for gifted children. This group of 4-5 students usually come in on Friday afternoons, interact with staff, receive instruction about library usage and learn about different genres of books. Older students come and during the week with their teachers. Jim Frey said the relationship has not been a problem. Bethany Lafferty said not at all. Traffic problems with drop off and pick up were anticipated and it backs up a little in the afternoon but morning drop off is before the library is open. The staff at the David O. McKay Academy have invited the library to have a table in their open-air market on Saturdays. Because of staffing constraints, and the fact that the open-air market starts at 8:00 a.m., the library has not been able to participate. Most library staff come in at 9:00 a.m. on Saturday. Jim Frey said if the academy gets much larger, there could be problems, and asked if the school is faith based. Bethany Lafferty replied yes, Mormon based.

Cindy Herman thanked staff for continuing to make the Board proud, running the libraries seamlessly, and for continuing to work hard without a leader at the helm. Cindy Herman thanked Gayle Hornaday for acting as Interim Director, stepping in and leading the organization. Gayle Hornaday commented it is not possible to fail working with such a great group of people.

**Adjournment**

Vice Chair Cindy Herman adjourned the meeting at 8:39.

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