



MINUTES
Henderson District Public Libraries
Board of Trustees
Date: April 20, 2017
Time: 7:45 a.m.

Place: Green Valley Library, 2797 N Green Valley Pkwy, Henderson, NV 89014

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 Donn Jersey called the meeting to order at 7:45 a.m.

Roll Call

Board present: Jim Frey, Cindy Herman, Donn Jersey, Mark McGinty, Kip Noschese, David Ortlipp

Board absent: None

Staff present: Dana Bullinger, Andrea Daciuk, Lauren Dahlgren, Debbie Englund, Sean Hill, Gayle Hornaday, Betsy Johnson, Chad Lenzini, Michelle Mazzanti, Kate Peraza, Lisa Phelan, Stephen Platt, Kevin Scanlon, Marcie Smedley, Emily Wirshing, Leona Vittum-Jones

Approval of Agenda

Cindy Herman made a motion to approve the agenda. Kip Noschese 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

March 16, 2017

CA-2 Review of Paid Invoices

March 2017

Mark McGinty made a motion to approve the consent agenda. Cindy Herman 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.

Gayle Hornaday reminded the board members that the annual volunteer appreciation celebration is next Wednesday at 8:30 a.m. at the Green Valley Library. Board members are valued volunteers and invited to attend. Please RSVP if attending.

Sue Bobby, supervisor of Heritage Park Senior Center, has nominated Henderson Libraries homebound book delivery program for a *Program of Excellence Award* through the Nevada Recreation and Parks Society. The award announcement will be in April of 2018. This is quite an honor. In the past year, 1,465 items were delivered to 60 homebound patrons, in conjunction with the *Meals on Wheels* program. Since Candace Kingsley first worked with the city to revive the program, over 10,000 items have been delivered to various homebound people.

Sean Hill, Manager of the Information Technology [IT] Department, brought the board up to speed on happenings in the IT Department. New Wi-Fi has been rolled out everywhere. With the installation of new hardware, Wi-Fi is much easier for patrons. Patrons no longer have to log in with their library card; they accept the agreement for rules and get instant access. The new Wi-Fi works on the 1-gigabyte internet connection installed last summer. E-readers and kindles will be much easier to use with this Wi-Fi.

Dana Bullinger worked very hard migrating digital collections from the old product, Simple DL, to a new company that is much more affordable and hosted. The Digital collections page looks a little different but is much more functional than the previous product. The old product was hard to manage.

IT has been working at Gibson Library in preparation for passport processing, such as learning requirements for passport pictures and finding an appropriate camera and printer.

With the renovation of the Gibson Library teen lab, computers and internet wiring were moved and new PCs were purchased. All self-check hardware will be replaced this year. The hardware includes nicer, larger displays and touch screens from Dell. As part of that purchase, Dell offered a really good price on PCs, allowing the purchase of new PCs for the teen lab.

This summer there will be a disaster cluster installed at the Green Valley Library. This was possible because the vendor offered a good price. All servers that run at Paseo Verde Library will be mirrored at Green Valley Library. If a server failure occurs, recovery will be possible at the Green Valley Library. This can bring access back online in a few minutes instead of several hours. The new WAM [Web Access Management] connection allows this. The IT department is excited to have a disaster recovery system installed.

This summer wireless printing for patrons will debut. Patrons can send print jobs from their device by emailing an attachment. Once the patron is registered, the item automatically pops into the copy machine queue.

Jim Frey asked if the passport operation is a "go". Sean Hill replied there are still a few details to take care of. Staff are waiting on agent IDs. The technology side is ready. Gayle Hornaday said, according Candace Kingsley, the tentative target start date is May 5. Sean Hill said the Windmill Library just started doing passports and all their appointments were immediately booked up for months. Cindy Herman said the City of Henderson will not take walk-ins after 3 pm. City staff have been there until 7-7:30 processing passports. Sean Hill said the district calendaring system was recently replaced. The new calendar has a room-booking module where patrons can book their own rooms. The passport services will be listed as a "room choice" so patrons can book their own appointments.

Library reports

Marcie Smedley reported on Nevada Library Legislative Day. On April 12, Marcie Smedley, Mark McGinty, Vivian Tufano, Marian Brown and Cindy Vallar traveled to Carson City to attend Nevada Library Legislative Day, sponsored by Nevada Library Association [NLA]. As a group, attendees were asking for restoration of funding for the World Book Online, an increase in collection development funding and bookmobile funding for rural libraries. Legislators were also asked to set aside \$3.5 million in case IMLS [Institute of Museum and Library Services] is defunded as proposed in the tentative federal budget. IMLS supports the LSTA [Library Services and Technology Act] grants that fund summer reading programs, El Dia multicultural programming and many other programs. Whether it will be done is yet to be determined. There is a hearing on Tuesday, April 25.

Henderson Libraries' representatives spoke to 10 out of 14 senate and assembly people, or their representatives, that represent Henderson Libraries' service area. Each legislative representative received a personal invitation to get out and visit the libraries. Donn Jersey asked which 4 were unavailable. Marcie Smedley responded Senator Hardy and Assemblyman Keith Pickard were 2 of the 4. Mark McGinty said the group focused on senators. All interactions were very responsive and encouraging. Marcie Smedley said Mark McGinty was able to sit on the senate floor with Joyce Woodhouse, who is chair of the finance committee. The Henderson Library group also met with Joyce Woodhouse separately. Mark McGinty said the interaction was night and day difference from 2 years ago. Last time the legislators made it clear there was no money. This year everyone was very responsive and encouraging. Marcie Smedley said they were able to get in front of many people. Marcie Smedley will be following up with all of them, ensuring all have a personal invitation to stop by and see us when they get back home.

Marcie Smedley said April 12 was also Nevada Library Snapshot Day, sponsored by NLA. This is an effort to gather and compile statistics to be used by our own organization or as on a state level for advocacy efforts going forward. Pictures provided to the Board show how patrons filled in library prompts. Each library had a display where they could pick up a button or a magnet and fill out a variety of prompts that show what the library means to them; pictures were taken of many patrons with their library statement. Some are fun, some are hard hitting, such as The Library... makes me feel like I'm home; the Library is... essential to life. This is great information that can be used for advocacy and marketing. Any day during National Library week can be designated as Nevada Library Snapshot Day. The libraries try to pick days that include a variety of programs and patrons to show a day in the life of a library. Gibson Library and Paseo Library chose April 12. Green Valley Library chose April 15. This is a fantastic event and it is great to discover how people use and appreciate their library.

Lisa Phelan and Emilee Wirshing gave a summary of the Local Author Showcase and programming. Each board member received a book bag filled with Local Author information, including examples of advertising, handouts and an event survey. Lisa Phelan said this was the 4th showcase and the best yet thanks to a Nevada Arts Council grant that allowed programs to be held at all branches, as well as the Local Author Showcase held at the Paseo Verde Library on April 18. 768 adults attended; 79 authors were supported through the process. Marketing went really well. Emilee Wirshing said one of the local authors works as a producer for KSNV, Channel 3, and allowed Emilee Wirshing to participate in a 3-minute television spot talking about the local author event. This television spot aired the Thursday before the showcase. The event was given a webpage on the KSNV local events calendar. The local television coverage was especially meaningful for the community - local people watch the news. Many people came in and mentioned the news spot, saying this was how they learned about the event. This allowed Henderson Libraries to reach a new market of people in the community. Not only are the local authors coming to the library, but also they have meaningful jobs in the community and library staff can reach out to them using new avenues of communication.

Lisa Phelan said the volunteers were fantastic. A volunteer met each author, escorting them to their assigned place. The conference room transformed into a green room, with refreshments and a place to rest. Authors spent that time talking to each other and sharing resources. There was so much energy; the event felt like a party. So many people attended. Lisa Phelan gave shout outs to Dana Bullinger, Marcie Smedley, Debbie Englund, Heela Naqshband, and Caroline Hoover for their attention to detail and assistance. This is a signature event and we are looking forward to next year. The event has really grown and staff have matured into this event. Jim Frey commented he does not think people realize there is an extensive literary community here. There are more authors than we think and it's commendable the library can showcase those authors and their work. Lisa Phelan gave a shout out to Sylvia Day. The New York Times Bestselling author did a fantastic interview and did her own advertising. She is great at connecting with her fan base. Jim Frey asked if there was an honorarium for her. Lisa Phelan responded no, but added that one of the big expenses was advertising in which she was prominently featured. Mark McGinty asked about the budget for the entire program. Lisa Phelan said the budget was \$5,300. Other than the advertising, the grant money paid the authors that presented the workshops. We have worked with some of these authors for years, Pro Bono, and this time the district was able to pay them. It was a very satisfying part of the grant.

Leona Vittum-Jones said thanks to Robert and Sandy Ellis, SH Architecture and B&H Construction the new teen area at the Gibson Library is finished! Staff is very pleased with how the project turned out. The space is being well used, with much more seating and open space. The Bright Spot moved to the old teen area. The new theme of the Bright Spot is Under the Sea. The theme is tied to the 1,000 Books Before Kindergarten program. The space has worked out really well. The area is more contained and parents and children find it much easier to interact with each other. Soon blinds will be installed in the windows and then the space will be finished. A few small things have been purchased for the teen area, chairs and tables from other locations have been repurposed. The space is refreshing. A reception will take place in May. A community grant from IKEA is in the works, and if received, it will be used to purchase new chairs and furniture. Mark McGinty said the ceiling artwork is exciting. Leona Vittum-Jones said the ceiling tiles thank everyone involved and the teens made their own tiles. It is an inviting space and came together nicely. Cindy Herman asked if the room has a # [hashtag] for communicating. Leona Vittum-Jones said no. Cindy Herman recommended starting it.

Gayle Hornaday said tentatively the May Board meeting was scheduled to be at the Gibson Library. Debbie Englund said because the budget needs approved and a public hearing has already posted, the meeting will need to be at the Paseo Verde Library. Gayle Hornaday said information about the reception will be sent out soon.

Stephen Platt reported on the completion of the Green Valley Library bathroom remodel. The restrooms opened to the public on March 31. The Board may want to look at the completed project. A few small remaining details will be fixed, like the women's room hinges are silver and should be brass. Patrons are giving good feedback.

Yesterday Lauren Dahlgren and Stephen Platt went to city hall to participate in a disaster recovery plan the City of Henderson is promoting. A disaster recovery plan examines the period immediately after the disaster and lays out a plan to restore services. This will be a yearlong project and Henderson Libraries has been invited to participate. Lauren Dahlgren is head of the Henderson Libraries Safety Committee. The library district participate in emergency preparedness workshops during the past year. Participants on this committee include the fire department, Lowes, the sanitation department and the Emergency Planning Office of Las Vegas. Lauren Dahlgren said 68 people attended the meeting, including representatives of the Red Cross and Galleria Mall.

Stephen Platt said a free book hut, handmade by Green Valley Library staff, will be going in a local coffee shop. There was a container at Sunrise Coffee with free books available and people liked it, so staff wanted to build something more permanent and attractive like the little free libraries. The whole point is to make it appear handmade, with love for the community. After looking at the coffee shop, staff decided the book hut would need to be enclosed and mobile enough to bring in at night. Staff will periodically go over and add new titles. The adult and children's books, salvaged from book sales, sport a colorful sticker with Henderson Libraries logo. Another coffee shop, across the street, has requested a book hut. Mark McGinty said this is good community outreach.

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 Internet Safety Policy

Sean Hill said the Internet Safety Policy is a requirement to receive internet access funding from E-rate. The decision was made to apply for the funding to allow the district to expand its internet connection. Previously the library district did not apply for internet e-rate funding because of the CIPA (Children's Internet Protection Act) compliance requirement. The CIPA act requires everyone using the internet to be filtered; this went against the long-held belief that everyone should have free access to information in the library. Over the years the district's own filters have turned out to be the same as the CIPA requirement, so the decision was made to apply for the funding. One of the requirements is to have an internet access policy.

IMLS [Institute of Museum and Library Services] has always had a CIPA requirement for any IMLS grants that provide computers. The library district will now be able to apply for those grants if there are opportunities in the future.

Kip Noschese asked if this is already in effect. Sean Hill replied yes, this is the final piece to complete. There will be one more small change adding another level of filter. There will be youth, teen, adult and no internet. The teen category adds in social media, but removes it from the youth. Kip Noschese asked if this is the disclaimer you agree to when you use the computer. Sean Hill said this is separate from the disclaimer. This is a federal requirement and it was the intent of congress that discussion take place with the community about what the community standards are. The language lays out everything that is filtered. If someone wants the filter removed, it is possible to remove it. Libraries are exempt from the monitoring requirement to which schools must adhere.

The way the law was written reflects the manual filters used in the 90's; filters could be manually shut off. Now there are automated systems. Parents can select desired access when they sign their child up. A new feature is a password box that appears if a page is blocked. If the patron requests access, staff may use the password to turn off the filter. This password will be changed every 30 days to prevent patrons learning and using the password on their own. All pornography is blocked to be in compliance a City of Henderson ordinance regarding pornography where children may be. Staff would not give access to pornographic sites. Other blocks may be removed. For example, a student researching "hacking" may encounter a blocked page about the subject. The computer doesn't know the difference between ethical and unethical hacking. The password could be used to access the page for the patron. The password component will begin before July.

Mark McGinty made a motion to approve the Internet Safety Policy. Jim Frey 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 building is totally cleaned out. There is a showing of the building today. There have been no offers yet. Debbie Englund said there has been more activity since lowering the price.

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

Jim Frey said there were 46 applicants. The search committee, consisting of Jim Frey, Mark McGinty and David Ortlipp, have narrowed the applicants down to 6. There is a meeting this afternoon to review the remaining applicants and additional materials each have submitted. Jim Frey anticipates on-site interviews in about 3 weeks. There are good candidates.

Announcements

The next Board meeting will be held on May 18, 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

Chair Donn Jersey adjourned the meeting at 8:28 a.m.

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