



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: July 20, 2017

Time: 7:45 a.m.

Place: Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, NV 89012

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

The meeting was called to order at 7:45 a.m. by vice chair Mark McGinty.

Roll Call

Board present: Cindy Herman, Mark McGinty, David Ortlipp, Bette Silverman

Board absent: Jim Frey, Donn Jersey, Kip Noschese

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, Ed Feldman, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Melissa LaPorte, Lisa Phelan, Stephen Platt, Kevin Scanlon, Marcie Smedley, Vivian Tufano

Others present: Marian Brown, Sue Bunyan, Alexandra Costa, Leslie Finzer, Donna Israelson, Paula Petruso

Approval of Agenda

Cindy Herman made a motion to approve the agenda. David Ortlipp 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

June 15, 2017

June 8, 2017

CA-2 Review of Paid Invoices

June 2017

Cindy Herman 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.

Friends of Henderson Libraries Check Presentation

Marian Brown said the Friends of Henderson Libraries had a great year. In addition to Library Tree Lane success, the Friends were able to purchase a piece of equipment for the Acquisitions and Bibliographic Services department and purchase the lettering for the outside of the Green Valley Library building. The Friends were happy to do a few things with funds raised other than providing materials. Those 2 projects cost about \$4,000. Today the Friends of Henderson Libraries is pleased to present a check for \$158,000. The meeting adjourned briefly at 7:48 a.m. for a check presentation picture. The meeting resumed at 7:50 a.m. Mark McGinty thanked the Friends. The library district could not do it without you. Marcie Smedley thanked the volunteers and told them the work they do every day is appreciated.

Circulation Report

Gayle Hornaday said the fiscal year ended on June 30 and reported some full year statistics for FY17. Circulation for the year was 1,683,276 million, including electronic and physical items. This was less than 1% lower than the previous year, is in keeping with a national trend and not a significant amount. 46% of the items were children and young

adult materials. The last year was very strong in programming. There were almost 2,100 different programs for 630,000 people in the library branches. More than 157,000 patrons came into the branches for public computer sessions totaling 9.7 million minutes.

Library reports

Marcie Smedley introduced Lisa Phelan, the new branch manager at Paseo Verde Library. Lisa Phelan brings 10 years of varied, well-rounded, experience to the position. Lisa Phelan worked in the outreach department and most recently has been head of the adult services department at the Paseo Verde Library.

Lisa Phelan said the Paseo Verde Library will celebrate its 15th birthday on August 24. Everyone is invited to a party, from 2-4:00 p.m. There will be an area for library partners (Friends, Foundation, Coffee Press, CCNGS) to have a table. Mayor March, someone from the Henderson Chamber of Commerce and Marcie Smedley will speak. Coffee and cake will follow. There will be a birthday storytime and patrons will be able to post happy birthday messages to be displayed. Pictures will be shown on the digital display, reflecting on the last 15 years. It is amazing how many people are still here and that says a lot about the library district. There will be a fun self-guided tour using pictures of how the library looked in the beginning and showing how things have changed. On the staff side, there will be a potluck and a sundae bar. Lisa Phelan invited everyone to participate.

Stephen Platt said the library district partnered with Henderson Historical Society, of which Stephen Platt is a volunteer, to offer a program at the Paseo Verde Library last Saturday. The program gave an overview about how to do genealogy on a mobile device and included a family tree wind chime craft. This was new for the Henderson Historical Society, who wanted to offer a program oriented to families. 25 people attended. Everyone had a great time. This is a great way to highlight library databases and partner with Henderson Historical Society and Clark County Nevada Genealogical Society.

Board member and illustrator Kip Noschese is designing several murals for the Green Valley Library in the bright spot and homework help areas. The design is finished and the work started with about 25 kids from the Boys and Girls Club coming to help get the project started. The Bright Spot area is getting crowded and staff would like to expand the area. Staff is moving shelving to open the space and accommodate more people. There will probably be a reception when the work is finished.

Lauren Dahlgren, assistant branch manager at the Gibson Library, gave an update on Workforce Connections. There will be a soft opening at the beginning of September. Books are being weeded and shifted to make room for 4 cubicles. The next 2 Mondays will be used to move shelving and install the cubicles. An operator has been hired and a meeting is set for the beginning of August.

Last week Lauren Dahlgren met with the city of Henderson and community partners to go over a draft of the City of Henderson's recovery and disaster plan. The participants were divided into 6 groups, recovery and support functions: community planning, economic development, health and human services, infrastructure, disaster housing, natural and cultural resources (the library district is in this group, along with museums, city clerk, Henderson Preservation Society, Henderson Historical Society). Each group documented the most important items to handle first. A materials recovery kit has been created for each library branch. WESTPAS offered a seminar, last year, on how to handle/recover water damaged books. Lauren Dahlgren is head of Henderson Libraries safety committee and is also on the city's emergency planning committee, representing the library. The library is a great place to get accurate information and hold town hall meetings for Henderson citizens. Mark McGinty asked why a wet book is frozen. Lauren Dahlgren said, there are companies that dehydrate the books. Each library has a pocket response plan that includes library and community contact numbers, including the book recovery vendors. For the Gibson Library, the most important books to save are the yearbooks and Nevada collection. The utility companies, Red Cross, Henderson City Clerk's office and many other entities attended the emergency planning meeting. It was a good meeting, with good progress.

Marcie Smedley asked the board to "save the date" for the mentoring graduation. It will be held at the August 17th board meeting and breakfast will be served afterwards. There are fun things coming out of the mentoring group.

The LSTA [Library Services and Technology Act] mini grant was awarded to Dana Bullinger. The grant is \$5,000 for a community-scanning day in April 2018, during National Preservation Week. The funds will be used to purchase

equipment for scanning and patrons can scan their items to put on a USB drive. They can also give permission for the library district to use their image in the digital collection. More information will be forthcoming closer to the event.

Regarding the LSTA grant to assist with strategic planning, we are still waiting on a response about the appeal that was submitted. The state council have said a decision will be forthcoming in 60 days. This means the district will not have a new plan to submit in January, but it is on the horizon; preparations are in progress for working on strategic plan, whether or not the district receives the grant.

A couple of years ago the board decided the library district could close one day a year for staff development. On Friday, October 13, the libraries will close for staff training at the Green Valley Library. Part of the day will be spent in focus groups.

Library Tree Lane is working with Henderson Community Foundation to collaborate and have a joint Library Tree Lane Gala on December 1.

David Ortlipp was reappointed to the board for another 3 year term and he has also been appointed to the state council on libraries and literacy. Marcie Smedley thanked David Ortlipp for his service and said she is looking forward to continuing to work with him.

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.

Marian Brown said that 90% of the Friends' money comes from book sales. While most of the board knows Leslie Finzer, who is in charge of the in-library book sales, Marian Brown wanted to introduce Sue Bunyan who oversees the Amazon store, Bevy of Books, sales.

Marian Brown said the Henderson Community Foundation stepped up to work with Friends on the Library Tree Lane Gala. Details are still up in the air, but the board will be informed.

New Business

1. Discussion and possible Board action regarding approval of the Five Year Capital Improvement Plan [CIP].

Debbie Englund said NRS requires an update of the CIP every year, submitting it to the Legislative Council and several other entities. The update includes matching the actual budget and the rest continues as previously done. Once the strategic plan is finished there will some changes because the strategic plan is tied into the CIP.

Cindy Herman made a motion to approve the Five Year Capital Improvement Plan. David Ortlipp seconded the motion. The vote was unanimous.

Old Business

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

Marcie Smedley said there is nothing new. Debbie Englund said the broker has done multiple media blasts. One person expressed interest but we have not heard back.

2. Discussion and possible Board action regarding review of by-laws

David Ortlipp said a few changes are requested to ensure the by-laws keep in line with Nevada Open Meeting Law. The changes are not onerous. The changes are:

Discussion Point 1: ARTICLE 2(6) pertaining to Meeting Minutes

Article 2(6) current states:

"Minutes shall be returned to the Executive Director for distribution to the Board members. Draft minutes of the previous month's minutes shall be placed on the library district's website prior to the next monthly meeting and the minute's subsequent approval as is or as amended."

Proposed change to:

Minutes shall be returned to the Executive Director for distribution to the Board members. Draft minutes of each meeting shall be placed on the library district's website within 30 days after the adjournment of the meeting. Draft minutes will be updated with final minutes, including any amendments, within five working days subsequent to their approval by the Board."

Reasons:

- (a) Correct a typographical error where the current wording refers to "minutes of the previous month's minutes".

- (b) NRS 241.035(2) (see below) specifies the 30 working day requirement and this applies to ALL meetings not just the regular monthly ones. Note that HDPL libraries are open 6 days/week so 30 working days represent 5 calendar weeks.

NRS 241.035(2). Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken.

Discussion Point 2: ARTICLE 5 : COMMITTEES

Article 5 currently states, in part that:

“All committees must post notice of their meeting and make a report of their progress.”

It is recommended that only those committees whose gatherings fall within the ambit of the Open Meeting law NRS 245.015(3), i.e. generally those where a quorum would be present, should be required to post notice. Case in point is the recently constituted Executive Director Search Committee. The Nevada Open Meeting Laws would not apply but under Henderson Libraries By-Laws, that committee should have been required to post notice of each meeting.

Proposed change to Article 5 as follows:

“Special Committees may be appointed by the Chair. Special committees are to serve until the completion of the work for which they are appointed. **Committees whose activities fall within the ambit of the Nevada Open Meeting Law** must post notice of their meetings. All committees must make a report of their progress at a full meeting of the Board of Trustees.”

Discussion Point 3: Selection process for Library Executive Director

After considering the process recently employed for the selection of the Executive Director, it is recommended to use a written ballot as a preferable method for the Board to make their final decision.

A new Article 7(3) is proposed as follows:

The selection of a Library Executive Director shall be made at a regular or specially constituted meeting of the Board of Trustees by way of a written ballot.

Discussion Point 4: Library District Mission

With reference to the mission of the Library District Article 1(2) currently states that:

“Henderson Libraries seeks to cultivate a literate community by providing every citizen free access to books and information resources, as well as state of the art technology that supports work, school and recreational activities.”

In accordance with a recent review of the mission statement, a new, simplified mission statement is proposed:

Article 1(2)

The mission of Henderson Libraries is to imagine possibilities, discover opportunities and connect with our community.

Mark McGinty said he appreciates the effort David Ortlipp has put into reviewing the by-laws. Is the mission statement something to be studied on a bigger group as part of the master plan? Marcie Smedley said the new mission statement was based on information solicited from staff and was completed in the last 6 months. Having a mission statement allows staff to readily hone in on what the district is trying to share with each other and the community. Mark McGinty said he is glad there was a lot of input. Cindy Herman said she appreciates the work done on the by-laws. It takes great talent to go through a document line-by-line. Cindy Herman made a motion to approve the by-laws, as amended. Bette Silverman seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **August 17, 2017** at the **Paseo Verde Library, 280 S. Green Valley Pkwy., Henderson, Nevada**, and will include the mentoring graduation with breakfast after the meeting.

Mark McGinty thanked staff for putting together a smooth meeting, the Friends of Henderson Libraries for the awesome donation (we cannot make it without you!) and to David Ortlipp for his hard work on the by-laws.

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 8:19 a.m.

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