



MINUTES

**Henderson District Public Libraries
Board of Trustees**

Date: November 16, 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

Vice Chair Mark McGinty called the meeting to order at 7:45 a.m.

Roll Call

Board present: James Frey, Cindy Herman, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman

Board absent: Donn Jersey

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, George Greicar, Sean Hill, Gayle Hornaday, Candace Kingsley, Kate Peraza, Lisa Phelan, Stephen Platt, Kevin Scanlon, Marcie Smedley, Nicole Thomas, Vivian Tufano, Leona Vittum-Jones

Others present: Rico Ocampo, Outreach Coordinator, Nevada Partnership for Homeless Youth [NPHY]

Approval of Agenda

Jim Frey made a motion to approve the agenda. Bette Silverman 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

October 19, 2017

CA-2 Review of Paid Invoices

October 2017

David Ortlipp made a motion to approve the consent agenda. Jim Frey 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.

Marcie Smedley said the library district is entering into an agreement for the libraries to be Safe Places for Nevada Partnership for Homeless Youth [NPHY]. Rico Ocampo, Outreach Coordinator for NPHY, addressed the board. Henderson Libraries is the newest Safe Place partner. What does this mean for our community and the homeless teenagers in the valley? What is Safe Place? Safe Place is a national program where certain businesses are designated as a Safe Place, readily identified by a diamond yellow sign. The prevention program is specifically meant for teens, ages 12-18. No other program caters specifically to this population. Nevada ranks first in the nation for having the highest rate of homeless unaccompanied minors on the street. There are roughly 1,500 or so homeless teens with no parents or guardians giving them support.

The Safe Place location notifies NPHY and a representative arrives within 30 minutes to pick up the teen. NPHY acts quickly to help youth get to resources: food, bed, shower, clothes washing. The library is now a "middleman" in the process to get help right away.

Youth who are experiencing homelessness do not advertise themselves as homeless, but may come into the library looking for resources to help with their situation. NPHY cannot pinpoint who is homeless and who is not. NPHY runs the Southern Nevada portion of Safe Place and is able to bring resources to homeless youth in Jean, Pahrump, Boulder City and all the small towns surrounding the Las Vegas area. Other Safe Place partner sites include every Las Vegas fire station, Terrible Herbst gas station, and RTC [Regional Transportation Commission] bus. There are currently over 600 Safe Place sites.

NPHY outreach department will go into the schools to educate students and teachers about the new Safe Place sites. Why are Safe Place sites needed? Often young teens have trouble at home, are locked out, having trouble at school and with peers. The majority are youth who are running away, experience neglect and abuse (abuse can be physical and/or sexual). Our state serves as a Right to Shelter state, which allows youth to seek out help, resources and shelter without parental consent. A minor can be housed for 21 days while NPHY tries to figure out the situation. To be able to get them to the emergency center, the teens have to know how to get immediate help. The program allows access 24/7, 365 days of the year. The library is not open 24 hours a day; a sign will list where help is available. Any time of day a pick up can be arranged. On RTC busses, a homeless teen can get a free bus ride to the nearest Safe Place site on the route. The driver will accompany the youth off bus and hand him/her over to an employee of the Safe Place site. The process is kind of like a relay race. The Safe Place employee then call the responders who will arrive within 30 minutes of the call to take the youth to the emergency shelter or drop in center. Getting a teenager to shelter will not be a problem since Nevada is a Right to Shelter state. NPHY is the only organization that can house youth for 21 days. Others can house youth for only 72 hours.

With Henderson Libraries added to the sites, there will be Safe Place signs on the walls. This service is also for teens having suicidal thoughts, a date gone wrong or any situation that places the teen in an unsafe situation. NPHY will provide a free ride home. NPHY wants youth to be off the streets and in a safe location.

Rico Ocampo said by joining the Safe Place network, Henderson Libraries will be able to connect teens with the information and resources needed to be safe. One service priority is to reimagine how library spaces are used, and being a Safe Place partner will expand the support to Southern Nevada's youth.

Jim Frey asked about plans for staff training. Rico Ocampo responded he has the privilege of training every employee at every site. Rico Ocampo is developing a plan, with Marcie Smedley, for initial training. Training will include frequently asked question and detail what steps to take. A thorough explanation will accompany every step. Anyone can help anyone out. Safe Place takes on the heavy load, dealing with the youth having the issues. Henderson Libraries will help connect NPHY to the teen. NPHY wants to connect with the teen and training is key. Refreshers will be available also. Mark McGinty commented that many of these young people do not identify themselves as homeless; they just hang out; sometimes they hang out day after day. Mr. Ocampo said sometimes teens will pay to ride RTC bus and just ride as long as they can. Through training, the RTC drivers can determine if the teen may be experiencing homelessness. Another sign of homelessness is a student regularly arriving at school an hour or more early. Before the program launches, all library staff will be 100% ready. Mark McGinty asked how many teens received help last year. Rico Ocampo responded just under 200 youth went through the Safe Place program. 200 teens walked into a Safe Place site, said "I'm homeless. I need help." Jim Frey asked what the other 1,300 homeless teens do. Rico Ocampo said the remaining teens do not have trust when an adult approaches them. They are service resistant street youth who have been taken advantage of and do not want help. There is no trust and they do not visit the library ever. Some youth live in weekly/monthly hotels, and double up with other families.

Kip Noschese asked where the shelter facilities are located. Rico Ocampo responded Maryland Parkway and Tropicana Avenue, near the Thomas & Mack Center. Mark McGinty helped design the 5,200 square foot facility. It is a beautiful facility with a full service kitchen, laundry, shower, music room, art room and basketball court. There is access to therapy, case management, life skills and employment training. Mark McGinty added there is also instruction in food preparation and homework. Marcie Smedley said Nicole Thomas has been working with NPHY and has been providing information and some programming out of the renovated teen room at the Gibson Library. This partnership has fallen into place nicely.

Jim Frey commented there are three nontraditional programs in the libraries: Passports, Workforce Connections and now NPHY. Jim Frey requested a periodic report on the numbers for these programs. Marcie Smedley agreed.

Marcie Smedley said instead of library branch reports, the board will hear reports on activities throughout the district.

Stephen Platt said Daniel Handler, who writes under the pen name of Lemony Snicket, was featured at the Las Vegas Book Festival. Henderson Libraries had a children's tent and an adult tent with activities that were planned district wide. All branches had staff involved. Candace Kingsley's team came up with great activities for kids, including dry ice smoke bubbles. They were so popular that even adults participated. That idea came from the Steve Spangler Science in the Rockies summer camp. Other activities included solar photo prints and salad spinner art. The adult tent had STEAM and reading activities. Board member and artist, Kip Noschese, created drawings of various characters. There was a drawing blotter for drawing and writing. A telegraph operator (a local author) was banging out instant Haikus for individual people based on their suggestions. Henderson Libraries had the only tents with lines for the activities. Daniel Handler visited the children's tent, even trying out the dry ice bubbles, visiting with staff who were dressed in period costume. Henderson Libraries gave the book festival something different and special, just like in our libraries – cool things, reading things, learning things.

Candace Kingsley said the mentoring program provides an opportunity for career and personal growth for staff, fostering a community of library leaders for the future. The program gives staff a chance to enlighten, motivate, and inspire coworkers, giving a deeper understanding of the district's goals, mission and vision. This year's mentoring group has 12 pairings. Last week, in this room, participants attended a mentoring orientation. Heela Naqshband and Dana Bullinger gave the first and fascinating presentation on the potential and possibility of digital in the future. This area is a completely new world. The pairs will work together for a few months. Midway through, in February, there will be a luncheon and idea-sharing session to prepare for the second half of the program. In June, there will be another graduating class. Candace Kingsley thanked the board for the support shown for the mentoring program. Mark McGinty said mentoring is so important! Candace Kingsley said whether formal or informal, mentoring is very important. It is nice to have time devoted to this great opportunity.

Marcie Smedley reminded the board the Library Tree Lane Gala is 2 weeks from tomorrow on December 1st. There is a partnership between the Friends and the Henderson Community Foundation and some things will be different. There will be a silent auction for the baskets and a live auction. Monica O. Jackson, channel 5 news personality, will be emcee and live auctioneer. It was decided to scale back the complimentary tickets. Each board member receives 1 ticket and may purchase an extra if needed. Marcie Smedley said she hopes to see the board there; the Friends and staff truly appreciate the support.

The January board meeting will be at the Gibson Library. There will be many reminders before then.

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. Presentation of Independent Auditors Report and Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR).

Debbie Englund presented the 2017 Comprehensive Annual Financial Report [CAFR] highlights. The auditor's report is on page 9 shows a clean audit statement. Pages 79-81 reports on internal control and compliance. There were no control or compliance issues of note and no recommendations for next year.

On the government-wide financial statement (similar to private business with depreciation), the net position is \$12.2 million, down \$200,000 from the previous year due to depreciation. On the fund financial statement (traditional government financial statement without depreciation), the ending fund balance is just under \$3.9 million, an increase of \$895,000, due to a huge increase in ad valorem taxes (up \$108,000) and consolidated tax (up \$332,000) The increase in consolidated tax was the result of a change in the allocation process. Previously, the district's allotment came through the county and there was a delay in receiving the money. This year, arrangements were made for the state to give the tax allotment directly to the library district. This resulted in an extra payment at the end of the year. The rest of the \$895,000 was made up in reductions in services and supplies expenses, in part by not buying as much minor equipment. The General Fund's ending fund balance of \$3.5 million was up \$813,000. The Contributions Fund's ending fund balance was \$287,000, up \$16,000. This fund is comprised of

grants and contributions. The Construction Fund's ending fund balance was \$97,000, up \$67,000 due to construction projects in the works. The library district spent \$930,000 on library materials this year. \$500,000 was from the General Fund, \$9,000 from grants, \$214,000 from contributions (Friends of Henderson Libraries, Henderson Libraries Foundation, etc.), and \$207,000 from donated materials.

Mark McGinty said it was a great report. Marcie Smedley thanked Debbie Englund for working so hard. Debbie Englund receives awards every year and keeps the district's financial records in great shape.

Jim Frey made a motion to accept the auditor's report and the 2017 CAFR. 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 an offer on the table right now for \$950,000. Debbie Englund is talking with the broker about a counter offer and another offer. The current offer is from Maverick Helicopters who would be using the business as a call center. Mark McGinty inquired about the asking price. Debbie Englund responded \$1.25 million. Mark McGinty said the market is improving and there is a lot more traffic. Mostly doctor groups have been looking at it. Jim Frey said the problem with using it for medical practice is the retrofit that is required. Mark McGinty said the buyer wants the retrofit taken into consideration on the price.

Announcements

The next Board meeting will be **December 21, 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 8:20 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 9, 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.