



**MINUTES**

**Henderson District Public Libraries**

**Board of Trustees**

**Date:** March 21, 2019

**Time:** 7:45 a.m.

**Place:** Gibson Library, 100 W. Lake Mead 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**

Chair Mark McGinty called the meeting to order at 7:46 a.m.

**Roll Call**

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

Board absent: Angela Brommel

Staff present: Robbie DeBuff, Debbie Englund Joy Gunn, Sean Hill, Gayle Hornaday, Candace Kingsley, Michelle Mazzanti, Heela Naqshband, Lisa Phelan, Leona Vittum-Jones

**Approval of Agenda**

David Ortlipp 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**

February 21, 2019

**CA-2 Review of Paid Invoices**

February 2019

Jim Frey 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 filled in for Marcie Smedley who was at jury duty.

Gayle Hornaday said the annual Volunteer Appreciation event will be a brunch at 10:00 a.m. on May 1<sup>st</sup> in the Sunset Room of Sunset Station. Invitations are in the mail.

*Nevada's Big Give* is today. Nevada's Big Give is a 24-hour online crowdfunding event created to rally community support for Nevada's charitable causes. Friends of Henderson Libraries will have a table in each library today; they will meet new users and promote *Nevada's Big Give*. Clark County Credit Union and an anonymous donor pledged to match the first \$750 raised. Jim Frey asked if there was a giving "competition" between the branches. Gayle Hornaday said no, but that is a good idea for consideration.

Lisa Phelan said the 6<sup>th</sup> Annual Local Author Showcase will take place Saturday at the Paseo Verde Library. Kip Noschese will be attending and staff are happy to have him. In the afternoon, there will be a poet panel, which will include Samuel Piccone, Vogue Robinson, Heather Lang Cassera and Bruce Isaacson. The past and present Clark County Poet Laureates will be present. Emilee Wirshing, adult services librarian from Green Valley Library, will host and moderate a question and answer session. There will be 60 authors in 2 sessions, 10-11:30 a.m. and 1-2:30 p.m. Michael Frazier from UNLV Special Collections and Archives, book and paper conservator, will have a preservation

station. Sean Hoade will host a Poetry on Demand table. Jim Frey asked if the authors will be selling their books. Lisa Phelan said yes. Jim Frey said there is a huge variety. Kip Noschese said he is looking forward to it. It is a great event.

Robbie DeBuff said the Barclay Call Center Hiring Event held at the Green Valley Library on March 19 was very successful. The event allowed Barclay to see their interface from the applicant's viewpoint, discovering a few bugs to work out. [Barclay's is a transatlantic consumer, corporate and investment bank, offering products and services across personal, corporate and investment banking, credit cards and wealth management, with a strong presence in the UK and the US.] Five hundred jobs will be filled in 2019 and 23 applicants were signed up at this event. The jobs will be in the Corporate Circle area. There will be another hiring event at Green Valley Library and Gibson Library next month.

Candace Kingsley said she is super excited about Barclay. Barclay has jumped in and embraced Henderson Libraries' values regarding workplace readiness.

Last Saturday was *Japanese Culture Day* at Heritage Park Library. Three hundred and ninety-two people came through the Heritage Park Center. It was a great event and everyone was running to keep up. There was audience participation with drumming, and arts and crafts (origami). *Japanese Culture Day* will take place again next year.

The Cadence *Little Free Library* is opening on March 30. There will be a spring fling from 12-3 p.m. at the Cadence Park. The library has partnered to provide materials. A girl scout will be stocking and maintaining the *Little Free Library* as part of her scout project. Jim Frey asked Candace Kingsley to send a reminder and directions. Mark McGinty said the sales center is a beautiful facility by the Cadence Park. It is a great location for a *Little Free Library*.

#### **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 2019.**

Debbie Englund said it is time to designate the fiscal year 2019 auditor. An RFP [request for proposal] went out and two companies sent proposals. The audit committee (Marcie Smedley, David Ortlipp, Debbie Englund, and Viveca Grinstead) reviewed the packets on several criteria: staff experience, technical presentation and price. The two were comparable. The two companies were Hinton Burdick and Piercy Bowler Taylor & Kern. Debbie Englund said the audit committee would like to recommend awarding the contract to Hinton Burdick. The \$19,500 price is the same as last year and will remain the same for the next 5 years, as long as there are no changes in Henderson Libraries staff. Mark McGinty said it is good there was no escalation in price. Kip Noschese asked the length of the contract. Debbie Englund replied 5 years. Prior to the District using Hinton Burdick, Kafoury Armstrong was the district's auditor.

Jim Frey made a motion to approve the designation of Hinton Burdick as Henderson Libraries' auditor for fiscal year 2019. Cindy Herman seconded the motion. The vote was unanimous.

##### **2. Discussion and possible board action regarding Nevada Public Library Trustee Training offered by the Nevada State Library Archives and Public Records.**

David Ortlipp said the Nevada State Library, Archives and Public Records has developed a comprehensive curriculum for the training of trustees. The training is really something trustees should know before they start. The training is an online forum, 11 chapters, with a bonus chapter at the end. At the end of each chapter, there is a quiz. Some topics are very short. It takes 4 to 5 hours to complete the training. David Ortlipp said when he started as a library trustee there was an orientation, but no formal training. This training points to a lot of resources, as well as an online forum. The forum is handy, if anything comes up, to be able to ask other library trustees if they had similar issues and how they were resolved. There is a link to the State Council for Libraries and Literacy, where there are many resources - the members come from all walks of life. Mark McGinty asked if the legal aspect is covered. David Ortlipp said yes. The role and responsibility of trustee and executive director are delineated and clarified. Mark McGinty encouraged all board members to take the training. With term limits, Henderson Libraries trustees may go to other boards in the nonprofit world. The city has a great training for their trustees. Cindy Herman said she attended when she worked at the city. Mark said it is a great presentation and teaches you how

to mind your p's and q's. Mark McGinty asked if library team members could get access. It could fit into the strategic plan for personal growth. David Ortlipp said yes, he is working with the state librarian to provide that.

David Ortlipp used a computer and projector to demonstrate how easy the site is to find and access. This is a great tool to give to new trustees right at the beginning. New trustees should receive a login and password as soon as they are appointed and oriented and be instructed to complete the training in the first 6 weeks. David Ortlipp suggested the current board complete the training by July 1<sup>st</sup>. Mark McGinty thinks the training will be helpful for expanding all team members' horizons and thanked David Ortlipp for his hard work with the state.

David Ortlipp says the training gives guidelines for items specific to the role of trustee with Henderson Libraries. Cindy Herman said this is impressive and a great resource tool. Mark McGinty said usually there is no training as a board member in a nonprofit and there are responsibilities. David Ortlipp said it is a position of trust and trustees must perform to the best of their abilities. David Ortlipp will make sure the Board receives an email with user names and passwords. Bette Silverman asked if the training links with ALTA (American Library Association Trustees and Advocates). David said they used ALA resources but a consultant company compiled it. Bette Silverman said there is more to learn at ALTA if a link can be included.

### Old Business

#### 1. None

### Announcements

The next Board meeting will be **April 18, 2019, 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.*

Mark McGinty asked Candace Kingsley to give the Board a tour of the Creation Space after the meeting.

### Adjournment

The meeting adjourned at 8:15 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by March 15, 2019, 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 are available by calling the administrative offices at 702-207-4298.*

Posted at Green Valley Library, James I. Gibson Library, Paseo Verde Library, City of Henderson-City Clerk, and the Henderson Libraries website.