



**MINUTES**  
**Henderson District Public Libraries**

**Board of Trustees**

**Date:** May 23, 2019

**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**

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

**Roll Call**

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

Board absent: Angela Brommel, Jim Frey

Staff present: Lauren Dahlgren, Robbie DeBuff, Debbie Englund, Dana Friesen, George Greicar, Gayle Hornaday, Candace Kingsley, Michelle Mazzanti, Heela Naqshband, Kate Peraza, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones

Others present: Esther Vreeman-Moll

**Approval of Agenda**

Mark McGinty said the Public Hearing and business items will move to after the consent agenda. David Ortlipp made a motion to approve the agenda as amended. Cindy Herman 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**

April 18, 2019

**CA-2 Review of Paid Invoices**

April 2019

Cindy Herman made a motion to approve the Consent Agenda. Bette Silverman seconded the motion. The vote was unanimous.

**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.*

**PUBLIC HEARING**

The Public Hearing was opened at 7:47 a.m.

**1. Discussion and possible Board action regarding approval of the 2019-2020 (FY 20) final budget**

Debbie Englund said all board members were briefed on the budget. The highlights include total taxes are coming in 5% higher than actual and 8% higher than budgeted. There is a total of \$8.7 million in taxes for FY20. With the ending fund balance brought over, there will be a total of \$13,000,000 in resources available for spending. \$6.1 million of that is set aside for salaries. That includes 1.5 FTEs to be added on July 1<sup>st</sup> and 1 FTE to be added on January 1, 2020. This will help staff the libraries when the Gibson Library and Green Valley Library open on Mondays. Salaries are up 10% over the previous year.

\$1.6 million is budgeted for services and supplies. This is the same as the previous year. The Capital Outlay budget of \$831,000 is slightly less than the previous year. \$1 million will be transferred to the Capital Construction Fund to help with facilities. Total expenditures of \$9.6 million leaves an ending balance in the General Fund of \$3.5 million.

In the Capital Project Budget, with the million we are transferring in, plus the \$2 million carryover, we will have a total of almost \$3 million in available resources. Planned projects include painting the Green Valley Library inside and out, replacing the flooring at the Paseo Verde Library, and purchasing an automated material handling (AMH) system at the Paseo Verde Library. The AMH system costs close to \$300,000 and will save staff time. If successful, AMH systems will be rolled out to the other libraries in future years. In the Capital Construction fund, total spending of just over \$900,000 is planned, leaving an Ending Fund Balance of \$2,000,000.

The Contributions Fund's (amended later as more comes in) Income from Friends sales is estimated at \$163,000. With the ending fund balance from FY19, that will leave a half million dollars in that fund. It is anticipated to spend \$88,000 for services and supplies, which is mostly restricted to programming, STEAM, and \$217,000 for materials. This will leave an ending fund balance of \$200,000.

Overall, for all funds, we anticipate having an ending fund balance of just under \$6,000,000. This a very healthy ending fund balance.

Cindy Herman said she appreciated the conservative approach and is glad to see salaries up as they were stagnant for so long. 10% is not reflective to where they've been in the past. David Ortlipp said it is good to build up the capital construction balance. If another library can be funded it will be good to have that capital to put services where the population is growing. It is good that you are working on both fronts. Funding salaries for a new building will be the challenge. Mark McGinty thanked Debbie Englund, saying it was a great report. It was very succinct.

Mark McGinty asked for public comment. There was none.

Cindy Herman made a motion to approve the 2019-2020 (FY 20) final budget. Bette Silverman seconded the motion. The vote was unanimous.

#### **The Public Hearing closed at 7:50 a.m.**

#### **New Business**

##### **1. Discussion and possible Board action regarding renewal of Interlocal Agreement with the City of Henderson**

Marcie Smedley said this agreement is in place to allow the Henderson City Council to appoint two members to Henderson Libraries Board of Trustees and is due to expire. There are very few minor changes. A requirement that the library and Parks and Recreation Department must report to a government board on a regular basis was removed. An item was added that states if either party incurs expenses and expects the other party to share the expense, agreement must be made ahead of time. The section about arbitration and mediation was removed. The agreement can only be modified in writing. Each party is independent for purposes of the contract. The agreement can be executed in one or more counterparts, each of which should be an original and not taken together with the whole agreement. Otherwise, it all remains the same. Mark McGinty said it looks like common language.

David Ortlipp commented that in the past the library district's board was listed on the Henderson City website. It's not listed now and it is not clear how to apply for the library board. David Ortlipp asked that this be followed up on to make sure the library board is listed. Mark McGinty said the Henderson City Clerk's Office controls that list and the library is on there. Marcie Smedley will follow up.

Cindy Herman made a motion to approve renewing the Interlocal Agreement with the City of Henderson. Kip Noschese seconded the motion. The vote was unanimous.

##### **2. Discussion and possible Board action regarding review of the Board Bylaws**

David Ortlipp stated he has reviewed the bylaws and there is nothing needing changed. It was noticed that at the top it showed the adoption date, but not the amendments. The revision dates have been added. The last amendments were in 2017. There are no changes recommended for the 2019 bylaw review. Kip Noschese asked about the amendment in 2017. David Ortlipp said it had to with the time period within which the meeting minutes needed to be made available. Cindy Herman said the changes in 2017 were some changes that took away some of the ambiguity of the document.

This item did not require a vote.

**3. Discussion and possible Board action regarding nominations of Board officers for fiscal year 2020 (Elections to take place at the June Board meeting per bylaws)**

Cindy Herman made a motion to keep the current slate of officers [Mark McGinty, Chair; David Ortlipp, Vice Chair; Kip Noschese, Secretary]. Bette Silverman seconded the motion; the vote was unanimous.

**Old Business**

**1. Discussion and possible Board action regarding Executive Director's Annual Evaluation due June 26, 2019**

Mark McGinty noted that both Jim Frey and Angela Brommel are out. David Ortlipp assured the Board the process is underway.

**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 *Dancing Through the Decades: Henderson Libraries 75<sup>th</sup> Anniversary Prom* took place last Saturday evening at Green Valley Library. Marcie Smedley thanked the Green Valley Library staff and the 75<sup>th</sup> anniversary committee for their hard work making the event successful. Christina Terriquez took charge of organizing the event. 175 people attended, including families, couples, youngsters and older folks. It was a nice mix of people from the community. The dance floor was full almost the entire time; Ethel M chocolates provided samples; there was a photo booth, a wandering magician and a DJ. Robert and Sandra Ellis were crowned Prom Queen and Prom King. They were pleased and surprised with the honor and to be crowned with 75<sup>th</sup> anniversary crowns that Shannon Bingham crafted on the 3D printer. The Ellis's presented a \$25,000 check to Henderson Libraries. This was a "feel good" community event.

In line with the strategic plan, there was a presentation of Koi Pond projects (previously called Shark Tank but George Greicar, head of the rapid prototyping initiative, changed to a gentler title) last week. Eight teams presented their ideas and all were funded. The amount totaled \$28,827.80. New innovative ideas and projects will be rolling out. \$15,000 was budgeted from the library district budget with a matching \$15,000 from Friends of Henderson Libraries. The teams may present their new and innovative ideas at a board meeting. There are many great ideas and much hard work to propel the district forward.

**Announcements**

The next Board meeting will be **June 20, 2019** at the Paseo Verde Library, 280 S. Green Valley Parkway, 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 8:03 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 16, 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 may be obtained 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's Office, and the Henderson Libraries website.