



Minutes
Henderson District Public Libraries
Board of Trustees

Date: May 15, 2014

Time: 7:45 a.m.

Place: Paseo Verde Library

Notice is given that items on the agenda may be taken out of order. Two or more agenda items may be combined for consideration; and items may be removed from the agenda or discussion delayed relating to an item on the agenda at any time.

Call to Order

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

Roll Call

Board Present: Robyn Campbell-Ouchida, James Frey, Cindy Herman, Donn Jersey, Mark McGinty, David Ortlipp

Board Absent: MJ Maynard

Staff Present: Laura Carroll, Joan Dalusung, Debbie Englund, Ed Feldman, Orin Fielding, Jane Freese, Viveca Grinstead, Anne Marie Hamilton-Brehm, Sean Hill, Gayle Hornaday, Matthew Hortt, Candace Kingsley, Chad Lenzini, Michelle Mazzanti, Lisa Phelan, Stephen Roybal, Kevin Scanlon, Marcie Smedley

Approval of Agenda

Jim Frey made a motion to approve the agenda. Mark McGinty and 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 17, 2014

CA-2 **Review of Paid Invoices**
 April 2014

Cindy Herman made a motion to approve the consent agenda minutes. Robyn Campbell-Ouchida seconded the motion. The vote was unanimous.

Mark McGinty made a motion to approve the consent agenda paid invoices. 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.

Circulation Report:

Gayle Hornaday said it is really great to note circulation is barely down from the same time last year. Congratulations to everyone who has worked so hard to keep circulation statistics up despite shortened hours and lessened staff.

Library Tree Lane Business Plan:

Gayle Hornaday mentioned that the Library Tree Lane Business Plan 2014 is included in board packets. The Library Tree Lane volunteers professionally update the business plan each year.

CAFR Award:

Debbie Englund said Henderson Libraries has again received the CAFR [Comprehensive Annual Financial Report] award for the fiscal year 2013. Previously a plaque was received, however now the yearly awards will be added onto a single plaque.

Library Building Reports:

Jane Freese, Adult Services Librarian at the Paseo Verde Library, said on March 8th a Local Author Collection launch party took place. Caroline Hoover, Adult Services Librarian, and Jane Freese noticed that local authors donate books to the library and the books do not usually make it into the collection, finding their way instead to the Friends' book sale. Hoping to find a way to respect the authors' work a

local author collection was developed to spotlight the local authors and allow the books to be checked out. Local authors were contacted and asked to contribute their books for the collection and take part in the launch party. 68 authors, divided into morning and afternoon shifts, were given tables, allowed to display, sell their books and talk to the public. Brian Rouff of Imagine Communications presided over a panel discussion. Whole Foods donated a huge array of hors d'oeuvres, fruits and cheeses. Cakes and balloons were donated – it was a real party. There was also a seminar about how to get your book published. This was a hugely successful event with a great turnout. The event ran from 9:30 a.m. to 5:00 p.m. A survey done afterward indicated 60 percent said the program was excellent, 40% said it was good. There are currently 128 local author books in the collection and 43 are checked out. Jim Frey said he is very pleased about this event. There is a large group of authors here. Anything like the Vegas Valley Book Festival is a wonderful way to acknowledge the fact there is a wonderful literary community here. Jane Freese said many compliments were received and another local author event is planned for next year.

Asian Pacific Dreams Festival:

Stephen Platt, Manager of the Green Valley Library, said The Asian Pacific Dreams Festival was a day-long event held at the Green Valley Library on April 26th. The event, sponsored by a Nevada Arts Grant, included crafts, arts, activities and demonstrations allowing Pacific Islanders to show off their unique heritage. The Saturday patron door count increased by 60% and circulation was up by 10%; many new folks signed up for library cards. It's great the library can do these kind of events that are very all-encompassing and colorful, albeit a bit time consuming. When a cultural group comes to the library to share their heritage, they tell their friends and many will come back to use the library. Cindy Herman asked how many years the Asian Pacific Dreams Festival has been held. Stephen Platt responded this is the 2nd year. Possibilities are being explored to interest other small cultural groups in the community to hold a similar event. Jim Frey said libraries not only dispense books but are programming centers. Stephen Platt said the library is a central place for people to come together and talk about their unique heritage and interests. Donn Jersey said he was at Green Valley Library yesterday and had an impassioned discussion with Kevin Scanlon, who is outstanding. Donn Jersey loves a non-traditional approach because it identifies pockets of people we maybe aren't speaking to and gives them their first experience in the library. To become more relevant, the library district needs to identify these little programming opportunities to reach different parts of the community. This was an outstanding event.

Gibson Happenings:

Candace Kingsley, Manager of the Gibson Library, reported the 3rd annual Heritage Days Henderson Historical Society Pioneer Days event was held on April 26th. This year the format was changed from a mingle setting to a panel discussion format, *Henderson Speaks*. 150 people listened while Henderson pioneers recalled events in our town's history. Attendees learned about Henderson history from the people who were there when it happened! Included on the panel were Jack Jeffries, past member of city council and Nevada state assemblyman, Colleen McGinty, former office manager of the Clark County School District, and Robert Groesbeck, former mayor of Henderson; Rick Watson from the Henderson Historical Society moderated the event. Anne Marie Hamilton-Brehm captured footage for the district's digital archives and was able to speak with potential interview candidates for Henderson Libraries' digital archive. The booklet *Henderson my Hometown* which was created by local school children was uploaded to the digital collection and can be accessed through Henderson Libraries' website.

On Friday, April 25, Henderson Libraries Foundation participated in Nevada's Big Give for a 2nd year. \$4,205 was raised in a 24-hour period. The amount raised was less than last year, but donations were down overall for all participants. The foundation is looking for ways to promote the giving to this event for next year and raise awareness in the community. The format of Nevada's Big Give allows the foundation to raise money without a huge effort. Henderson Libraries Foundation was 23rd in the number of unique donors and 38th in the amount raised.

On Monday, April 28th, Henderson Libraries Volunteer Appreciation Luncheon was held at the Henderson Fiesta Buffet. The luncheon was attended by 150 of 300 active library district volunteers. Several board members attended. This event has previously been held at alternating library branches. The change in format and venue was very successful and staff hopes to try it again. Volunteers donate thousands of hours to so many different tasks in our library system. From processing books, manning

book sales, staffing the Heritage Park Library, to preparing income taxes and serving in positions such as the members of this board. Goody bags were given and all attendees had chance to win raffle prizes. The thank you speeches will be printed in the next Friends' newsletter because the PA system was not working well.

On a sad note, Candace Kingsley informed the board that Larry Lee, volunteer coordinator of Heritage Park Library, passed away recently. Mr. Lee had been volunteer coordinator since the facility opened in 2010. The library district will be included on a plaque on a memorial tree that the center is planting in his honor.

Mark McGinty said the volunteer event was great and it seemed like there were a lot more than 150 people. It was wonderful to meet some of our passionate volunteers. Robyn Campbell Ouchida also attended and agreed.

Jim Frey asked if Library Tree Lane planners are pursuing the possibility of online bidding for the Gala. Gayle Hornaday said they have been a little hesitant to move forward. A visiting author from the Carr Chat last week has an online bidding event to raise funds for diabetes research and shared some information. In time, the Library Tree Lane committee may come around. Jim Frey said it is hard to keep track of items you've bid on when there is 250 plus items. Jim Frey predicted that for an investment of \$3,000 another \$15-20,000 could be raised. Donn Jersey said White Label Products offers an affordable application and streamlines the process. Mark McGinty said it is quick and tracks your bid, notifying you if you've been outbid or if a bid was won. When you're notified you have been outbid it is very easy to submit a new bid. David Ortlipp commented that the fun of the event is watching people trying to outbid each other at the last minute.

Mark McGinty asked if there was a surprise event, a flash mob, at the Paseo Verde Library last week. Lisa Phelan, Reference Department Head at Paseo Verde Library, responded it was a Shimmy Mob where dancers surprised patrons with a belly dancing flash mob, in support of Safe House. It was called "Breaking the Silence" to bring attention to domestic violence awareness. 50 to 60 belly dancers performed.

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

Open Public Hearing – Acting Chair Donn Jersey opened the public hearing at 8:02 a.m.

1. Discussion and possible Board action regarding approval of fiscal year 2014-2015 budget.

Debbie Englund said the Board has been briefed about the budget. Revenue is staying static and not going down as in previous years. Total expenditures are just under \$9 million dollars; \$4.8 million is in salary and benefits; employees will be going back to a 40 hour schedule (19 hours for part time) and will receive a 2% cost of living increase. The amount in services and supplies stays the same. The budget includes paying off the debt at the beginning of July. Although the book budget is down in the general fund at \$600,000, it is up in fund 200 [contributions and grants] and the total book budget of \$890,000 is slightly more than last year.

There was one change made after the board budget briefings. The fiscal year 14 budget included replacing 2 air conditioners at Green Valley Library. The air conditioners are not going to be available until the end of June, so to play it safe, this expense is being moved into fiscal year 15.

Jim Frey asked if any changes are projected from the consolidated tax since the formula was revised. Debbie Englund said it is hard to tell if the library district's went up any. The district didn't get too much of a benefit from that that since population isn't figured in. Henderson Libraries' consolidated distribution is based almost solely on property tax values. A 3% increase in consolidated tax revenue is expected. Debbie Englund asked the Board members to stay after the meeting to sign the budget.

Donn Jersey asked for public comment.
There was no public comment.

Jim Frey made a motion to approve the budget for fiscal year 2014-2015. Cindy Herman seconded the motion. The vote was unanimous.

Close Public Hearing– Acting Chair Donn Jersey closed the public hearing at 8:06 a.m.

New Business

1. Discussion and possible Board action regarding elimination of scanning charges.

In 2010 the Board approved a price schedule for printing from the public computers and for making copies. This included scanning items to a USB drive. Gayle Hornaday said staff has had nothing but problems with the scanning feature since the beginning. The machines are now able to scan but the system that charges for it will not work and cannot be made to work. The recommendation is to remove the charge for scanning and make it a free service. There are no consumables involved and scanning constitutes 1% of total printing/scanning activity. Also, as part of the previous pricing schedule patrons had to buy print cards through the system that would hold the funds deposited for those copying services. Now this has been integrated into the patron library card so the print cards are obsolete. Approval of this document to eliminate charges for scanning and also eliminate the print card.

Donn Jersey asked if there was any public comment. There was none.

Mark McGinty made a motion to approve elimination of the print card and scanning charges. Cindy Herman seconded the motion. The vote was unanimous.

Old Business

1. Update regarding Solar Project.

Matt Hortt said the contractor tapped into the main power on Monday and is now putting final touches on everything. Housings are being built for the inverters so they won't be visible on the roof. The work could be finished tomorrow, but probably sometime next week. After Bombard Electric LLC is finished, the work has to be approved and reviewed by the city and NV Energy. The approvals should be completed early to mid-June and completion will be well within the June 28th deadline. Mark McGinty asked if the punch list will be completed this week or next week. Matt Hortt replied probably next week. Megan Neri, Imagine Communications, is issuing a press release tomorrow or early next week.

Announcements

Gayle Hornaday said in the past, quarterly, the board meeting would rotate to a different location. Gayle Hornaday suggested having the June meeting at another location, the Gibson Library, for the June meeting. The Board agreed and said it was a good idea. The next Board meeting will be held on June 19, 2014 at the **Gibson Library, 100 W. Lake Mead Parkway, Henderson, Nevada**. Board member Robyn Campbell-Ouchida will be excused from the June 19, 2014 meeting.

Cindy Herman asked if the June Board meeting will be the first meeting with the new Executive Director. Gayle Hornaday responded yes. Jim Frey asked if the new Executive Director's arrival is being publicized. Gayle Hornaday responded that 1 press release has been issued and an interview is planned shortly after she starts.

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 8:12 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 9, 2014, 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 492-6584.

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