



MINUTES
Henderson District Public Libraries
Board of Trustees
Date: August 18, 2016
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 Donn Jersey called the meeting to order at 7:45 a.m.

Roll Call

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

Board absent: Kip Noschese,

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, George Greicar, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Bethany Lafferty, Chad Lenzini, Michelle Mazzanti, Kate Peraza, Stephen Platt, Viveca Rehman, Stephen Roybal, Kevin Scanlon, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones, Kristina Wang,

Others present: Alexandra Costa, Laura Donahue, Leslie Finzer, Jennifer Garner

Approval of Agenda

Cindy Herman requested old business item #1 be removed from the agenda. Jim Frey made a motion to approve the agenda, as amended. Mark McGinty 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

July 21, 2016

CA-2 Review of Paid Invoices

July 2016

Cindy Herman made a motion to approve the consent agenda. Robyn Campbell-Ouchida 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 reminded the Board of the Ellis check presentation/reception on Monday at 11:00 am. This will be the 4th \$25,000 donation to the library district from Mr. and Mrs. Ellis, and the focus of the donation will be to support teen facilities and services. Mr. and Mrs. Ellis are huge supporters of Henderson Libraries and it would be wonderful to have board representation at the event.

There is a Library Tree Lane letter in the board packets explaining the Library Tree Lane sponsorships. Please consider a sponsorship or sharing the information with your friends and acquaintances.

Gayle Hornaday said circulation is down a little bit compared to last year. Physical circulation is dropping, because of how society is changing in the way they find information, leisure reading and entertainment. This trend will be watched closely. July will likely be the library district's busiest month of the year.

Library reports:

Marcie Smedley said the Clark County Nevada Genealogical Society [CCNGS] held an afterhours genealogy fair on July 22nd at the Paseo Verde Library. There were over 350 attendees and 20 vendor tables. The vendors included the Sons of the American Revolution and the library had a table highlighting digital services and library offerings. Mark Hall-Patton was the highlight of the evening and had a booth. There were 9 classes/presentations. Linda Phelan taught a class on downloadable resources and the rest of the classes were mostly genealogy based, including presentations on

how to use available databases and how to create a family tree. CCNGS offered one-on-one help for researching an ancestor. There was very positive feedback about the genealogy fair and plans are beginning for next year. Having the fair on a Sunday is being considered for better access for older folks who prefer not to drive at night. The CCNGS board and library staff are looking forward to continued success.

Marcie Smedley reminded the board again about the Ellis reception on Monday at 11:00 a.m. There are about 50 RSVPs, including a lot of local politicians and people of stature in the community; it would be great to have all the board present.

Candace Kingsley reported that a \$1,200 Nevada Arts Council grant has been received for *Creative Writing @ Your Library* at Gibson Library. Participants in the 11-week program will write to a prompt and share with a group for feedback. Author Gregory Kompes will facilitate the program.

Yarn projects were passed out as visual aids for *Crafting for a Cause*. The public was asked to contribute yarn to the program and yearly 1,000 skeins of yarn have been collected. Kristina Wang and teen volunteers, as well as Friends' volunteers, have been helping to untangle yarn and wind into usable balls. A huge thanks to Stephen Roybal who has been transporting all the yarn donations to the Gibson Library.

Stephen Platt updated the board on the Green Valley Library building leak. It was determined the leak was from a drainpipe on the roof last month. The repair process was a 3-step process. There was a slight delay in getting it all put back together when staff discovered it was still leaking. It was fixed again (for free) and everything will be put back together next week.

A bookmark contest was held for kids ages 5-17 as part of the Summer Reading Program. There were 3 age groups and 200 entries were received. A sample bookmark has been placed in each board packet.

Stephen Platt will be at Henderson City Hall on September 8th for an emergency preparedness fair for city employees. The library district will have a table with solar power and battery powered items on display to go along with the theme of emergency preparedness. STEAM and library services will be promoted.

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 approval of Henderson Libraries locations becoming passport acceptance facilities.**

Gayle Hornaday said staff have been studying the feasibility of becoming a passport acceptance facility for some time. There have been two visits to the City of Henderson City Clerk's office and a visit from the Los Angeles passport agency that provided information. The logistics have been studied and it is expected the service will start on Fridays at the Gibson Library, possibly expanding into Saturdays and one evening.

The next step in the process will be to file paperwork to verify eligibility and to start training of staff. The Board is asked to approve this item because it is a new revenue stream which will be budgeted into our general fund.

Jim Frey asked what the process would involve. Gayle Hornaday responded the process will be the same as anywhere else. Proof of citizenship and identity will be verified. There is a fee to the government and to the library as the processing agent. Staff will go through the paperwork to ensure it is completed properly. Jim Frey asked if all staff will be trained. Gayle Hornaday responded numerous Henderson Libraries staff members will be trained. All training comes from the actual passport agency. Mark McGinty asked if there was any cost to the district, other than the time? Gayle Hornaday responded no, the district has the copiers, camera, computers all in place. The facility will accept the paperwork as directed and submit it on a daily basis. The library district will have to pay for postage, but this is more than covered by the fee that will be charged. Jim Frey asked if an extra fee is charged for a photo. Gayle Hornaday responded yes. Donn Jersey said the city put a lot of money into marketing the program to let everyone know. How will the library district let people know through sustainable marketing? Gayle Hornaday responded staff would like to start slowly. The City of Henderson will be referring clients because our service is available when the city office is closed. Both the city and the post office offer

passport services but the volume is overwhelming. The service will be promoted within the libraries and on the website. The passport agency will be listing Henderson Libraries as a passport acceptance facility on their website. Staff plans to see how it goes. If more clientele is needed, marketing can be considered. The volume is so overwhelming for the city that they, in essence, have done the marketing for us. Cindy Herman asked if the post office will refer people. Gayle Hornaday said that can be pursued, the post office may welcome having another agency for referrals. Cindy Herman suggested reaching out and partnering with the post office, especially since the library district will provide the service during hours the post office does not, Saturday and evenings.

Jim Frey asked what fee will be charged. Gayle Hornaday responded there is a \$25 processing fee, plus \$12 if the library staff take the photo. There is talk that the fee will be raised to \$35. Candace Kingsley said the fee is set by the passport agency; Cindy Herman said it is highly regulated. Jim Frey said this is another example of a nontraditional offering from the library to the community. It will be interesting to see how it goes. Cindy Herman asked for an update report 1 month after the service has launched. Gayle Hornaday said a hard date has not been set for when the service will be offered; staff wants to be fully ready. The tentative time frame is after the first of the year. Candace Kingsley said the City of Henderson has allowed staff to shadow the passport agents and will allow some on-the-job training once Henderson Libraries' staff receive their agency numbers. Cindy Herman said on a busy day, at the city, there are 10 to 15 people waiting for the service. Candace Kingsley said there have been up to 40 people waiting.

Jim Frey made a motion to approve Henderson Libraries locations becoming passport acceptance facilities. Mark McGinty seconded the motion. The vote was unanimous.

2. **Discussion and possible Board action regarding consideration and approval of proposed confidential separation agreement and mutual release of claims regarding Executive Director, Angela Thornton.**
Donn Jersey said Executive Director Angela Thornton has decided to step down. The board's council and Angela Thornton have reached terms in a proposed confidential settlement agreement and release. Board members individually received copies of the proposed agreement to review but have not met or discussed the proposed agreement as a quorum of the board. Cindy Herman made a motion to accept the proposed confidential separation agreement and mutual release of claims and to authorize the Board's representative to execute the agreement. Mark McGinty seconded the motion. The vote was unanimous.

Old Business

1. **Discussion and possible Board action regarding Henderson Libraries' Capital Replacement Plan.**
This item was removed from the agenda.

Announcements

The next Board meeting will be held on September 15, 2016 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 was adjourned at 8:06 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by August 12, 2016, 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.