



MINUTES
Henderson District Public Libraries
Board of Trustees
Date: November 17, 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

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

Roll Call

Board present: Robyn Campbell-Ouchida, Donn Jersey, Mark McGinty, Kip Noschese, David Ortlipp

Board absent: Jim Frey, Cindy Herman

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, Joy Gunn, Sean Hill, Gayle Hornaday, Chad Lenzini, Candace Kingsley, Michelle Mazzanti, Stephen Platt, Kevin Scanlon, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones

Others present: Caitlin Keisker

Approval of Agenda

Mark McGinty made a motion to approve the agenda. Robyn Campbell-Ouchida 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 20, 2016

CA-2 Review of Paid Invoices

October 2016

David Ortlipp made a motion to approve the consent agenda. Kip Noschese 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 reported on meeting with the school district about cooperation during and after the reorganization. It was anticlimactic. Mike Barton, Chief Student Achievement Officer, basically referred the public libraries back to the local schools and local superintendents. Henderson will have 2 areas with 2 superintendents. The new districts are in place as of today. Donn Jersey said the assistant superintendent for our area is Jeff Horne, former principal of Green Valley High School.

During the process, Gayle Hornaday learned that other public libraries are signing MOUs [memorandum of understanding] with an agency called Workforce Connections, a federally funded agency helping unemployed people get into or back into the workforce. The assistance offered includes remedial education, bus passes, skills training, help in obtaining GEDs [General Education Diploma, is a set of tests that when passed certify the test taker (American or Canadian) has met high-school level academic skills] learning English and whatever problems may need to be addressed. Participants are helped with job search skills and finding appropriate job openings to apply for and eventually get hired.

Mark McGinty asked what the MOU covers. Gayle Hornaday said it allows Workforce Connections to have a physical presence in public libraries. Library resources are used to address needs, although many need to learn the skills to do this effectively. Workforce Connections has the resources to evaluate, educate and train a person up to the level where he/she can help his or herself. This type of relationship is helpful to the library. Library staff don't have the

qualifications, staffing or time to give this kind of attention to people, but have the resources in place to assist. Mark McGinty asked if the "Workplace Connections" is the name of the program in all of Nevada. Gayle Hornaday said Workplace Connections is the southern Nevada unit, while in northern Nevada it is called Nevada Works. Workplace Connections contacted the district several months ago and gave a brief presentation. After discovering that libraries are doing formal MOUs, a formal MOU is being considered and it is expected this will be offered in the libraries soon.

Information Technology Report

Sean Hill gave an overview of what the Information Technology Department [IT] does for the library district.

There are 7 staff members in the IT Department: Sean Hill, IT Department Manager; Joy Gunn, Digital Branch Manager and IT Department Assistant Manager; Dana Bullinger, Digital Projects Librarian; Heela Naqshband, Social Media Librarian; George Greicar, Computer and Networking Analyst; and Scott Fridly, Computer and Networking Analyst. A new position will be posted in January, for a Help Desk and Training Specialist. This position is part of the restructuring that was necessary after Orin Fielding left in April. The IT staff make a good team, helping each other when needed.

IT currently manages 292 computers, 152 public machines and 140 staff machines. IT staff oversee all PCs, laptops, 20 digital signs, 36 network switches and 22 wireless access points.

An upgrade to the WAN [wide area network] and internet was recently completed. The internet and WAN connections are now 1 GB. Heritage Park Library has 150 MB cable modem.

The IT department manages 32 applications, including Polaris, the integrated system that runs the library: library catalog, check in and out of materials and materials ordering. There are roughly 2 upgrades per year. The upgrades are time consuming. There is also a training server which allows testing of new features to see if they are going to work before the upgrades go live. Pharos integrates with Polaris and keeps track of computer reservations, what is printed and if payment was made for printing. Online resources have different rules and these are managed through an application called Easy Proxy. (Some rules may require only Henderson residents may use a particular database, or the database may only be used in the library buildings. Ancestry is licensed for use only in the Paseo Verde Library). Everyone wants access but not to pay for it. The district is getting close to replacing the public WIFI, POS [point of sale] registers and CASE, the help desk ticket system. The finance department has HR programs, VM Ware, storage and networking. The big new cloud product will handle everything – Communico, cloud, events registration, Office 365, etc. The Board site will be migrated to Sharepoint the first of the year. Help desk requests last year totaled 656, an average of 56 per month.

Completed projects: Digital signage for all locations is complete. A lot of data is entered using Communico now. More digital signs were added at each building. There are digital signs for copy machines which can be easily updated and is the same district wide. The switch upgrade was finished and included new network switches – some of which were almost 10 years old. The rebranding was a lot of work for the digital library and IT side. The phone system was replaced with a less expensive and easier to use system with no maintenance fee, saving \$4,000 per year. New phone lines were being put in so it was decided to rush into putting the new phones in at the same time. Once the switch was made from CenturyLink to Cox Communications, the lines didn't work at the Gibson Library. It took some time, complicated by the fact that Cox Communications support people are in Phoenix. Internet upgrade, migrated Sharepoint to the cloud hosting and Office 365 was free. There were 2 big Polaris upgrades and a big Pharos upgrade to support windows 10 on public machines. This upgrade has mobile print - printing from home and phones to be held in queue in the library's printer. Once the account is set up, the patron can email to the account and it automatically goes to the printer. The library's color printing is very reasonable compared to what's available.

The WIFI will be upgraded by the end of the year. With the new WIFI, patrons don't need to enter their library card number and pin. Staff is excited and patrons will be happy with the new WIFI; it is a much faster connection. Donn Jersey said the presentation is appreciated. There will be more departmental overviews as part of the director's report as next year progresses. Sean Hill thanked the Board for the interest shown.

Library Reports

Stephen Platt reported on an outreach event at Discovery Park during the Henderson Roll & Stroll. Story board signs were set up for *Where the Wild Things Are*. A library tent promoting services and digital service allowed staff to interact

with 300 people. City of Henderson invited the library to come to the Jingle Run on December 17th. According to Bethany Lafferty, the library district is establishing good rapport with the Henderson Parks & Recreation Department.

The direction is changing on the restroom remodel. A remodel firm was considered to come in and do the restrooms all at one time, taking the rooms down to studs and redoing everything. The price turned out to be double what was anticipated. Then an architectural firm was considered to do some drawings so the job could go out to bid. This would have, as it turned out, cost half of the total budget.

After much discussion with the admin team, the decision was made to take a more cost effective approach from a replacement standpoint. Rather than changing configurations, tearing out drywall, etc., a design or remodel firm will be hired to replace existing items. Staff will manage this, getting the best price and keeping the work basic. Debbie Englund will look at everything that needs done and come up with a schedule.

The plan is to replace countertops, tile, paint, etc. It comes down to doing it right with the money available. This is a solution that will work, although some creativity will be needed. The work may be able to be done during the day or two when the library is closed so usage won't be affected. Mark McGinty applauded the effort, said the approach is sound, and offered himself as a resource for subcontractor list or whatever is needed. Stephen Platt said when the work is done, it will be appreciated by the public too. The work will be done right and basic but will look good. Aesthetically it will look and smell better for an improved experience. Mark McGinty asked what colors have been selected. Stephen Platt responded the colors will be kept basic. Mark McGinty will have his designers work with Stephen Platt in that regard.

Candace Kingsley said November is National Novel Writing Month [NaNoWriMo], a fun, seat-of-your-pants approach to creative writing. On November 1st participants began working toward the goal of writing a 50,000-word novel by 11:59 p.m. on November 30th. There was a kick-off at the Gibson Library and Green Valley Library on November 1st. Workshops were held during the month including a seminar by coach Sean Hoade, a local author and self-described writer, editor, teacher, Lovecraftian, zombie expert, and so much more. Mr. Hoade donated his time to assist participants, step by step, in bringing their dream to life by way of a finished first draft of their 50,000-word novel.

Gibson Library hosted an art show for the department of academic studies at Basic High School last night and tonight. The artwork was created by the kids at Basic High School.

14 Henderson Library staff and 3 City of Henderson employees had passport training on Monday. Test scores will be emailed. The next step is to have facilities eligibility to be confirmed. The application has been filed with the State Department. Henderson Libraries' IT Department will provide the equipment necessary for passport photos.

Marcie Smedley reported on Goodwill partnerships. A resume class is offered at the Green Valley Library each month. Goodwill has been providing unwanted electronics for STEAM deconstruction program. At the end of August, a hiring event was held at the Paseo Verde Library, interviewing and hiring. 53 people have found jobs to date. There is an average of 80 to 120 walk-ins at each hiring event. If not hired, the applicant is in the system and can be considered for future opportunities. Patrons who are overqualified for positions have been passed along to Goodwill's corporate entity for employment consideration. Wendy, a retail recruiter/coordinator, noted "Many of the applicants we have seen appreciate the assistance and accessibility the library gives them as they pursue their goal of employment. Instead of going from place to place and waiting for an unknown amount of time to hear from a potential employer, they get help with the application, walk down the hall for an interview and hopefully leave the building with a job. Someone with the right qualifications can walk in off the street and be hired as an assistant manager at a salary of \$48,000 a year". This has happened twice.

The hiring event is advertised in their channels, bringing new people into the libraries. Library computer are used to complete the application, allowing for staff interaction and discovery of what the library offers. Another hiring event is scheduled in December. This has been a good partnership that pulls people in and offers many opportunities. Donn Jersey said years ago he followed the flow with one patron who learned computers, completed a resume and applied for a job and got hired. Marcie Smedley said this is something that Workforce Connections is helping with also, providing more of the pieces. David Ortlipp said the more exposure this gets, the better. When we go out for a tax initiative, people need to realize the breadth of what libraries offer. People will be more receptive for funding. Donn

Jersey agreed. What is being done with the library PR and marketing? We need to get the word out there so this will be sustainable and grow.

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.

Kip Noschese said, regarding the public relations and marketing that has been mothballed for a while, it's inspirational what everyone does for the library. Everyone brings something different to the table. While thinking about his role as a board member, and trying think what talent can be offered, a decision was made that his talent as an artist and degree in advertising could be used to help with marketing and advertising. Kip Noschese has some ideas to share about a small scale, low budget campaign. It has been discussed that it's important to bring Millennials into the library and Millennials will be important to the future of libraries. One idea was respect and protect the freedom of the press at your library. It could be a very personalized Instagram to a specific audience. This can be done on a small scale, getting word out about what Millennials and young people are feeling right now with respect to the library. Donn Jersey said perhaps a committee should be formed to look at the district PR and marketing for 2017 – prioritize, potentially find some money, somehow, some way. Donn Jersey will follow this up next meeting. Robyn Campbell-Ouchida is involved in marketing also and volunteered to help. Gayle Hornaday said staff has a marketing committee which includes Joy Gunn, Marcie Smedley and Gayle Hornaday; yes, we would like to meet - we realize we need some help. There was a meeting yesterday with Imagine Marketing to talk about doing some specific event marketing and services. This would be important to put in place to perpetuate the constant communication. It was suggested that a meeting will be scheduled with the marketing committee, Kip Noschese and Robyn Campbell-Ouchida.

New Business

1. Presentation of Independent Auditors Report and Fiscal Year 2016 Comprehensive Annual Financial Report (CAFR).

Debbie Englund presented the Fiscal Year 2016 CAFR [Comprehensive Annual Financial Report] to the Board, thanking Trudy Casey for the design assistance and Viveca Grinstead for help with compiling the statistical section.

Debbie Englund pointed out the highlights of the financial statements: The 2016 Government-wide financial statement is more like business financial statements, including capital assets. The district's net position on the government-wide financial statements is \$12.4 million down \$542,000 mainly due to depreciation (as the assets get older this will increase). Government fund statements show an ending fund balance just under \$3 million, an increase of \$135,000 over last year. The breakdown of the fund financial statements: the general fund had a fund balance of \$2.6 million, up \$376,000 due to Ad valorem and consolidated tax coming in a little higher and staff holding expenses down. The contribution and grant fund had an ending fund balance of \$287,000 and was down \$156,000 from the previous year as staff try to spend the donations. Ending construction fund was just under \$30,000 due to the air conditioning replacement at Green Valley Library. Money will be transferred into this fund in 2017 to do the projects that are planned. For Library materials, the district spent just over \$1 million. Half of that came from the general fund, \$252,000 from donations and \$164,000 from donated materials that were put into the collection.

The auditors did complete the audit which presented fairly with no material weaknesses or significant deficiencies. There have been no compliance issues for 17 years in a row. The Board commended Debbie Englund on a job well done.

2. Discussion and possible board action regarding change of grade to Circulation Department Head positions.

Debbie Englund said this change is necessary due to Fair Labor Standards Act changes to the salary threshold for exempt/nonexempt people. Circulation heads are responsible for the most staff and the largest departments. The change in regulations would require making Circulation Heads hourly (non-exempt) employees, while the duties of the position require Circulation Heads to be exempt. The board is being asked to re-classify the position from grade 33 to 37 effective November 20, 2016. This will put them over the threshold to be re-classified as exempt employees. The cost will be just over \$11,000. Some savings occurred due to Carolyn Easterby's retirement that helped to reduce this cost. One other change to the job description allows Circulation Heads to be the "person in charge" instead of "librarian in charge", since Circulation Heads are not librarians. Robyn Campbell-Ouchida made a motion to approve the change in grade of Circulation Department Head position from 33 to 37 effective November 20, 2016. Mark McGinty seconded the motion. The vote was unanimous.

3. Discussion and possible board action regarding the reclassification of full-time Librarians to non-exempt employees due to changes in the Fair Labor Standards Act.

Debbie Englund said currently the starting librarian salary is below the threshold outlined in the Fair Labor Standards Act. In 2015 all librarians were classified as exempt. The requested reclassification will move the entire class to ensure there is not different treatment for the same position. There will be 1 job description for all librarians. There is no cost involved. David Ortlipp made a motion to reclassify full time librarians to non-exempt employees due to the changes in the Fair Labor Standards Act. Robyn Campbell-Ouchida seconded the motion. The vote was unanimous.

4. Discussion and possible board action regarding Personnel Policy #111.8 Other Leaves of Absence Policies.

Debbie Englund said currently part time employees are given 4 hours of personal time per year and that is prorated the first year, due to when they are hired. Part time employees don't get paid holiday time. The Board is asked to approve an increase to 12 hours of personal time per year for part time employees. Full time employees currently receive 24 hours per year. The cost calculation would be \$5,000 per year. This is the amount budgeted for hours that would not be worked due to employees' using personal time off. Mark McGinty made a motion to approve the change to Personnel Policy #1118 Other Leaves of Absence Policies, increasing part time personal leave from 4 hours per year to 12 hours per year. Kip Noschese seconded the motion. The vote was unanimous.

Old Business**1. Discussion and possible Board action regarding possible sale of the Malcolm Library.**

Gayle Hornaday said Debbie Englund has been in discussion with a broker for commercial real estate property who indicates a good profit could be made on the sale of the Malcolm building at this time. It may be possible to get around \$1.5 million (less broker commission). The district paid \$1.27 million in 2005. The broker sent some comparable property sales to the Board and a sale looks favorable. Staff has spent the last year clearing the collection and storage out of the Malcolm library building. Friends will be able to move their supplies out after the Library Tree Lane Gala. Is the Board ready to go forward with the sale?

Donn Jersey said, speaking on behalf of Cindy Herman who was absent, there needs to be a town hall meeting to get feedback from the public. The building is worth much more now than it was in 2010 or 2012. Donn Jersey said, as a Board member, he is all for opening discussion about the sale of Malcolm. Mark McGinty said he was concerned about the Friends group and their storage. It is sad to hear Friends is giving up Library Tree Lane, but this is a separate issue and the Board needs to do what is right for the library district. Looking at the development of Henderson, the growth has passed the Malcolm area up. How is the district going to serve the community? This needs to be determined from a town hall meeting. Malcolm is too close to the Paseo Verde Library. A presence is necessary behind Inspirada and the M Casino & Resort. This is the right time to do it. Friends aren't going to do the event and don't need the building any more. If Friends decide they need space, some prominent community members are stepping up to help with that. David Ortlipp said when this possibility was explored a year ago, his concern was proceeds from a sale be used to reach out to the high-growth areas. The funds generated from the sale need to be repurposed to deal with constituents, not for building repairs and maintenance. Mark McGinty said there may be an interim step for Friends, but it won't be at Malcolm. David Ortlipp said, in general, the time is right. That \$1.5 million number is much better than what was possible a year ago.

Donn Jersey made a motion to direct the Administration to execute the agreement with ERA Brokers Consolidated to promote the sale of the Malcolm Library building. Mark McGinty added to the motion a request to schedule a public outreach meeting to take place the 3rd week of January. David Ortlipp seconded the motion. The vote was unanimous. Mark McGinty said while the public meeting will be a forum to get input, it will set expectations of what the district's future move will be. Expectation is that the Malcolm Library will be sold. Mark McGinty will come in and help facilitate the public meeting.

Announcements

The next Board meeting will be held on December 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

Chair Donn Jersey adjourned the meeting at 8:51.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 10, 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.