



Henderson District Public Libraries

Board of Trustees

Date: June 15, 2017

Time: 7:45 a.m.

Place: Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, NV 89012

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 7:49 a.m.

Roll Call

Board present: Jim Frey, Cindy Herman, Donn Jersey, Kip Noschese, David Ortlipp, Bette Silverman

Board absent: Mark McGinty

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, Ed Feldman, George Greicar, Joy Gunn, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Bethany Lafferty, Melissa LaPorte, Michelle Mazzanti, Heela Naqshband, Stephen Platt, Stephen Roybal, Kevin Scanlon, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones

Others present: Marian Brown, Michael Ludlow

Approval of Agenda

Cindy Herman 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

May 18, 2017

CA-2 Review of Paid Invoices

May 2017

Cindy Herman made a motion to approve the consent agenda. Jim Frey 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 said Senate Bill [SB] 115 died in the assembly, missing the deadline. Jennifer Gaynor, our representative, spoke for it but said the republican support against it was so strong that it did not have much hope.

On May 23, notification was received from the state that our LSTA grant application was declined. It indicated no confidence because there was no director in place to be involved from the beginning. The project was for putting together a strategic plan for the next 5 years for the district. Marcie Smedley came forward and will follow through with the appeal process. A letter was sent informing the LSTA committee that Henderson Libraries does have a director who is in place and ready to proceed. If declined again, Henderson Libraries has the resources and people in place to go ahead with the strategic plan project. There is nothing to be gained by waiting another year for an LSTA application.

Marcie Smedley said Paseo Verde Library had a busy weekend. Lisa Phelan and Emilee Wirshing hosted the second poetry open mic night last Friday. Because the previous one was very successful this one was planned as an afterhours event. Over 20 people attended and Clark County Poet Laureate Bruce Isaacson, who led workshops, came by. There was another poetry event in another area of town. This is a very tight knit community and we will try to pull those people in next time. One couple, who recently moved here, thanked us for the opportunity and ability to connect with people in the area that share common interests. Events such as this are a good way to bring people together.

Saturday was the Summer Reading kick off. There was great attendance with vendors and activities.

Sunday the Clark County Nevada Genealogical Society [CCNGS] held an afterhours genealogy fair from 12-4 p.m. The attendance was down slightly from the previous year's fair that was held on a Friday. About 250 people attended. There were 17 vendors, including the Sons and Daughters of the American Revolution and the Goodsprings Historical Society. Henderson Libraries had a table, staffed by Dana Bullinger and Joy Gunn, highlighting the library district's digital collections and offering a family tree craft. There were 12 classes and speakers offered. Lisa Phelan presented on electronic resources available through the library. Most presentations were geared toward genealogy research. There was some one-on-one research instruction. The weekend was busy, but good, and very well received.

Stephen Platt asked the board to refer to a picture in the board packet illustrating the signage for the Green Valley Library. Friends of Henderson Libraries gave the money to make it happen. The City of Henderson has approved the permit. The letters will be ready tomorrow and go up on the building before the end of the month.

Bethany Lafferty's youth services department has a new program called *Drop Everything and Read*; teens and kids get together to read. The teens help the children with their reading comprehension. Drop Everything and Read takes place on Wednesdays, 1-3 p.m., in the program room.

Every 4th Thursday of the month is popular LEGO night at the Green Valley Library. Families get together, interact, and play with LEGOS. The program usually includes an activity. Kevin Scanlon, head of adult services, scored a DUPLOS donation from ToysRUs, which allows the younger children to participate.

Candace Kingsley expressed appreciation for the support received for the teen center opening.

June 10th was the Summer Reading kickoff. Mayhem reigned for a few hours. This year's program is themed *Build a Better World*. All locations had activities and kickoff events. About 700 kids, districtwide, attended the kickoff events. The libraries have been busy all week.

The passport processing has been booked solid since the service started a month and a half ago. Vivian Tufano and her entire staff deserve a pat on the back. It is a branch-wide effort. All departments are up to speed and trained. Henderson Libraries is working with the state, city and Las Vegas-Clark County Library District to provide good quality service across the entire area.

There is a new partnership between teen volunteers and the Henderson Seniors Auxiliary. Every year the senior facility provides a hot meal for homeless seniors and give out blankets, coats, gloves, hot meals, and certificates for hot coffee from McDonalds. One of the most requested items by residentially challenged seniors are sleeping mats crocheted out of plastic grocery bags. The mats help keep bedding dry, act as insulation and provides a cushion above the ground. There are plenty of volunteers to crochet the mats, but seniors have trouble cutting the plastic strips. Teen volunteers are cutting the bags in loops, tying the loops together and giving to the seniors to crochet the mats. This is a great multi-generational project. Tuesday and Wednesday crochet groups at Heritage Park Senior Facility and the downtown senior center get together to crochet the mats. Jim Frey said this is also a very green project – good for the environment by recycling the plastic bags. Jim Frey asked if there is a bag collection. Candace Kingsley responded bags can be brought to the library and sent over for the teens to cut. Donn Jersey asked if there is a way to release this story as a press release. Donn Jersey is willing to work with Candace Kingsley to pitch the story to media organizations. The timing is good and the story is great. Cindy Herman suggested seeking additional opportunities for possibilities of working with the City of Henderson, community services, to connect with key groups. Candace Kingsley said she happens to work with Crafting for a Cause and the Henderson Senior Auxiliary and the subject just came up.

The Gibson Library will be the pilot site next quarter for Workforce Connections. Green Valley Library will start in September. Cubicles are ordered. There is a meeting scheduled Friday with Jaime Cruz to work on the timeline for implementation.

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.

Donn Jersey welcomed Bette Silverman to the board. The board is happy to have Bette Silverman on the board and look forward to working with her.

New Business**1. Discussion and possible board action regarding Executive Director contract**

Donn Jersey said he and Marcie Smedley met last week and went through the contract. The contract has not been distributed to the board, although Donn Jersey has spoken to board members one-on-one. Donn Jersey asked for questions or comments. There was none. Jim Frey made a motion to approve the executive director contract. Cindy Herman seconded the motion. The vote was unanimous and met with applause.

2. Discussion and possible board action regarding Executive Director evaluation process

Cindy Herman stated the Board wants to provide the new executive director with the tools necessary for success, and is requesting the creation of a subcommittee to work on the evaluation process, working with Debby Englund and Marcie Smedley, to give Marcie Smedley the input needed to be successful. Cindy Herman asked for volunteers. Jim Frey asked for clarification. Donn Jersey said there were gaps in the last process and things the board can do to better foster development and support. Cindy Herman said it is a dual process, transitioning, providing feedback, developing a good board-executive director relationship such as there was in the past. Part of this would include introducing the executive director to key people in the community. David Ortlipp, Donn Jersey and Cindy Herman volunteered to serve on the subcommittee. Cindy Herman made a motion to approve the formation of a subcommittee to review and edit the executive director evaluation process. Kip Noschese seconded the motion. The vote was unanimous.

3. Discussion and possible board action regarding fiscal year 2017 budget amendments

Debbie Englund said Nevada Revised Statutes [NRS] 354 allows the acceptance of gifts and donations throughout the year as long as the board is notified. The district received \$10,000 from Henderson Libraries Foundation to purchase Launch Pads for youth services.

The district is allowed to do transfers between functions as long as it does not increase the appropriations. The IT department saved \$24,000 through negotiated software maintenance and subscription renewals and wanted to transfer the savings to major equipment to replace a server cluster. Jim Frey asked what the \$10,000 was used for. Debbie Englund responded Launch Pads with educational games for youth Services. David Ortlipp made a motion to approve the fiscal year 2017 budget amendments. Cindy Herman seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding review of by laws

David Ortlipp has changes to propose to the bylaws. These would be "big picture" changes and David Ortlipp would like to review with Marcie Smedley and staff to see if there are any far-reaching effects. Article 2.6 refers to meeting minutes and David Ortlipp would like to make the article closer to the NRS statute with a couple of minor tweaks. Article 5 refers to committees. It does not make a distinction between large committees and small committees. Smaller committees would not fall under open meeting laws. There could be a situation where small committees may need to post the meeting with the current wording. It is worthwhile to change the bylaws. Referring to the process of hiring a library director in article 7, there could be a couple more tweaks for things learned from the process that has just occurred. The document is ready and David Ortlipp will meet with staff and bring it back to the next meeting. Donn Jersey said this item will move to the July agenda.

5. Discussion and possible Board action regarding election of Board officers for fiscal year 2018

Cindy Herman respectfully declined the nomination as board vice chair, saying it has been a privilege to serve as vice chair. Cindy Herman nominated Mark McGinty as vice chair. The slate of nominations presented: chair: Donn Jersey; vice chair: Mark McGinty; secretary: David Ortlipp. Cindy Herman made a motion to approve the slate of officers. Jim Frey seconded the motion. The vote was unanimous.

Old Business

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

Donn Jersey said there is a doctor interested in the Malcolm building for his family practice. Donn Jersey said that would be a home run for the area. This is in process; the doctor has pulled plans from the city. Hopefully there will be an offer soon.

Donn Jersey said the new executive director starts on June 26th. The board wants to publicly thank Gayle Hornaday for stepping up, being selfless and doing what is needed for the greater good. Gayle Hornaday said she was happy to serve; it was not a problem. Being interim director was very easy with such great support. Donn Jersey thanked Gayle Hornaday and said the culture starts at the top.

Jim Frey thanked the staff and community members that participated in the process of hiring the executive director. Jim Frey also thanked the director search committee members and Debbie Englund.

Announcements

The next Board meeting will be **July 20, 2017** 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 adjourned at 8:19 am

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by June 9, 2017, 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.