



**MINUTES**  
 Henderson District Public Libraries  
 Board of Trustees  
 Date: June 16, 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**

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

**Roll Call**

Board present: James Frey, Cindy Herman, Donn Jersey, Mark McGinty, David Ortlipp

Board absent: Robyn Campbell-Ouchida

Staff present: Dana Bullinger, Lauren Dahlgren, Kristina Drury, Carolyn Easterby, George Greicar, Sean Hill, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Bethany Lafferty, Michelle Mazzanti, Kate Peraza, Lisa Phelan, Stephen Roybal, Kevin Scanlon, Marcie Smedley, Angela Thornton, Vivian Tufano,

Others present: Laura Donahue, Leslie Finzer, Cindy Vallar

**Approval of Agenda**

David Ortlipp made a motion to approve the agenda. 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**

May 19, 2016

**CA-2 Review of Paid Invoices**

May 2016

Jim Frey made a motion to approve the consent agenda. Mark McGinty 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 circulation has passed the 1.5 million mark with one month left in the fiscal year. Circulation will fall a little short of the 1.7 million reached the last 2 years. Circulation is still very strong, considering all the losses the district has had, there has been very little loss in circulation.

*Library reports*

Marcie Smedley reported voting has gone very well at Green Valley Library and Paseo Verde Library, bringing a lot of new people into the library.

The internal mentoring program has been on hiatus for a couple of years. Since new staff have been added it has been decided to offer the mentoring program again. This program allows internal members of the team to mentor newer employees or other staff who would like growth and professional development. A steering committee has been formed and applications will be put out this summer. The program will run from November to the following August and will alternate an activity month with a discussion/activity planning month. There will be a report about half way through to see if goals are being met and there will be a graduation at the completion of the program.

Candace Kingsley said the theme of her report is "bigger than last year." Summer reading has been super successful and grows and changes every year. The Gibson Library signed up more participants in the first week of the program as

in the first month last year. There have been 981 participants sign up at the Gibson Library. Paseo Verde Library had 1,144 participants and the Green Valley Library had 373, which brings the total participants the first week to 2,498.

Districtwide donations of yarn are coming in to support *Crafting with a Cause*. A patron brought in 50 skeins and another brought in 80. The program will be much bigger than last year. Next week the Henderson Senior Auxiliary Board will be asked for some financial support for the program.

Lauren Dahlgren has started a new program, Doodle Hour. It includes adult coloring and ZenTangle drawings which have become a popular trend, especially great for stress relief.

Last week, Nevada's local cultural leaders gathered in Reno for *Arts @ the Heart 2016: Brave New Communities* to engage in conversation, networking and collective action planning through the arts. Kevin Scanlon and Kate Peraza attended the program, which was put on by the Nevada Arts Council, and provided great networking opportunities for art communities as well as project ideas. Henderson Libraries was invited to attend and was the only library represented. Kevin Scanlon said upcoming projects and opportunities will emerge from this opportunity.

Bethany Lafferty said the City of Henderson has expressed interest in *Story Walk* and would like to take it to the next level, possibly erecting permanent structures where the stories would change regularly. This would be in addition to the pop up *Story Walks*. Angela Thornton has asked Bethany Lafferty to present a program on *Story Walk* at Nevada Library Association [NLA]. Henderson Libraries is the only entity in Nevada doing *Story Walk*. Bethany Lafferty will share how the pop up stories are done as well as how to create partnerships in the community. *Story Walk* is a good way to engage the community in a different way. One is being created for July. Hopefully the pop ups will be done on a quarterly basis. Angela Thornton said the permanent structures will be able to change out the stories but will be a year-round permanent display.

Each time a pop up *Story Walk* is done, new ways are learned to work with the physical environment. Pop ups last for a week or 2 weeks at a time. Jim Frey asked for an example. Bethany Lafferty said the first one was created from a large book, mounted on panels that were placed 35 to 40 paces apart so that people could stroll by and read the story. The last one was displayed on 15 separate panels. New ideas will be tried, such as putting prompts, or scripts, on the display boards, encouraging it to be quirky and fun. The Henderson Libraries logo will also be added to each board, instead of on the first and last board. Something like a QR code could be used at the end of the walk with a digital guest book. Jim Frey asked if there's a count on readership. Bethany Lafferty said it is hard to keep count, a digital guest book would help with that. *Duck on a Bike* was used as a pop up *Story Walk* on the trail behind the Fiesta Casino. The boards would fall over, but it was obvious people were trying to take care of it by propping the boards back up. At least one photo of that *Story Walk* was uploaded to the city's website during their *Bike it or Hike it* campaign. Bethany Lafferty said staff is hoping to have a *Story Walk* at the 4<sup>th</sup> of July celebration at Mission Hills Park, and a Christmas in July event later in the month. Social media may be used to promote pop up *Story Walks*. Angela Thornton said Henderson Libraries Foundation gave \$300 to support *Story Walk*. It is a way to have a presence at events without staff being present and doing storytimes all day. Cindy Herman suggesting driving the reader to the website to read the script. At the end the participant could post a picture to Instagram with a chance to have the picture posted on the website. David Ortlipp suggested that extra content could be accessed by smart phone if a QR code is provided.

Angela Thornton said board member replacement is in process.

Providing passport services at Henderson Libraries is still being considered. Candace Kingsley and Vivian Tufano visited the city clerk's office to see what kind of space and equipment the City of Henderson uses. The service would probably be offered at the Gibson Library since they are in close proximity to city hall. The City of Henderson gets about \$50,000 per month processing passports. Angela Thornton said if this can be facilitated in a way that is not a burden it will come back before the Board for approval.

A good meeting was held with the city's emergency management department. They are planning for a month of local preparedness awareness. A lot of good ideas were discussed. The library has assisted by looking at a variety of programs that can be provided for all ages. The goal is to make the public aware they need to have water, medicine and supplies for an emergency. The 1<sup>st</sup> year the city is going to have a monthly topic. Angela Thornton said the library district would like to partner with the city on this project. Each topic can be incorporated into storytimes and programs. Look for that in September and October.

The power went out at the Green Valley Library last week during voting. Staff had the challenge of getting people out of the building while still facilitating voting. The voting machines are battery operated, but the room had no natural light or air. The election department brought in generators and the democratic process was allowed to continue. Angela Thornton saw a reporter doing a story about the power outage and suggested he go over to the library and do a story about voting with no electricity. Stephen Platt was interviewed for a short news segment.

Angela Thornton said the window coverings seen on the front of the building were supposed to be see-through. The reinstallation will take place tomorrow. The doors and front windows of Paseo Verde, Green Valley and Gibson libraries will all have the see-through covering.

The David O. McKay school will be opening in the fall and is located in same complex as the Green Valley Library. There was a meeting to discuss traffic flow through the parking lot for pick up/drop off of students. The school includes kindergarten through 12<sup>th</sup> grade. There may be some difficulties in short term but the benefit to library circulation and usage will be worth it. The school goes to the planning commission tonight. The library has sent a letter of support and feels it will be a boost for the Green Valley location. Jim Frey asked for more information about the school.

Bethany Lafferty said this will be the 2<sup>nd</sup> location for a K-12 school affiliated with Brigham Young University. There will be 550 students plus staff and volunteers. The school already has half of their enrollment and it looked like a good turnout at a recent enrollment event. Jim Frey asked if parking will be impacted. Bethany Lafferty said the area where the school is located has plenty of parking. There will be no school busses. Angela Thornton said they are trying to work out a colored ticket system to stagger student pick up. If a parent comes through with the wrong color ticket a fine will be issued. From what is now known, the benefits outweigh any problems that may arise. Mark McGinty said the library can market to all those waiting parents and bring them into the library. Angela Thornton pointed out the school itself will not have a library so the Green Valley Library will be utilized as a resource. Bethany Lafferty said the owners are fairly new and there are a lot of vacant spaces. Angela Thornton said the school may bring in new tenants and resolve some of the problems with homeless people behind the buildings.

The summer reading program is in full swing.

Henderson Libraries Foundation received a \$2,500 grant to be used for e-books. The foundation is planning a donor appreciation event for September. This will be an after-hours event at the Paseo Verde Library.

The Friends of Henderson Libraries is soliciting recipes for a new Library Tree Lane cookbook. The Board is encouraged to submit favorite recipes.

Angela Thornton displayed beach balls with the library district logo which will be used as a marketing tool. There may be opportunities for a partnership with Cowabunga Bay.

#### **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 Henderson Libraries' Capital Replacement Plan.**

Angela Thornton distributed a handout to the Board. Highlighted items will be priorities for the next year. These include districtwide light fixture upgrade to LED fixtures, Green Valley Library restroom remodel and repair/replace the remaining roofing area of the Paseo Verde Library.

The cost to implement LED lighting, just at Paseo Verde Library, is estimated at \$75,000; this will save money on electricity costs going forward. Quotes have been requested for all buildings. Mark McGinty said lighting is 10% of the total energy bill. The cost should be weighed against how long it takes to recoup the investment through savings. In this case, it will probably take 5 years, which is a good turnaround on investment.

Angela Thornton said the Green Valley Library restrooms need remodeled. Making them gender neutral may be considered.

The remaining roof area at Paseo Verde Library continues to need repair.

Angela Thornton said those are the top three on the list. The district is not in a position to complete all items at this time. Angela Thornton met with Mark Hobaica, City of Henderson Redevelopment Agency. Cindy Herman said the city is looking at conversion projects where the library could do a joint bidding process. Mark Hobaica is overseeing energy efficient projects with the city and can provide insight on companies to use as well. Angela Thornton said the city is looking at more signage to advertise the Pavilion; Angela Thornton gave Mark Hobaica the library's logo for consideration to add to the signage. Angela Thornton inquired about plans to add retail space by the Gibson Library and innovative ways businesses are going out to the public. As Water Street is being renovated Mark Hobaica said he will keep the library district in mind.

Donn Jersey asked for an update on the coffee shop air conditioning. Mark McGinty met with JBA Consulting Engineers who provided a narrative to add 2 split systems. An analysis was completed and this does need done. The narrative should be received by Monday and will be given to 3 vendors to get price quotes. Mark McGinty estimates the cost to be about \$15,000. Staff is having a temporary fix done by re-directing ducts from the lobby air into the coffee shop. Gayle Hornaday said Debbie Englund is working on getting quotes. Mark McGinty said he would like to see the library district move forward with improving the space. The work needs done and it is a stand-alone system Cindy Herman said it is process that needs to be expedited so there is some level of comfort in that space. Donn Jersey said with the anticipated triple digit temperatures next week are exactly what the coffee shop owner was trying to avoid.

Angela Thornton said, subject to change, and barring new emergencies, these are the priorities moving forward. Cindy Herman said it is good information and prioritization. Cindy Herman would like to see these project addressed before investing money in a permanent signage spot. It's important to keep the core group of users satisfied.

**2. Discussion and possible Board action regarding election of Board officers for fiscal year 2017.**

Donn Jersey presented the slate of officers nominated at the May Board meeting:

Chair: Donn Jersey

Vice Chair: Cindy Herman

Secretary: Mark McGinty

Jim Frey made a motion to approve the slate of officers. David Ortlipp seconded the motion. The vote was unanimous.

**3. Discussion and possible Board action regarding Executive Director Evaluation.**

Donn Jersey thanked the members of the personnel subcommittee and read the memo submitted regarding the Executive Director Evaluation. A cumulative score of 2.87 out of 5 was assessed. The Board offered some recommendations and goals moving forward. A merit increase was not recommended.

**Announcements**

The next Board meeting will be held on July 21, 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**

Donn Jersey adjourned the meeting at 8:30 a.m.

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