



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: April 19, 2018

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, Mark McGinty, called the meeting to order at 7:45 a.m.

Roll Call

Board members present: Angela Brommel, James Frey, Cindy Herman, Mark McGinty, Kip Noschese, David Ortlipp

Board members absent: Bette Silverman

Staff present: Dana Bullinger, Lauren Dahlgren, Debbie Englund, George Greicar, Joy Gunn, Natalie Heimerle, Sean Hill, Caroline Hoover, Gayle Hornaday, Betsy Johnson, Candace Kingsley, Shakita Kirkland, Michelle Mazzanti, Jo Morrison, Heela Naqshband, Kate Peraza, Lisa Phelan, Stephen Platt, Lori Richardson, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones, Emilee Wirshing

Others present: None

Approval of Agenda

Marcie Smedley said the date of the next board meeting must be changed to May 24, 2018, as it is a public hearing for budget approval; the meeting must take place after the third Monday in May, per regulations.

Jim Frey made a motion to accept the change to 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

March 15, 2018

CA-2 Review of Paid Invoices

March 2018

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.

Marcie Smedley welcomed Angela Brommel to the Board of Trustees. Mark McGinty, David Ortlipp and Marcie Smedley met with Angela Brommel for orientation and library tours last Friday.

Shakita Kirkland was introduced as the newly promoted Adult Services Department Head at the Green Valley Library.

Lisa Phelan said the 5th Annual Local Author Showcase was on March 17th at the Paseo Verde Library. A "shout out" was given to the team: Caroline Hoover, Emilee Wirshing, Natalie Heimerle, Kate Peraza, plus Dana Bullinger, Heela Naqshband and all the amazing volunteers. Between 400 and 500 people were in the library during that day. Lisa Phelan thanked the administrative staff for great support and arranging wonderful PR – an article about the event appeared on the front page of the Life Section of the Las Vegas Review-Journal. Emilee Wirshing had a television appearance. The day was busy and engaging. Robyn Carr was the keynote speaker. A former board member for

Henderson Libraries, Robyn Carr is now a New York Times bestselling author who is a very warm and engaging person; it is wonderful Robyn Carr still makes time for the library.

Emilee Wirshing acknowledged the community support for the *5th Annual Local Author Showcase*. There were TV spots, print articles, food support from local eateries and financial support from the National Endowment of the Arts and the Nevada Arts Council. The board received a summary packet with appreciative author comments and a survey. The comments from the authors show appreciation to the library district and staff for highlighting their work. Emilee Wirshing said the workshop is a wonderful way to acknowledge and celebrate local authors. Kate Peraza said in addition to the showcase there were poetry workshops put on by Heather Lang of Nevada State College and Vogue Robinson, Poet Laureate. There was a poetry open mic night, featuring the district's own Angela Brommel; and a memoir writing series with Barbara Tabach, Program Director from UNLV. The memoir series had an overwhelming response with over 150 people signing up for the series. The first class doubled in size. A second and third series of classes were added to accommodate all interested in attending. Lisa Phelan drew the board's attention to a decorated table and explained it was an example of some of the artwork Natalie Heimerle created for the showcase. Each author had his or her own personalized table. Staff tried to create a festive environment.

Betsy Johnson reported on *Teen Tech Week* that took place in early March. Paseo Verde Library and Green Valley Library held lock-ins to celebrate. 21 teens/tweens attended at Paseo Verde Library. There were spiros (small robots controlled with an iPad), slime, computers to work on NC Labs coding, arts activities and the event ended with zombie tag in the book stacks. Mark McGinty asked how zombie tag is played. Betsy Johnson said the zombies who are "it" cannot run; they have to walk and if they touch another player, that player becomes a zombie. Jim Frey asked what slime is. Betsy Johnson said slime is extremely popular right now; the teens love it and make it themselves out of baking soda, borax and glue. Color and glitter can be added.

Marcie Smedley said over time there was a job description review to ensure descriptions are current, accurate and consistent across all the library district positions. Through this process, a few people were reclassified. 2 youth services specialists (one from Gibson Library, one from Green Valley Library) are being reclassified to senior youth services specialists. This is in line with staffing at the Paseo Verde Library and provides more flexibility and opportunity to disperse responsibilities. This change is effective Monday, April 23. There is no fiscal impact this year, due to existing salary savings and the overall cost for the remainder of the fiscal year is less than \$1,000. The Chief Financial Officer [CFO] position was reclassified to be put on a grade consistent with other CFOs in other library districts. Most are on the same grades as the assistant directors. Based on what Henderson Libraries' CFO job description looks like, this is a more fair representation of what the compensation should be. There is no immediate fiscal impact. There will be additional steps in the pay grade.

Marcie Smedley referred to a history document in the board packet. David Ortlipp created this document to provide to Angela Brommel and other new board members during orientation. This is good information to share with everyone. Some information changes as time goes by. Topics include history, locations, previous locations, information about the board of trustees (how trustees are appointed and the terms served), funding, funding levels of other Southern Nevada libraries and explanation of how taxes are assessed.

The Friends of Henderson Libraries recently recognized the Amazon sales group, Bevy of Books, for 10 years of service. Bevy of Books has netted \$417,160, logging 21,074 volunteer hours. There was a small celebration and a plaque placed on the wall outside of the Bevy of Books office to recognize the 10 years.

The Friends group is hosting a donor appreciation event tonight at 6:00 p.m. at the Paseo Verde Library.

Henderson Libraries Volunteer Appreciation Lunch will be on May 9 at the Sunset Station Hotel and Casino from 12-2 p.m.

For National Volunteer Appreciation Week some staff members made votive holders to give each volunteer, along with a thank you card. Board members are volunteers and each received a votive. Marcie Smedley thanked the board for their support and guidance.

On April 28, from 9:00 a.m. to 2:00 p.m., there will be a *Community Scanning Day*. Each board member was given flyer, bookmark and brochure. *Community Scanning Day* is possible through a grant received by Dana Bullinger.

Anyone can bring physical documents and pictures for scanning and will leave with a flash drive containing the digital images. If the items are historically significant, a request will be made for them to sign rights over to the library district so it can be added Henderson Libraries digital collection.

The state library created an Emerging Technology Early Adopter program with some of the funds received from the SB549, additional funding for which the state library advocated. The grant will provide virtual reality systems and training in Nevada Libraries. Stephen Platt applied and Henderson Libraries was selected to be an "early adopter". Staff is excited to have something new and cutting edge to offer to the community.

Mark McGinty said it was great to see all the libraries during Friday's new board member orientation/tour. Mark McGinty highly recommends all board members visit the different libraries. Each library has its own flavor and atmosphere. All the libraries are packed. Generally, when Mark McGinty visits a library, it is to look at facilities. It was great to see the vibrancy at each location. Good work, everyone!

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 Executive Director's Annual Evaluation due June 26, 2018

Mark McGinty said there were 3 board members on the committee that worked on the Executive Director's 6-month evaluation. This is a great opportunity to form a new personnel subcommittee and asked for 3 different volunteers to serve. Jim Frey, Cindy Herman and Kip Noschese volunteered.

Cindy Herman made a motion to approve the formation of a personnel subcommittee to work on the Executive Director's Annual Evaluation due June 26, 2018, the committee to consist of Jim Frey, Cindy Herman and Kip Noschese. Jim Frey seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding fiscal year 2018 budget amendments

Debbie Englund said that pursuant to NRS 354.598005(3), acceptance of a grants, gifts or bequests required to be used for a specific purpose, constitutes a budget amendment. The district has accepted such grants, gifts or bequests during fiscal year 18. These include *Library Tree Lane* and book sale proceeds and the Ellis' donation. The majority of the funding is for programming spread over several years. There were also grants for collection development, International Festival and the Local Author program. Revenue totaled \$116,292. Expenditures totaled \$93,336. \$22,956 will carry over into fiscal year 19 for programming.

Cindy Herman made a motion to approve the fiscal year 2018 budget amendments as reported by staff. Angela Brommel seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **May 24, 2018** at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

Jim Frey said the Rotary Club has a project called *Field of Honor*. Flags may be purchased in memory or honor of a veteran or law enforcement officer and will be flown on Memorial Day Weekend at a park on Wigwam Parkway and Stephanie Street. The cost per flag is \$40. There will be a program at 8:00 a.m. on Memorial Day featuring Mayor Debra March and Wayne Newton. This is a first try at a unique event and opportunity with significance. Mark McGinty said he looked the program up on YouTube and it is phenomenal.

Public Comment

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Jim Frey said he would like the board to pursue prohibition of guns in the library and get ahead of the curve in the upcoming legislature. Is there some action to initiate to get ahead of the curve? Mark McGinty asked if the district should talk to a lobbyist. Marcie Smedley said Las Vegas-Clark County Library District had a lobbyist and sponsored the bill in the 2017 legislature. Henderson Libraries did not have a lobbyist in the last legislative session. Henderson Libraries had no relationship with LV-CCLD's lobbyist. Letters were submitted in support of the legislation. Jim Frey said that 2 years ago someone was here addressing the matter. Marcie Smedley said there was a lot of talk at the time with our legal counsel, what the district can do legally in this regard, and library procedures were based on counsel's advice. Because there was much current activity and attention to the matter, staff worked with legal counsel to ensure the district is following the law in district procedures. Mark McGinty suggested forming a small committee that could go directly to a state senator. Kip Noschese said the senate passed the bill and the assembly let it die. David Ortlipp said he is not properly informed on the issues and wants to get an appreciation of both sides before the board starts pushing the issue. Angela Brommel was involved when higher education lobbied against guns on campus

and is familiar with some organizations that may helpful if a subcommittee is formed and interested. Cindy Herman asked if Las Vegas-Clark County Library District will pursue it. Marcie Smedley will reach out and ask. Kip Noschese said the bill passed because it was recognizing that libraries are educational institutions. Jim Frey said the amendment was to add libraries to the existing wording. Cindy Herman commented it is a controversial subject in our state. The board needs to figure out how to approach it. Jim Frey said there is a rural-urban split on opinion.

Adjournment

The meeting adjourned at 8:14 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by April 13, 2018, 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.