



**Minutes**  
**Henderson District Public Libraries**  
**Board of Trustees**  
**Date: May 24, 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**

Chair Mark McGinty called the meeting to order at 7:47 a.m.

**Roll Call**

*Board present:* Angela Brommel, James Frey, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman

*Board absent:* Cindy Herman

*Staff present:* Dana Bullinger, Lauren Dahlgren, Debbie Englund, George Greicar, Joy Gunn, Gayle Hornaday, Candace Kingsley, Michelle Mazzanti, Kate Peraza, Lisa Phelan, Stephen Platt, Marcie Smedley, Vivian Tufano, Leona Vittum-Jones

*Others present:* None

**Approval of Agenda**

Angela Brommel made a motion to approve the agenda. Jim Frey 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**

April 19, 2018

**CA-2 Review of Paid Invoices**

April 2018

David Ortlipp made a motion to approve the consent agenda. Bette Silverman 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.*

Lauren Dahlgren, Assistant Branch Manager at the Gibson Library, said Henderson Libraries had a booth at *Last Friday* in March and April. Las Vegas has a *First Friday* event each month and Henderson's *Last Friday* has become very popular. Tomorrow night, the library district will have a booth with a Wheel of Fortune people can spin to win library swag. The event features music, vendors, and activities for kids. There are also food trucks. The City of Henderson provides the space. The library booth has a popup banner, flyers promoting library events and library card signups. Staff will promote the *Summer Reading Challenge* at tomorrow's event. When asked if they have a library card, many people do. This is a great family event for all ages and a great partnership with the city and other organizations, providing an opportunity for future partnerships. The library swag includes logo items: post-it notes, pens, cell phone pockets, and the most popular item: hand sanitizer spray. Lauren Dahlgren shared swag items with the board. The outreach committee organizes ordering logo giveaway items and deciding which outdoor events are best for participation. Over 200 people stop at the library booth. Jim Frey asked about the overall attendance. Lauren Dahlgren responded at least 1,000 people attend. There is a band, stage, acrobatics, and drum circle; there are booths with community organizations and vendors. Marcie Smedley said *Last Friday* is not part of the city but the library is still invited to participate free of charge.

Stephen Platt, Manager of the Green Valley Library, reported on City of Henderson events outreach. On April 18, Henderson Libraries had a tent at Heritage Days. Family history and genealogy lookups were available to the public. Candace Kingsley and Leona Vittum-Jones hosted a family tree craft. This year, Clark County Nevada Genealogical

Society [CCNGS] was not able to provide volunteers; staff used library databases [Ancestry, Family Search, New England Ancestors] to help people get started. Many people had begun their genealogy but were stuck and needed a little help. Stephen Platt, his wife, Kim, Andrea Daciuk, and April Bertholf did 25 lookups. One man, working at 7-11, heard about the service and came by on his break for help with his genealogy. It was so popular people were asking about genealogy at the next event, *ArtFest*. Many people had library cards but were unaware of the resources available at the library. Ancestry is pricey software to own, but the library has it for patrons to use free of charge.

*ArtFest* was on May 12 and 13; Bethany Lafferty, Assistant Manager and Youth Services Department Head from the Green Valley Library, organized library participation. Stephen Platt shared Bethany Lafferty’s report, thanking Andrea Daciuk, Jontue Hedstrom, Juan Renteria, Lauren Meza, Janell Constantino, Leona Vittum-Jones, Lauren Dahlgren, and Cristi Burroughs for staffing the booth at *ArtFest*. Over 250 people stopped by the booth. 19 new library cards were issued. A silent auction of used books raised \$151. There were activities for kids, including a giant Connect Four and stacking blocks. Both events were very successful and staff shared information about library services.

Mark McGinty said he would like to request a repeat of the song performed at the Volunteer Appreciation Luncheon; it was a fun event. Stephen Platt responded there was a lot of good feedback. The volunteers appreciated the Board being there and enjoyed the event.

Marcie Smedley thanked the IT department for getting LEAP [software allowing remote access] up and running, allowing access to digital services from remote locations.

Candace Kingsley and Leona Vittum-Jones represented the library district at a health fair at Cadence in early May. Kristina Wang is working with a contact at Inspirada to allow the district a presence at their farmer’s market.

Dana Bullinger reported on the \$5,000 LSTA mini grant received for Digital Scanning Day. The grant allowed the purchase of four 8-1/2 by 11 inch flatbed scanners, replacement of a tabloid photo scanner, preservation materials, two weeks’ worth of advertising on KNPR, and thumb drives allowing participants to take home their digitized files. The Digital Scanning Day was from 9:00 a.m. to 2:00 p.m. on Saturday, April 28. Twenty-eight people attended the event and 15 people had 170 photos scanned. Six photos came to Henderson Libraries’ digital collection. This event will continue at Gibson Library or Heritage Park Senior Facility.

Marcie Smedley followed up on a previous discussion about gun control legislation. Las Vegas-Clark County Library District [LV-CCLD] is not planning to move forward at the next legislative session. There is an active court case right now. LV-CCLD enforced a no weapons policy in an open carry situation. District Court ruled the library board may enact and enforce library district policies. There is a pending appeal and the case is going to the Supreme Court. LV-CCLD is waiting to see what happens. If upheld in the Supreme Court, there will be no further action needed. Henderson Libraries will also wait and see. As the legislative session gets closer, Marcie Smedley said there has been small interest in forming an advocacy group to follow library-related bills. The board will be apprised of bills affecting the library district. Kip Noschese asked if Marcie Smedley knew a date for the Supreme Court case. Marcie Smedley said no. If the Supreme Court does not rule in favor of LV-CCLD, the next legislative session LV-CCLD will consider going forward is 2021. Kip Noschese pointed out that the senator who wrote the bill was former LV-CCLD board member Moises Denis.

**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.*

**PUBLIC HEARING**

The public hearing opened at 8:04 a.m.

**1. Discussion and possible Board action regarding approval of the 2018-2019 budget.**

Debbie Englund said it is time to approve the fiscal year 2019 budget. All Board members have been briefed. Highlights include an anticipated beginning General Fund balance (the main operating fund) of \$3.6 million, which is a carryover from fiscal year 2018. Ad Valorem tax is estimated to be \$5.5 million, an increase of 7% over the fiscal year 2018 budget. Consolidated tax is estimated at \$2.5 million, an increase of 4% from last year’s budget. Total revenues are estimated at \$8.27 million which is a 5% increase overall. Total resources available will be \$11.9 million.

Salaries and Benefits increase to \$5.6 million, a 2% increase over the previous year's budget; the increase includes merit increases and a cost of living increase for all staff on July 1<sup>st</sup>. The removal of 2 full time positions helped offset the increase.

Services and Supplies is anticipated to be \$1.66 million, a 7% increase over the previous year's budget. Included are funds needed for the library district's 75<sup>th</sup> anniversary, increased staff training, programming supplies for district wide programming that was previously paid for with donations, computer replacement schedule, data costs for Hotspots, consultant for strategic planning, a general awareness campaign, a possible lobbyist and a decrease for the removal of Malcolm building costs.

Capital Outlay is anticipated to be \$846,000, a 17% increase over the previous year's budget. The majority of that, over \$800,000, is for library materials. Overall, with the other funds, we kept library materials at \$1 million, using the Contribution Grants fund.

Overall increase in General Fund expenses is 4%. That will still leave a \$3.25 million ending fund balance, which is a very healthy ending fund balance. One thing to note is there was a half million-dollar transfer to the Capital Construction fund. Remove that and the district is actually spending less in expenditures over the new revenue of \$127,000.

The Capital Construction fund has a \$1.3 million beginning fund balance. The majority of this is the proceeds from the sale of the Malcolm Library. Along with interest and the transfer from the general fund, there will be \$1.8 million for expenditure in the Capital Construction fund. Plans are to spend only \$600,000. Major projects are going to be painting the interior and exterior of the Green Valley Library, a solar project for the Gibson Library. Staff is going for a grant for that, but there will be some cost for us. There are plans to finish the half of the roof and replace flooring of the Paseo Verde Library. That will leave an ending fund balance in the Construction Fund of \$1.25 million.

The Contributions fund has \$300,000 as the beginning fund balance. The new revenue budgeted is the amount we know the Friends will be donating, from book sales and point of sale, \$150,000, plus some other revenue from sales. The total resources available is \$460,000. About \$70,000 will be spent on services and supplies. This includes Reading with Rover, STEAM, Outreach, volunteer appreciation and summer reading programming. Capital Outlays is \$194,000 for library materials. Total commitments is \$264,000 with an ending fund balance of \$196,000.

Between the 3 funds, there is a beginning fund balance of \$5.3 million, new revenue of \$8.4 million, and expenditures of \$9 million. The overall ending fund balance is \$4.7 million. Debbie Englund asked if there were any questions. There were none.

Mark McGinty asked for public comment. There was none.

Jim Frey made a motion to approve the 2018-2019 budget. Kip Noschese seconded the motion. The vote was unanimous.

The public hearing closed at 8:10 a.m.

### **New Business**

**1. Discussion and possible Board action regarding nominations of Board officers for fiscal year 2019 (Elections to take place at the June Board meeting per bylaws)**

There was discussion about the Chair, Vice Chair and Secretary serving in that position for only a short time due to a board resignation. Mark McGinty, David Ortlipp and Kip Noschese each expressed a willingness to continue in their current positions.

Bette Silverman made a motion to nominate Mark McGinty for Board Chair, David Ortlipp for Vice Chair, and Kip Noschese for Secretary for fiscal year 2019. Jim Frey seconded the motion. The vote was unanimous.

The election will take place in July per Board bylaws.

### **Old Business**

**1. Discussion and possible Board action regarding Executive Director's Annual Evaluation due June 26, 2018**

Jim Frey said the personnel subcommittee has met and discussed the format and substance of the documents sent out to staff. Executive Director Marcie Smedley is working on the self-evaluation. The process is moving forward and there will be a recommendation at the next board meeting.

### **Announcements**

The next Board meeting will be **June 21, 2018** at the Paseo Verde Library, 280 S. Green Valley Parkway, 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 8:13 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 18, 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 are available by calling the administrative offices at 702-207-4298.*

Posted at Green Valley Library, James I. Gibson Library, Paseo Verde Library, Henderson City Clerk's Office, and the Henderson Libraries website.