



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: December 16, 2021

Place: Paseo Verde Library

280 S. Green Valley Parkway, Henderson, Nevada

Also accessible via Zoom

Time: 7:45 a.m.

Click here for information on accessing the video conference:

<https://hendersonlibraries.com/board-of-trustees-769>

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. Public comment will be taken on each item as it is heard. There will be a 3 minute per person time limit during the public comment portion of the meeting.

Call to Order

Board Chair, David Ortlipp, called the meeting to order at 7:45 a.m.

Roll Call

Board present: Jennifer Andricopulos, Angela Brommel, Kip Noschese, David Ortlipp, Bette Silverman

Board present (via Zoom): James Green

Board absent: Patricia Iannuzzi

Staff present: Debbie Englund, Scott Fridly, Dana Friesen, George Greicar, Betsy Johnson, Michelle Mazzanti, Heela Naqshband, Lisa Phelan, Marcie Smedley

Staff present (via Zoom): Markita Dawson, Viveca Grinstead, Joy Gunn, Candace Kingsley, Shakita Kirkland, Bethany Lafferty, Kate Peraza, Lori Richardson, Leona Vittum-Jones

Others present: Cherie Rankova

Approval of Agenda

Kip Noschese made a motion to approve the agenda. Jennifer Andricopulos 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

November 18, 2021

CA-2 Review of Paid Invoices

November 2021

Kip Noschese 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

Bethany Lafferty, Library Manager of the Green Valley Library, gave a brief construction update. Remodeling is being done to bring forward the Workforce Connections partnership. A couple of exterior projects have been completed. The exterior wall at the front of the library was removed and replaced. It opens the space at the front of the library. A security gate was installed at the back staff entrance to provide more safety for staff members. Interior work is underway. Pictures on social media recently made the work look very skeleton like. New pictures showed some of the drywall going up, and Bethany Lafferty explained the layout of the Friends' area and the Workforce Connections space. There is still a lot of work to be done. Workers are finishing up the wall construction and little things, like fixing minor damage to walls with new drywall pieces. Then there will be new paint and carpet.

David Ortlipp asked about the timeline for completion. Marcie Smedley replied that the project should be complete by Spring. There was not enough carpet in stock; it will arrive in February.

Bethany Lafferty pointed out that during this entire time, the library has been open and limited services have been offered – public computer use (with internet access and printing capability), checking out books, a small browsing collection and curbside service are still being offered.

Markita Dawson, Adult Services Librarian at the Gibson Library reported on 6th annual *Crafting for a Cause*. The program ran from October 5th to November 20th. 479 donations were received and 88 people signed up to participate. A lot of people were bored during quarantine and spent the time crocheting. So many crocheted items were received, *Crafting for a Cause* was able to donate to 3 Henderson non-profit organizations. The Lullaby Connection with Darla Hayden, Henderson Downtown Senior Center with Sue Bobby and Dylan Gacovino, Friends in the Desert Foundation at St. Timothy's Church with Teresa Savoy. Shakita Kirkland was a huge help in training and getting this program started. This program had been set aside due to changing staff positions and the quarantine. Candace Kingsley was a huge help with the logistics and delivering to all the wonderful charities. Marcie Smedley said pictures were taken during the deliveries and Robyn Campbell Ouchida the district's PR consultant, will be sending out press releases soon. This should generate good will in the community for the library district.

Marcie Smedley took a moment to celebrate team members' milestone anniversaries by issuing them a service pin. This used to be done at staff day, but there hasn't been a staff day for 2 years, so Marcie Smedley said she would like to publicly recognize those team members here and share the great length of service Henderson Libraries has in the team.

5 Year Service Pins:

Markita Dawson, Adult Services Librarian, Gibson Library
Carolyn Marcu-Sbraccia, Adult Services Specialist, Paseo Verde Library
Erin Owens, Youth Services Librarian, Paseo Verde Library
Dylan Rich, Shelver, Paseo Verde Library
Bethany Schnapp, Circulation Specialist, Paseo Verde Library

15 Year Service Pins:

Deborah Williams, Circulation Specialist, Paseo Verde Library
Caroline Hoover, Acquisitions and Bibliographic Services Librarian
Carol Miller, Senior Circulation Specialist, Paseo Verde Library
Lisa Phelan, Library Manager, Paseo Verde Library
Marshà Wells, Customer Care Senior Specialist

20 Year Service Pins:

Edward Feldman, Acquisitions and Bibliographic Services Librarian
Justin M. Viskoc, Customer Care Specialist

New Business

1. Discussion and possible Board action regarding West Henderson Library shelving

Marcie Smedley said the Space Savers quote was sent out to the Board for review yesterday afternoon. Space Savers holds a Sourcewell Contract. [Sourcewell (formerly NJPA) is a public agency that offers competitively solicited purchasing contracts for products and equipment to all government, education and non-profit agencies across the U.S. and Canada. There is no-cost to join or participate in the Sourcewell contract purchasing program.] Marcie Smedley said we learned about Sourcewell from the City of Henderson when the flooring needed replaced at the Paseo Verde Library. The quote is for \$107,527.68, including all shelving, end panels and installation. The shelving is on casters and is movable. This is trending in libraries now and makes it possible to create program space. The West Henderson Library space is small and movable shelving makes it easy and efficient to reconfigure the space. At some point, the West Henderson Library will become a full-service library and then another storefront library can open in a different part of Henderson and the shelving can be used there. Having the shelving on casters makes it much more suitable and flexible moving forward. This amount is under budget.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked if, since the Green Valley Library is being renovated, that shelving will be repurposed to the new space. Marcie Smedley responded it will not be repurposed to the West Henderson Library; the tall shelving will be repurposed to the Friends' area, storing the books they sell on Amazon. Much of the shelving at Green Valley Library was repurposed from a bookstore that went out of business and much of it did not match. After the remodel, Green Valley Library will have matching shelving and end panels, providing a coordinated look, accomplished with grant funds. Additionally, another trend in public libraries is to use shorter shelving for more

visibility and line of sight in public areas for safety reasons. With what is left, a consistent, professional look can be created. There is also the advantage of more easily moving and relocating the new shelving.

Jennifer Andricopulos made a motion to approve the Space Saver contract for shelving at the West Henderson Library. Angela Brommel seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding amendment to Self-Funded Group Medical and Dental Benefits Preferred Provider Organization (PPO) Plan

Debbie Englund said there are very few changes to the self-funded plan. There is a clarification of co-pays on in-patient mental health and substance abuse hospitalizations. The eligibility age for colorectal services was changed from 50 to 45. The wellness benefit was changed to say it is only eligible within 12 months. The time frame for the plan administrator to make first-level appeals was updated from 30 days to 20 days.

David Ortlipp asked for public comment. There was none.

There was no board discussion.

Kip Noschese made a motion to accept the amendment to Self-Funded Group Medical and Dental Benefits Preferred Provider Organization (PPO) Plan. Bette Silverman seconded the motion. The vote was unanimous.

3. Discussion and possible Board action regarding Self-Funded Group Medical and Dental Benefits Exclusive Provider Organization (EPO) Plan

Debbie Englund explained historically Clark County has offered a PPO and an HMO plan. Because of rising HMO costs, Clark County is doing away with the HMO and have instead offered an EPO. The EPO is structured the same (costs and copays are the same) but will be administered by Clark County as a self-funded plan. Employees who were previously on the HMO plan will be automatically enrolled in the EPO plan on January 1st, unless they elect to move to the PPO.

David Ortlipp asked for public comment. There was none.

There was no board discussion.

Kip Noschese made a motion to accept the Self-Funded Group Medical and Dental Benefits Exclusive Provider Organization (EPO) Plan. Bette Silverman seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding amendment to Interlocal Agreement for Self-Funded Health Benefits PPO and EPO plan rates

Debbie Englund said there are no changes. All rates are the same.

David Ortlipp asked for public comment. There was none.

There was no board discussion

Kip Noschese made a motion to approve the amendment to Interlocal Agreement for Self-Funded Health Benefits PPO and EPO plan rates. Bette Silverman seconded the motion. The vote was unanimous.

5. Discussion and possible Board action regarding fiscal year 2022 budget amendments

Debbie Englund asked the Board to amend the FY22 budget to include 3 grants: \$7,000 for summer reading, *Oceans of Possibilities*, \$40,000 for Meeting Community Needs as part of the American Rescue Plan used to purchase a tablet station (like Paseo Verde Library has) for the Gibson Library and to buy some UVC [ultraviolet radiation with wavelengths between 200 and 290 nm; all of this type of radiation is filtered out by the ozone layer so that none reaches the earth's surface. Ultraviolet C is germicidal] cleaning boxes, and \$75,000 for an Expanding Outreach grant to purchase an outreach vehicle. All the grants were LSTA grants. Total amendment will be \$122,000. Supplies & Services, \$33,035, Capital Outlay, \$88,965.

David Ortlipp asked for public comment. There was none.

Kip Noschese asked for update on the outreach vehicle. Marcie Smedley said it is still being worked on. The state librarian doesn't think the funds can be rolled over but is checking on it. Right now, it's not known if the funds will be used, but the outreach team is still reaching out to local vendors. It is a tough market right now to get a vehicle. Sulin Jones, the state librarian and LSTA coordinator needs to know in January; then she will try to get an exception for extenuating circumstances.

Kip Noschese made a motion to approve the fiscal year 2022 budget amendments. Jennifer Andricopulos seconded the motion. The vote was unanimous.

6. Board discussion and possible action regarding reclassifying Shelver positions (Grade 11) to Material Handling Specialist positions (Grade 16) as needed

Marcie Smedley said the shelving position, an entry level position, has been under consideration for a couple of years. When a new minimum wage passed in the 2019 legislature, it didn't apply to the library district as a public employer, however, to attract good workers it is considered necessary to align the district's minimum wage with the state's minimum wage. The shelver position is the only position in the district that falls under minimum wage. The automatic material handler [AMH] has shifted the workflows and work processes. By reclassifying the shelver position, it allows the district to respond to the workflows and add responsibilities, along with an increase in pay, to meet the minimum wage requirements. The material handling specialist will oversee the AMH, sort and process materials and clean/maintain the shelf areas. This reclassification will happen in phases. The Paseo Verde Library has the only AMH currently. 3 positions at the Paseo Verde Library will be reclassified, effective December 20th. As the AMH is installed at the other locations, the affected shelver positions will be reclassified. The pay scale for grade 11 is \$9.12 - \$14.08 per hour. The pay scale for grade 16 is \$11.36 - \$17.24 per hour. These scales increase each year with the cost-of-living adjustments [COLA]. By the time the state minimum wage hits \$12 per hour (it is being increased incrementally), Henderson Libraries will be in line with \$12 per hour as well. There will not be a fiscal impact at this point. There is salary savings through unfilled shelver positions which became vacant through the pandemic. There is no timeline on when the new AMH machines will be received. But next year the budget will include the grade 16 positions. Because AMH takes some of the time away from shelving, a training program is being developed, including a video, to train volunteers to help with shelving needs. The pilot program for volunteer shelvers is being developed at Paseo Verde Library. The training video will help potential volunteers decide if shelving is something they want to do.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked if the positions are part-time or full-time. Marcie Smedley responded the positions are part-time, 19 hours per week. There are no full-time shelvers or AMH specialists. Kip Noschese asked the minimum age requirement. Marcie Smedley responded 16 years old. David Ortlipp said it makes sense, when there are so many businesses trying to attract workers, to bring the pay in line with other entry level positions.

Kip Noschese made a motion to reclassify Shelver positions (grade 11) to Material Handling Specialist positions (grade 16) as needed. Jennifer Andricopulos seconded the motion. The vote was unanimous.

7. Discussion regarding mask guidelines

David Ortlipp said this item is in response to public comment from the last meeting. The Board couldn't discuss it then as it was not on the agenda.

Marcie Smedley shared the district's mask guidelines. To enter and use any of the Henderson libraries patrons must adhere to the state mask mandate which states that anyone 10 years and up must wear a mask. Ages 2 to 9 are strongly encouraged but not required to wear masks and those under 2 years old should not wear a face mask. As in-person programming returned, staff considered that storytimes and children's programming bring together many individuals of an age not able to be vaccinated from different households coming together in one central location with closer contact for a prolonged period. The guidance from the Center for Disease Control [CDC] and the American Academy of Pediatrics was reviewed. The guidance from both organizations strongly advocates for all individuals over the age of 2 years, vaccinated or unvaccinated, to practice universal masking indoors, in public settings, in communities that are experiencing substantial or high transmission rates, which Clark County is. Additionally, this guidance aligns with current practices required at local schools and aligns with the guidance from

the CDC that early care and education programs should practice universal indoor masking for ages 2 years or older, regardless of vaccination status. With all that information, the stricter guidance was implemented requiring all program attendees, ages 2 years and up, to wear masks in programs. The guidance from the governor has always allowed for more restrictive mandates from businesses, but not less restrictive mandates. That is where we implemented the mask guidance for program attendees.

David Ortlipp asked for public comment.

Cherie Rankova said she is a Henderson resident, living about a mile and a half from the Paseo Verde Library.

Ms. Rankova said she is asking the Board, and this public facility, to reconsider the stand on requiring masks during in-person programming. She is asking this institution to remain unbiased in its interpretation of the mask guideline recommendations and to work within the framework as set out by Governor Sisolak and his Nevada health response team that does state that ages 9 and under are strongly encouraged to wear masks, not mandated. For an entity that is not a school to enforce stronger guidelines that are for much larger school institutions that group people together for a much longer period does not make sense for this facility. According to Henderson Libraries September 16th Board meeting minutes, James Green had asked how the vaccine mandate would affect the library. Ms. Smedley responded that mandate is for private employers, and this is not a private employer. This is a public institution and that is why Cherie Rankova is asking the Board to work within that framework and those guidelines. Ms. Smedley also indicated that she had spoken to other library directors, who were not implementing those vaccine mandates. Other libraries in Clark County are not enforcing these stricter mandates. Ms. Rankova said she does not understand why Henderson Libraries is not comparing apples to apples, library to library, instead of library to school. From discussions with Ms. Smedley, Ms. Rankova said she believes Marcie Smedley sees this as a classroom environment that might be in a school. But the other libraries have the exact same or similar environments. Again, apples to apples. Furthermore, if we literally walk across the street to the Henderson rec center, where mixed-age classes are held for 45 minutes, 1-1/2 hours, 2 hours, and again within the Clark County rec center, where Ms. Rankova has also taken her son, there are the mixed age classes, 3-year-olds, 7-year-olds, and there is not the strict requirement that 9 and under must wear a mask. That doesn't mean that parents don't have the ability to put a mask on their child at their sole discretion. They have that ability. Cherie Rankova said she has been to many different public facilities and is very involved in her son's life. Ms. Rankova works but also makes time to do classes with her son. Within these ages and mixed groups, there are parents that have their child wear a mask and others choose not to. Ms. Rankova reiterated she is asking the board and public institution to work within the framework and guidelines, apples to apples, not apples to oranges with the school district. That is too restrictive and is pushing her family out to other libraries that are not in her community. A mile and a half she lives up the street, Ms. Rankova said, she should not have to go to the Whitney Ranch Library, Spring Valley Library, and yes there is another library in Henderson, but they all have different times for their activities. She must find something that works with her schedule, her family and her work life. To be pushed away and out of the community is not acceptable of what a public institution should be. Libraries are so important. They are key in our community. A lot of people won't speak up on this because they don't know their rights. They don't know there is this guideline and directive 24. Directive 24 was put in place June 25, 2020, 1-1/2 years ago. In that time, we've gone through the whole pandemic, the Delta variant. This is not new. That is why she is asking the Board to right a wrong.

David Ortlipp asked for board discussion

Kip Noschese said Ms. Rankova mentioned being pushed away. The library doesn't have the intention pushing anyone away. Programs are still open to the public, as a public institution. There is just a requirement to wear a mask. The mask is for the protection of everyone, including staff. Perhaps it should be discussed to change the mask requirement to be, not necessarily optional, but strongly encouraged. And still be available to everyone.

James Green asked about the general make up of attendance in libraries, adults vs. children. Marcie Smedley asked if James Green means in the programs or in the buildings. James Green replied in the building on a daily, weekly, or monthly basis? Just a ballpark figure. Marcie Smedley said it varies depending on the time of day. During the day, there are more adults than children. Probably in the range of 60-70% adult. Lisa Phelan said during programming, there are probably more children at Paseo Verde Library than adults. Bette Silverman asked about children's programming capacity. Betsy Johnson said because of capacity this room [program room] is being used

instead of the story room. 48 passes are handed out for a preschool storytime, including parents. School-age programs are about 25 children and parents do not come in. James Green recapped, so approximately 25 children at each program. James Green said his 13-year-old son is in a class with 42 children for 8 hours a day and James Green disagrees with the requirement that his son must wear a mask because of what is known about transmissibility. James Green said he is not in favor of being more restrictive for age groups 2-9.

David Ortlipp said this is more of an operational thing for Marcie Smedley. There is no policy to change or approve.

David Ortlipp asked if it is feasible to ask kids that young to keep masks on all the time; it seems it would be very difficult to keep a mask on a 2-year-old. How difficult is it to mandate something for 2 to 9-year-olds and enforce it? Marcie Smedley said people are asked to wear a mask. Children aren't kicked out of storytime for taking the mask off and on. Staff tries to work with families within the guidelines of the CDC and the American Academy of Pediatrics. There is not an environment where people are told they can't come to storytime, staff are asking that an effort be made to wear the masks. David Ortlipp said so it is a mandate, but in practice it is not, then? Marcie Smedley said no one is admitted to storytime without a mask.

Angela Brommel said instructional and programmatic librarians are also called the first teachers. For younger children, the library is a classroom space. Angela Brommel appreciates that the team has looked at the CDC and American Academy of Pediatrics for guidelines. The library team has tried to create a classroom that is safe and accessible. There are people whose children aren't going to K-12 school right now, but they may be looking for places for their children to keep learning. The team has tried to find a way to keep the programmatic librarians safe and the children safe too. Angela Brommel suggests following whatever guidance the librarians think is needed to keep services open for as many people as possible.

Jennifer Andricopulos appreciates trying to keep each other as safe as possible and said if her kids were between 3 and 9, she would work with her kids to wear the masks. Jennifer Andricopulos said knowing the other libraries are not enforcing this gives her pause; she thinks Henderson Libraries should be in alignment with the other libraries. Allow parents to make that decision. Along with Angela Brommel's thoughts, perhaps people should be spaced out and more precautions taken, especially if there are people at risk, or compromised, or feeling uncomfortable. At least the area feels like a safe space. Jennifer Andricopulos suggested looking at aligning with other libraries and think what is best for kids and programming.

David Ortlipp said there is a big difference between "mandate" and "strongly encourage". There is no board action on this item, but everyone should have the opportunity to say their piece. Thanks for all the comments. James Green asked if there are next steps. David Ortlipp replied this is the end of topic. Marcie Smedley can consider the comments from the public and the Board and make a decision. James Green said thank you and asked if someone can send out the current policy and background information and James Green will do some further personal research. Marcie Smedley will send program guidelines. James Green asked if there is a policy that deals with health and safety that would govern this. Marcie Smedley will look under the umbrella of programming guidelines to see if it aligns with a formal policy.

Old Business

None

Announcements

The next Board meeting will be **January 20, 2022**, 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.

David Ortlipp asked for public comment.

Cherie Rankova thanked the board for hearing her out and taking into consideration changing the wording to "strongly encourage" as have the Clark County Rec center, and the rest of the libraries. Regarding the comment about children that may not be able to be vaccinated, there will always be children that are unvaccinated because some people don't want to vaccinate their kids. That's the reality. Furthermore, Cherie Rankova said, she doesn't want to just complain.

On a different item, regarding the outreach truck conversion, Cherie Rankova works in the automotive industry and her boss has many contacts across the country and can make inquiries if the Board will reach out and give the information. Perhaps they can help find a solution.

David Ortlipp recognized the friends volunteers and all the work they do. There will be no Library Tree Lane Gala or Volunteer Appreciation this year, so David Ortlipp said he just wanted to thank everyone who volunteers at the library. Moving forward we all need to be looking at being advocates for the library district all the time. Everyone should have a 20 second elevator speech. David Ortlipp said he is looking forward to the next couple of years with some of the great things going on. David Ortlipp also said he appreciates the work the board members do.

Jennifer Andricopulos thanked David Ortlipp for being such a good Board chair and guiding the Board, and thanked Marcie Smedley for her leadership.

Adjournment

The meeting adjourned at 8:40 am

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by December 10, 2021.

Posted at hendersonlibraries.com, the State of Nevada Public Notice Website, Henderson City Clerk's Office, Paseo Verde Library, Green Valley Library, and the James I. Gibson Library.

For details of the agenda, or to leave public comment before the meeting, please call the administrative offices at 702-207-4298.