

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** March 17, 2022**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, David Ortlipp, Bette Silverman

Board present (via Zoom): James Green, Kip Noschese

Board absent: None

Staff present: Debbie Englund, Dana Friesen, Sean Hill, Betsy Johnson, Michelle Mazzanti, Heela Naqshband, Lisa Phelan, Marcie Smedley

Staff present (via Zoom): Leona Vittum-Jones, Joy Gunn, Viveca Grinstead, Candace Kingsley, Shakita Kirkland, Lori Richardson

Others present: Julie Buckley, Ashley Campbell, Diane Collins, Roberta Holton, Cindy Vallar

Approval of Agenda

Bette Silverman 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

January 20, 2022

CA-2 Review of Paid Invoices

January 1 – February 28, 2022

Jennifer Andricopulos made a motion to approve the consent agenda. Angela Brommel 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 invited Julie Buckley to share information about Library Tree Lane activities during the past year. Julie Buckley, members of the Library Tree Lane committee and Friends' board (Ashley Campbell, Diane Collins, Roberta Holton, Cindy Vallar) addressed the Board. Julie Buckley said they are thrilled to be here today. There has been no Library Tree Lane Gala for 2 years, but last year a mini version of Library Tree Lane was created through boutique sales at the Paseo Verde Library. Normally the group builds 100 to 125 hostess baskets. For 2021, **230** hostess baskets were sold and there were 25 chance baskets. There were great donations from patrons and a lot of things were sold. 3 wreathes were sponsored at \$250 each. Julie Buckley said the committee thought they would make about \$5,000; the presented a check for \$14,000. Julie Buckley said the Library Tree Committee will try to do

the boutique again for 2022. There probably will not be a gala. It is too hard to start the planning without knowing where the basket building will take place. This year, tree sponsorships will be added. There are 5 trees that will need sponsors if the Board knows of any potential sponsors, please share that information. The meeting adjourned at 7:50 a.m. for pictures to be taken and reconvened at 7:52 a.m. Marcie Smedley thanked the volunteers for all their team does to support the libraries. This year the work was done in corners and pockets of space (and still managed to raise \$14,000!); the library administration is looking forward to providing better space in the future. The Friends team does this work from a place of love and support for the libraries. The whole library team appreciates this effort and enjoys having you here. Julie Buckley said they are looking forward to the space at the Green Valley Library. David Ortlipp said the Friends are part of the fabric of the library. The gala is great for community outreach and social engagement. The Friends give the library funds every so often, but the non-tangible thing is about getting out in the community.

Marcie Smedley reminded the Board about the Volunteer Appreciation Luncheon on April 6. Invitations were mailed out. If the Board members can attend, please let us know. It gives staff an opportunity to show they appreciate you, and the Board always enjoys being able to let our volunteers know how important they are to our organization.

The library district received 24,000 at-home COVID test kits at the end of February. About 3,000 test kits have been handed out over the past 3-1/2 weeks. People are still very interested in picking up test kits and having the kits in their homes. The requirement outlined by the State of Nevada is to provide 2 per person, per visit. It's going well. The library district is glad to be able to serve that need.

The library district may be able to take possession of the West Henderson Library on April 1st if the owner receives the Certificate of Occupancy this month. Some pop-up/outreach events may be planned, but the shelving has been delayed until May. There will be a grand opening in June, but limited services will be provided in the interim.

There have been some delays in the construction at Green Valley Library. Right now, updated plans are with the city for approval so the next inspection can be scheduled. Areas away from the remodel are being prepped for painting. Once the construction is finished, the painting can be completed throughout the building, and flooring installed. Once the next inspection has been completed there will be a better idea of a timeline to be able to plan a grand re-opening that will highlight the partnership with Workforce Connections.

The Green Valley Neighborhood Library manager, Bethany Lafferty, accepted a position in Colorado. Congratulations to Bethany Lafferty, Marcie Smedley wished her well, and said thanks for 13 years of service. The job has been posted on the ALA [American Library Association] job list and recruitment flyers are being sent to the PLA [Public Library Association] career center at that conference in 2 weeks. Recruitment closes on April 3rd.

Members of admin team attended State of the City address at the Dollar Loan Center. The facility is very nice. The Dollar Loan Center also hosted the NCAA Big West Basketball Conference last week. There were some kinks with traffic, but Lisa Phelan is diligently working with the parking people and communicating any problems. The kinks will get worked out and it will become a smoother process.

The Gibson Library added a tablet hub a few weeks ago, like the one at Paseo Verde Library. Patrons have started using and enjoying the tablets.

Everything is moving along very well at all the branches.

New Business

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

Debbie Englund said there are a few budget amendments to the fy 2022 budget: LSTA grants had a little extra money and allowed libraries to apply for more. As a result, Henderson Libraries' summer reading grant, Oceans of Possibilities was granted \$4,000 more, bringing the total grant to \$11,000. The Expanding Outreach LSTA grant was increased by \$18,750 and the collection development grant was received in the amount of \$15,739.

2 large donations were received. The Occhialino donation was for \$16,850, with the stipulation that \$1,500 would be spent each year for library materials with the balance carried over. The Bryson donation for \$3,500 will most

likely be used for minor equipment at the Paseo Verde Library. The total revenue increase was \$58,839, and total expenditures \$43,489, with an ending fund balance of \$15,350 to be carried over.

David Ortlipp asked for public comment, there was none.

Bette Silverman said this is fabulous news and made a motion to accept the fy 2022 budget amendments. Angela Brommel seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding designation of auditor for fiscal year 22

Debbie Englund said this is the 4th year of a 5-year contract with HintonBurdick and requested the Board to designate HintonBurdick as the fy22 auditor. The price will be the same as the first year, \$19,500.

David Ortlipp asked for public comment, there was none.

David Ortlipp said the board regularly does an evaluation process of the auditor. Debbie Englund said the RFP [Request for Proposal] process is done every 5 years. Jennifer Andricopulos made a motion to approve the designation of HintonBurdick as auditor for fiscal year 22. Bette Silverman seconded the motion. The vote was unanimous.

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

Debbie Englund said in previous years PPO plan was separate from the HMO plan. Effective January 1st, Clark County moved the HMO plan in-house to an EPO plan. Contract language needed to be corrected to reflect that change. They are adding the continuation of care provision to both plans, so the plans work together. The lifetime maximum was changed to apply to both plans. If one plan maxes out, the other one does also.

David Ortlipp asked for public comment, there was none.

Jennifer Andricopulos made a motion to approve the amendments to Self-Funded Group Medical and Dental Benefits Preferred Provider Organization (PPO) Plan and Exclusive Provider Organization (EPO) Plan. Bette Silverman seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding Executive Director evaluation process

Bette Silverman said during the evaluation process last year the personnel subcommittee thought the process should be reviewed and tweaked a bit. It is a 3-prong approach: self-evaluation, admin evaluation and Board evaluation. Those core questions were tweaked and tailored to each. The draft questions have been provided to the Board. Under the admin questions, one sentence did not update. Bette Silverman asked the Board and admin to review the questions and get back with changes so the finalized version can be presented at the April 2022 Board meeting. Jennifer Andricopulos said many of the questions on the Executive Director self-review were short answer questions. These questions have been made more reflective. The questions need to be approved by the April meeting, so Marcie Smedley has time to prepare her responses. The final responses to the actual evaluation questions can be done by the May meeting, or the end of May and the compilation brought to the June Board meeting.

David Ortlipp asked for public comment, there was none.

David Ortlipp thanked Jennifer Andricopulos and Bette Silverman and said he did not think Board approval is necessary as this is more of an administrative review. 2 weeks seems reasonable for the Board to review the evaluation questions. This will be an ongoing item so discussion can continue. Jennifer Andricopulos said the questions should also be reviewed by Marcie Smedley and the admin team. Responses will be appreciated for any needed changes. Marcie Smedley said she would forward the questions to the administrative team. The one question that didn't update, under administrative, should read "sets realistic short and long-term goals." This will need corrected for consistency. David Ortlipp asked for the responses to be received by March 31st.

1. Discussion and possible Board action regarding Executive Director contract

David Ortlipp indicated this is basically a review of the contract in place. It might be fine, but a second set of eyes is needed to ensure that everything looks okay. Last month, the board approved entering the negotiation phase and written intent was provided to Marcie Smedley who responded in writing with her intent to enter into contract negotiation. The final contract must be approved at the June meeting. This allows a couple of months to review the contract. David Ortlipp asked for a couple of board members to work on the contract, and any make any necessary changes. Angela Brommel and James Green volunteered. Angela Brommel asked if, since it is contractual, will it need to go through legal counsel? David Ortlipp said yes, it is a collaborative process. This process needs to be done in time to present the contract at the June Board meeting. David Ortlipp suggested spending a month on the review and asked if that was enough time. Angela Brommel said yes.

Announcements

The next Board meeting will be **April 21, 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, there was none.

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 March 10, 2022.

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.