

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** April 21, 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 Secretary, Betty Silverman, called the meeting to order at 7:45 a.m.

**Roll Call**

Board present: Jennifer Andricopulos, James Green, Gerri Schroder, Bette Silverman

Board present (via Zoom): Kip Noschese, David Ortlipp

Board absent: Angela Brommel

Staff present: Debbie Englund, Viveca Grinstead, Sean Hill, Michelle Mazzanti, Heela Naqshband, Kate Peraza, Marcie Smedley

Staff present (via Zoom): Leona Vittum-Jones, Joy Gunn, Candace Kingsley, Shakita Kirkland, Melissa LaPorte, Chad Lenzini, Lisa Phelan, Vivian Tufano

Others present: Mike Strom

**Approval of Agenda**

James Green made a motion to approve the agenda. Jennifer Andricopulos seconded the motion. The vote was unanimous.

**Approval of 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 17, 2022

**CA-2 Review of Paid Invoices**

March 2022

Jennifer Andricopulos made a motion to approve the agenda. James Green 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 said the Board has a new member, Gerri Schroder, who is caught in traffic but should be here soon.

Viveca Grinstead, the district's accountant, presented the third quarter budget report. The total budget used should be close to 75%. Those figures are in the last column on the right. Tax revenues are in over budget. Advalorem taxes are in at 85% (last year 81%), consolidated taxes are in at 70% (last year 57%); if this trend continues, revenue could come in as high as 24% over budget. Salaries, wages, and benefits are where they should be. They are a little lower due to unfilled part-time positions. Utilities are right where they should be. Note that mobile services and data communications are under budget due to grants received for hotspots and a switch over to T-Mobile whose rates are a lot lower. Library books and materials are right where they should be. The Capital Outlay budget is at \$75,000 for the district's outreach vehicle, but a grant was received to cover the entire cost. The district will see that \$75,000 as a savings. James Green asked if the outreach vehicle is the truck that we were going to try to get built locally. Marcie Smedley responded yes, the

deposit has been put down and the vehicle is going in on May 27<sup>th</sup>; it is expected to be finished in July. Jennifer Andricopulos asked if any unspent funds roll over, or is the district obligated to spend those funds this year. Marcie Smedley said unspent funds become part of the ending fund balance and can be budgeted for the next year. The funds don't necessarily stay in the same category, they just roll into the available funds for the next year.

Marcie Smedley said the Green Valley Library is coming along nicely. Painting will be finished this week. Carpet will be installed next week. Furniture and shelving will be delivered and installed soon, including end panels and canopy tops. An early June grand re-opening is expected. More information will be forthcoming as plans solidify. A grand re-opening celebration will be held in conjunction with Workforce Connections. We are looking forward to re-introducing everyone to the library and the updated environment.

The owner of the West Henderson Library should have a certificate of occupancy this week. A walk-thru punch list for the library to take possession will happen next week. There were plans to offer interim services but since occupancy has been pushed back, it is unlikely services can be offered before the library opens. Shelving will be installed the week of May 23<sup>rd</sup>. After the shelving is installed, the collection will be added as well as any other supplies or furniture that are needed. An opening is tentatively scheduled for the first week of June, with a grand opening later in June. More information will be provided as the dates are firmed up.

Marcie Smedley thanked the board members that came to the volunteer appreciation lunch. The event went very well. Marcie Smedley thanked the volunteer appreciation committee, led by Michelle Mazzanti. The committee did a wonderful job and so many compliments have been received. Everyone felt great coming together. This was a great way honor and celebrate our volunteers.

### New Business

#### 1. Discussion and possible Board action regarding monetizing the Paseo Verde Library parking lot for events

Marcie Smedley has been in discussion with the Knights' organization about monetizing the Paseo Verde Library parking spots at times when the library is closed. Friday and Saturday nights the spots could be utilized at 5:30 p.m. and all day on Sunday. Conversations, thus far, indicate they would use the spots for "day of" parking, not pre-sold parking. The "day of" parking charge is \$12 per spot. The Paseo Verde Library has 133 parking spots that could be made available. Other spots won't be available, such as the handicap spots, book drop parking, library vehicles parking, and 5 reserved spots in the event team members or cleaning crew need after-hours access. The current offer to the library district is \$4 per spot. Marcie Smedley explained that as a publicly funded agency, it may look like the library district is supporting a "for profit" agency if the spots don't produce the same revenue as the other parking spots. It was explained that the other \$8 per spot covers expenses. Some of those expenses are already being incurred since parking staff are currently keeping people out of the library parking lot. It might make more sense if there is a flat fee per event. Another idea being considered is a "fine free sponsorship" allowing for their use of the lot. Many ideas are being discussed. When the number of events per year is provided, fair compensation can be determined. Everyone will be kept posted, but Board feedback will be appreciated.

Bette Silverman asked for public comment. There was none.

Gerri Schroder arrived, apologized for being late, and received a warm welcome to the Board.

Bette Silverman clarified that the per spot proceeds would be 133 times \$4. Marcie Smedley said yes. It was conceded that as time goes on, if the parking company's expenses dropped the per spot payment would be increased. Some concerns have been raised about whether staff will have to audit the lot if a "per spot" mode is chosen, or how the per spot revenue would be affected if the arena staff use the lot. All ideas are being considered and the library district's attorney is checking for potential liabilities. Marcie Smedley said some feedback is needed from the Board so Marcie Smedley can fairly represent the Board's wishes.

Jennifer Andricopulos commended Marcie Smedley for looking into this and for always looking out for the library district. Has it been verified the district can do this? Does the parcel belong to the library district or the City of Henderson? Marcie Smedley said the library district leases the land from the city. A City of Henderson representative has been on the emails about this, and it will be confirmed with the city attorney. When conversation started with the Knight's organization, the Knights organization had already approached the city to see if discussion should be with the city or the library district. Gerri Schroder asked if the city should be included in the legal document. Marcie Smedley said that so far everyone has been fine the library being the sole entity in the contract. Marcie Smedley will confirm that it was reviewed by the city attorney. Gerri Schroder said if something happens in the parking lot, and there is litigation, usually all entities involved are named i.e., the Knight's organization, the library, the city, etc. Marcie Smedley said she will check into it, but it may be as simple as naming the city on an insurance certificate.

Bette Silverman asked if there is a surveillance camera system that covers the parking lot. Marcie Smedley said no. James Green said there should be a camera system in this environment. Surveillance would help with the security and parking spot usage could be monitored. James Green indicated camera systems are not that expensive, as he just installed wireless cameras at his home that cost about \$130 each. A high-end system of two or three cameras would cover the entire parking lot. James Green asked if there would be clean up issues. Marcie Smedley said this is in discussion as well. There hasn't been a specific conversation about clean up, but will Marcie Smedley will ensure it is included in the agreement. James Green said the handicap spots were mentioned, how would they be used? Marcie Smedley said they were excluded from being used. James Green asked how many handicapped parking spots there are. Marcie Smedley responded 6. James Green suggested using covers for the handicap signs to be able to utilize those spots. This would need to be researched. Marcie Smedley said she would research this to see if it can be done.

James Green stated support for this idea. David Ortlipp said he thinks they should split the proceeds 50-50 and asked if the Board has any thoughts. James Green said they are covering all the expenses, security, traffic, monitoring the lot and cleanup; the funds coming to the library will be pure profit. James Green said he is okay with that. It is less than half, but it is a good starting point. Jennifer Andricopulos said parking is always a concern with a new structure. If the library district can help overall with the traffic flow it seems like the space should be utilized and it's a good idea. Marcie Smedley said, and in addition to helping with the traffic stream, the library district is realizing a revenue stream. Gerri Schroder said if the library is closed and the space can be utilized, it will help avoid confusion. People are confused as to why they can't park there if the lot is empty.

Kip Noschese asked if there has been any consideration to staying open until game time to get more library traffic from people attending the game. Marcie Smedley explained on game days when the library is open until 7:00 p.m. and the game starts at 7:00 p.m., the library doesn't see much increase from the people enroute to attend games. It may be a good idea to increase signage. It's a great opportunity to really increase our visibility with people attending the games that may make them want to come back at a different time. It probably would not increase usage at the library, and some patrons are frustrated because the traffic flow changes to one-way a couple of hours prior to the game. The parking staff have done a good job putting up signage saying to enter off Green Valley Parkway to go to the library. Library staff are reminded about the traffic flow, but our patrons have developed their own patterns and would choose not to come to the library at game time because of the frustrating traffic. People coming to attend a game/event have specific intentions and likely would not spontaneously decide to come to the library. Different types of traffic flow and events will continue to be monitored, though. Kip Noschese said at least the arena finally brought a traffic light.

James Green reiterated the importance of surveillance cameras and asked Marcie Smedley to please check them out. It is a good deterrent for crime. Maybe the district could ask reimbursement for all or part of this expense. Maybe the expense can be shared. Get some bids. Marcie Smedley responded there has been a lot of discussion about cameras. Moving forward the district must be very clear about policies, to clarify who could request the footage. This is an opportunity to research the issue and get the necessary pieces in place.

Gerri Schroder said there are a number of games, and the Dollar Loan Center [DLC] Arena will have other events, such as, symphony orchestra, high school and college graduations; has it been determined how many events there are throughout the year? Marcie Smedley has asked for an estimated number of events on Friday, Saturday, and Sunday. Most of the city events will not be paid parking. Paid parking will be for events organized by the Knights organization. It would be helpful to identify those that will have paid parking. Gerri Schroder said if it is free parking, the library parking lot can be utilized. Marcie Smedley responded the agreement would be the lot is available when the library is closed. When the library is open the spots are needed for library patrons. There would be no problem with free parking if the library is closed.

Bette Silverman asked if barriers are being considered to keep people from parking. Marcie Smedley said that right now the 2-3 parking people are stationed at the entrance of the library parking lot to ensure it is used only by library patrons. Bette Silverman commented the parking people were quite nice when she was leaving, saying "have a good evening". David Ortlipp said another aspect to consider is that the library district pays a very nominal fee to the city to lease the property. The city is a good community partner and that should play a part.

James Green asked what the timeline is to come to an agreement. Marcie Smedley said they were hoping earlier this month. It was explained this had to go before the Board. The last conversation was a week ago when the list of events was requested. Right now, hockey is winding down. The agreement may not be as imminent, the timeline may be such that there is more time. Marcie Smedley said the Board can authorize the Executive Director to proceed under a certain number of terms, or it can be delayed until the next meeting. James Green asked what the downside would be of letting the Executive Director negotiate. It's a parking lot. Marcie Smedley said there is no downside. Marcie Smedley just needs to know what the Board is comfortable with. James Green said for the next month the Executive Director can negotiate at \$4 per spot and work it out and bring the agreement back to the Board. Gerri Schroder said that will work out. The Board can't be on hand every day to negotiate. Bette Silverman said the actual agreement and details can be presented next month. David Ortlipp said the agreement will still need to get executed and signed. Give Marcie Smedley the ability to negotiate and the agreement can be executed into the next hockey season. James Green said there are other things that happen besides hockey, football, and concerts. Marcie Smedley said it is expected to be a very busy facility. When there are hockey home games, the parking lot may be used Friday, Saturday, and Sunday. In the off season, it may be used only one night. Marcie Smedley clarified the Board Chair's guidance would be to wait until a signed agreement is in place to allow use of the parking lot for events. David Ortlipp said liability would dictate the agreement should be in place before money is collected. James Green asked how soon the needed legal support will be available – days? Weeks? It is a parking lot. The liability is already being incurred. Jennifer Andricopulos the difference is that money isn't being collected. James Green said he is not worried about losing \$4 per spot for a few events during the next month. A relationship is being built that will take the district decades down the road. Gerri Schroder asked what the effective date would be after the agreement is signed. Would it be the day the agreement is signed? Marcie Smedley said that would be up to the Board. If the Board is comfortable with \$4 per spot it could begin right after the agreement is signed. A clause can be added to review the situation in 3 or 6 months. Bette Silverman asked if the soonest revenue would then be in June? Marcie Smedley said yes unless the Board wants to authorize signature on the agreement by the Executive Director. Gerri Schroder said that may be a good idea and have a 6-month review. That way, the district won't have to wait a year to make any needed changes. James Green made a motion to allow the Executive Director to enter negotiations with the Knights organization for monetizing parking spots a rate of \$4 per parking space, based on authorization from legal support and come back to Board in May for ratification. Gerri Schroder recommended adding a 6-month review. James Green amended his motion to include the 6-month review. David Ortlipp said if it is in those terms the agreement does not need to come back to the Board for a second approval. James Green said right now the terms of the agreement aren't known. Marcie Smedley may be able to negotiate \$5,000 for a surveillance system. If the signed agreement is presented at the May meeting, the Board can ratify the decision and will have an opportunity to show support of the Executive Director. Kip Noschese asked if the motion could read a minimum of \$4 in case Marcie Smedley can negotiate more. James Green amended the motion to include a minimum of \$4 per parking space utilized. Jennifer Andricopulos seconded the motion. The vote was unanimous.

## Old Business

### 1. Discussion and possible Board action regarding Executive Director contract

James Green said the contract is being worked on. There are three documents involved [The bylaws, the contract and the job description]. Some comments for changes have been received. What is the process to change these documents? Marcie Smedley said the bylaws are reviewed in the odd numbered years to align with the any changes that may take place during the legislative session. To change the bylaws, the change must be proposed to the Board 30 days before a vote is taken. The passing vote must be 2/3 of the entire Board, not just a simple majority of the quorum.

Marcie Smedley said the contract must be approved by the Board in time to be effective at the end of June. According to the district's attorney, the contract itself, once put together, can be shared with Board in a closed personnel session. The Board can have discussions and approve it or make whatever changes are necessary.

Marcie Smedley asked if the job description had been approved by the Board. Debbie Englund said job descriptions don't get approved by the Board.

The Board can have a closed session for personnel matters. The job description has not been presented to the Board. The subcommittee can share with the Board to solicit any feedback or suggestions.

James Green said just the contract itself will need to be addressed by the end of June. There weren't very many comments received back. The subcommittee will bring a recommendation to the May meeting. This will need to be approved by the June meeting.

James Green asked for clarification that the subcommittee is not looking at terms. Marcie Smedley said the terms will be the next step. David Ortlipp said the subcommittee should bring the contract back to the Board in May, including the terms. James Green said, to be clear, he thought just the language of the contract was under review. Now the subcommittee is being directed to review the terms. There will be some discussion and it will be brought back to the May Board meeting. This item will carry over to the May meeting.

## **2. Discussion and possible Board action regarding Executive Director evaluation process**

Jennifer Andricopulos and Bette Silverman sent evaluation drafts out to all Board members. There was no feedback for changes. Joy Gunn was instructed to prepare the survey questions, with a couple minor changes that were needed. Jennifer Andricopulos reviewed the survey to ensure all needed changes were made. The surveys need to be finalized, sent out to the three groups: the Board, the administrative team, and the Executive Director for self-review.

Bette Silverman asked for public comment. There was none.

Bette Silverman thanked Joy for her work on the survey. David Ortlipp said the next step is to do the evaluation itself. A personnel subcommittee will be formed to perform the evaluation. The subcommittee is made up of 3 people. Last year the subcommittee consisted of Kip Noschese, Bette Silverman, and Angela Brommel. James Green asked about the final form of the surveys. Is it a compilation? Marcie said yes. The evaluation is the meeting between the Executive Director and the personnel Subcommittee; highlights will be presented at the Board meeting. Recommendations will then be made for a salary increase. That's how it's been done to date.

Marcie Smedley said with a new contract, it will start with a new base rate. The recommendation of the personnel subcommittee would be whether to move forward with the terms of the contract. It was decided Jennifer Andricopulos, James Green and Kip Noschese will be the personnel subcommittee. This will be the culmination of the work Angela Brommel and James Green have been doing on the contract. There is no action needed at this time. Marcie Smedley will confirm the surveys get sent out and the responses routed to the subcommittee. James Green asked for a 2-week deadline for the surveys to be completed. Marcie Smedley said they surveys are ready to go out. James Green asked that May 5 be the deadline for completing the surveys. David Ortlipp suggested 2 weeks from when they are sent out. James Green asked that the surveys be sent out no later than Monday. May 10 will be the deadline to have the surveys returned.

## **Announcements**

The next Board meeting will be **May 19, 2022**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

Mike Strom, the Administrator of Nevada State Library, Archives and Public Records, came late to the meeting and was introduced by Marcie Smedley. Mike Strom said he was glad to be here and mentioned it was nice to see David Ortlipp again. Mike Strom saw David Ortlipp recently at the meeting of the State Council on Libraries and Literacy.

## **Public Comment None**

*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 8:41 am**

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by April 14, 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.*