

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** May 19, 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, James Green, Kip Noschese, David Ortlipp, Gerri Schroder, Bette Silverman

Board present (via Zoom): None

Board absent: None

Staff present: Debbie Englund, Sean Hill, Heela Naqshband, Kate Peraza, Marcie Smedley

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

Others present: None

**Approval of Agenda**

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

April 21, 2022

**CA-2 Review of Paid Invoices**

April 2022

Jennifer Andricopulos made a motion to approve the consent agenda. Kip Noschese 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 Green Valley Library grand re-opening will be June 2<sup>nd</sup> at 3:00 p.m. There is excitement for everyone to see the progress. David Ortlipp had the opportunity to see the progress last week. This is an opportunity to show the community we created a great space and worked with Workforce Connections. Hopefully the Board can attend. Any Board members unable to attend can arrange a tour of the space.

A June opening is planned for the West Henderson Library. Shelving installation starts Monday and will take all week.

Paseo Verde Library parking lot conversations are on hold until the Knights organization has a new schedule in place. The City of Henderson is fine with the library district monetizing parking spaces and will be named as an additional insured. The big scheduling at the Dollar Loan Center Arena right now is for graduations.

David Ortlipp said the Green Valley Library looks great. The Board will be very impressed with the changes.

**PUBLIC HEARING**

Open Public Hearing, time: 7:51

**1. Discussion and possible board action regarding approval of the 2022-2023 (FY 23) final budget**

David Ortlipp asked for public comment. There was none.

Debbie Englund presented the Henderson Libraries FY23 final budget. The board members have all been briefed on this budget and provided a synopsis of it. Highlights include a carry-over from FY22 of around \$9.9 million. Ad Valorem taxes are estimated to be just over \$8 million, which is 13% higher than last year's budgeted amount. Consolidated taxes are estimated to be slightly over \$3.2 million, which is 23% over last year's budgeted amount. Other revenues are anticipated to be just under \$200,000. Overall, available resources are expected to be around \$21.4 million in FY23.

Salaries and benefits are the largest expenditures in our budget. They are anticipated to be \$4.8 million and \$1.9 million, respectively, which is a combined increase of 8% over the FY22 budget. Merit increases, a 3% cost of living adjustment, the addition of 3 new full-time positions, and the removal of 4 part-time positions are included in this budget.

Services and Supplies are budgeted at just over \$2.5 million, which is slightly down from the FY22 budget. This is because the FY22 budget was increased to allow for the additional operating costs associated with the West Henderson Library and several maintenance projects that were completed in FY22.

Capital outlay is budgeted at \$1.7 million. This is also down from FY22 because of the multiple capital improvement projects that were completed in FY22. Projects that were not completed in FY22 were moved to FY23. Those include the automated materials handling units for the Gibson Library, Green Valley Library, and West Henderson Library. New capital improvement projects for FY23 include adding RFID [radio frequency identification] gates to all the libraries which are needed as we convert our collection to using RFID tags.

Overall, total expenditures are expected to be just over \$11 million, resulting in projected ending fund balances for FY23 of \$10.4 million.

Bette Silverman thanked Debbie Englund and her team for the effort put into making it understandable. The hard work is appreciated.

Gerri Schroder said everything looks reasonable. Nothing seems outlandish. James Green made a motion to approve the 2022-2023 (FY 23) final budget. Kip Noschese seconded the motion. The vote was unanimous.

Close Public Hearing, time 7:55 am

**Executive Session – This will be a closed session estimated to require up to 45 minutes per NRS 241.030 (1).**

David Ortlipp asked for public comment. There was none.

James Green said the subject of the discussion has been notified as required by NRS 241.030. James Green made a motion to close the meeting. Kip Noschese seconded the motion. The vote was unanimous.

**The closed session began at 7:57 a.m.**

**1. Discussion regarding the Executive Director Evaluation and Contract**

Stop time: 8:49 while equipment was reset, the Board went out to have a picture taken.

At 8:53, James Green made a motion to reconvene the Board meeting. Gerri Schroder seconded the motion. The vote was unanimous.

**New Business****1. Discussion and possible board action regarding nominations of board officers (election to take place at June meeting)**

David Ortlipp asked for public comment. There was none.

David Ortlipp explained that per the Board bylaws, a slate of potential officers is drawn up in May and a vote is taken in June. The new officers assume responsibility on July 1<sup>st</sup>.

Board members were asked if anyone had interest in particular positions.

James Green said David Ortlipp is doing a good job as Board Chair and asked him to remain in that position. Bette Silverman concurred. James Green said he would be interested in the Vice Chair position or supporting anyone else that would seek the position. Kip Noschese said he is nearing the end of his term and is willing to step down to a trustee position. James Green expressed interest in the Vice Chair position.

With the position of Secretary left, the Board members were asked if anyone was interested in serving as secretary. Gerri Schroder asked what the duties entail. David Ortlipp said meeting minutes are taken by library staff and the secretary position is mostly a ceremonial role. The bylaws specify there must be a Chair, Vice Chair and Secretary. If both the Chair and Vice Chair are absent, the Secretary would then run the meeting. Bette Silverman expressed interest in keeping the position. Jennifer Andricopulos said she supports Bette Silverman and may be interested in a position after another year of board member experience. Gerri Schroder agreed and said she will step up in the future as well. Angela Brommel agreed saying she would step up in the future also.

The fiscal year 2023 officer slate is:

Chair – David Ortlipp

Vice Chair – James Green

Secretary – Bette Silverman

The slate of officers will be voted on at the next meeting, June 16, 2022.

**2. Discussion and possible board action regarding Executive Director evaluation**

Gerri Schroder said this is her second meeting and while she knows Marcie Smedley's great work out in the community with Workforce Connections, the city, Henderson Chamber, and the Las Vegas Chamber, she will abstain from this vote as it would be difficult to evaluate Marcie Smedley's performance as director without being here for the past year.

David Ortlipp asked for public comment. There was none.

James Green said he worked with the personnel subcommittee and here is a little summary of the evaluation. This was a comprehensive review survey completed by the administration staff, the board of trustees that were here during the evaluation period and a self-evaluation by Marcie Smedley. A personnel subcommittee was created by David Ortlipp. The committee processed through all the evaluations and surveys, in addition to several meetings with Marcie Smedley. Areas of evaluation included, but were not limited to, customer service, communication, personal growth and development, work environment, team collaboration, management skills, leadership, resource development, community relations, fiscal matters, strategic planning, problem solving and executive library knowledge. Overall, Marcie Smedley's performance during this evaluation was outstanding and the committee recommends a commensurate merit increase.

David Ortlipp said he appreciates the involvement of the Board members. In talking about the contract, David Ortlipp appreciates how people stepped up. The reason the board meetings are a reasonable length of time is because of the amount of work done behind the scenes. It is a testament to the Board involvement.

Marcie Smedley shared highlights of the past year:

Marcie Smedley first offered reflection on short term goals accomplished over the last year. Marcie Smedley said she is glad to report the district has fully restored library operations and reestablished services and programs that

were on hiatus over the course of the pandemic. Marcie Smedley was also happy to report the district is continuing to see the numbers of people returning to our libraries grow daily. The library team is looking forward to the hustle and bustle in the library, while identifying ways to survey library patrons to ensure the services being provided meet the community's current needs. There have been a lot of changes in habits and ways people use various services. Staff will identify if the library is meeting patron needs today or if there are changes that need to be made.

The storefront facility in west Henderson will be opening next month, providing better access to a part of Henderson that does not have close access to a library. Marcie Smedley said she is very proud of the work the library team has done to ensure there are services available in the west Henderson area. We are looking forward to getting that library open.

Marcie Smedley continues to work with the Henderson Libraries Foundation Board, as they grow their Board and develop sound fundraising strategies.

In addition to the short-term goals, Marcie Smedley shared some of activities and accomplishments in the last year.

The Green Valley Library remodel is coming to a close and Marcie Smedley can't wait for everyone to see it, as was mentioned earlier about the Grand Reopening on June 2<sup>nd</sup>. It is a beautiful and inviting new space. Our community will enjoy using the space and accessing the facility again. The Green Valley Library highlights available services, and this continues to link us to economic development as we expand the district's partnership with Workforce Connections to offer more services to job seekers and small business owners.

The district continues to make progress on strategic initiatives. We will be identifying next steps forward as the district is halfway through that five-year plan. The library team needs to start forecasting how to move forward as the end of this five-year period approaches. What do we need to carry forward? What will need done to develop a new strategic plan? What will need to be on the radar in the next 5 years?

Partnership with the Henderson Silver Knights was an exciting partnership. The library district created a branded library card and held a library card signup event. Marcie Smedley continues to be in contact with the Knights organization. The district will be working toward future opportunities to partner with Knights organization.

Inspirada has been a great partner as Henderson Libraries continues to develop the West Henderson Library, Inspirada has helped in raising the visibility. They share library information in their newsletter and social media groups. The mom groups are very excited and communicative about the progress with the new library. This continues to be a good partnership to build the publicity of the libraries.

Marcie Smedley and Joy Gunn have been spending more time in the buildings with the team. Roundtables were held with all departments in the fall of 2021 to hear from the team, face to face, what challenges they are seeing and what the needs are. After the roundtables some changes were made to support and connect with our entire team. Marcie Smedley said she looks forward to growing relationships and identifying how to best support the team as they connect into the bigger picture, strategic initiatives, strategic goals, and visions. In closing, Marcie Smedley thanked Henderson Libraries team. The team has shown tremendous perseverance moving forward when many other organizations were paralyzed. Marcie Smedley thanked the Board of Trustees for support and engagement. Both are important as the district expands out into the community and to ensure that Henderson has the best library services possible

Kip Noschese made a motion to accept the Executive Director evaluation. Bette Silverman seconded the motion. Gerri Schroder abstained. The rest of the Board voted in the affirmative. A majority vote carried in favor of the motion.

#### **Old Business**

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

David Ortlipp asked for public comment. There was none.

James Green made a motion to approve the 5-year contract extension, for Marcie Smedley as Executive Director of Henderson Libraries, beginning July 1, 2022, under the terms discussed in the prior closed session, after legal input and review. Marcie Smedley pointed out that the contract expires on June 25, 2022. James Green amended his motion to begin the new contract on June 26, 2022. Kip Noschese seconded the motion. The vote was unanimous.

**Announcements**

The next Board meeting will be **June 16, 2022**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

**Public Comment**

David Ortlipp asked for public comment. There was 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**

The meeting adjourned at 9:10 am.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 12, 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.*