



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: November 17, 2022

Place: Paseo Verde Library

280 S. Green Valley Parkway, Henderson, NV 89012

Also accessible via Zoom

Time: 7:45 a.m.

Click here for information on accessing the video conference:

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

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, Bette Silverman

Board present (via Zoom): N/A

Board absent: Gerri Schroder

Staff present: Marcie Smedley, Debbie Englund, Viveca Grinstead, Sean Hill, Betsy Johnson, Heela Naqshband, Joseph Tracy

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

Others present: None

Approval of Agenda

James Green 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 make a 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

October 20, 2022

CA-2 Review of Paid Invoices

October 2022

James Green 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

Marcie Smedley said the computers and all down systems were restored to working status the day after the last board meeting. The IT [Information Technology] department is working on what can be recovered and working on training to protect the district's systems. Marcie Smedley expressed appreciation for the IT department's hard work in getting the libraries up and running again. James Green asked how the district is protected from this happening again. Marcie Smedley responded that most access has been locked down. Almost anything a team member wants to do will require IT intervention. In addition, there are notifications from the software, including reminders on emails if they originate from outside the organization. There is software to lock workstations down. Sean Hill said everything is pushed up to the highest level of protection for threat. Firewall policies are super locked down. Workstations are locked down, no downloads, installation of software or privileges are allowed without IT intervention. It is a pain for staff because most software today is designed to have interaction and access. James Green said it is a shame this happened. The district was very secure before. This happens

to everyone – the DMV, the FBI, etc. Sean Hill said in September one member of the hacker group got disgruntled and posted the source code to access the files. Unfortunately, that means anyone can download it and use it as a tool. There used to be an honor code among hackers to protect educational institutions. Now hackers are basically criminals who don't care.

Marcie Smedley said she served as NLA [Nevada Library Association] president this year and is pleased to announce that an in-person conference was brought back on November 7th. A 1-day conference was held at the Green Valley Library. 80 people attended. Over 20 sessions were offered. Overall, the day was a great success, bringing back an in-person conference. In addition to providing an opportunity for librarians, library advocates and workers to gather from across the state, it allowed some of Henderson Libraries' team members, who haven't attended before, an opportunity to participate. A few team members presented programs. Kristina Wang, Maia Malone, Kari Jensen and Markita Dawson presented about the outreach vehicle, science programming and *Crafting for a Cause*. It was a great opportunity, all around, with Henderson Libraries staff presenting and attending. Marcie Smedley said she looks forward to passing the torch to the incoming NLA president, but it was good to accomplish bringing everyone together again. Marcie Smedley thanked everyone who participated and the members of Henderson Libraries' team that served on the conference planning committee.

The Friends of Henderson Libraries will not be hosting the Library Tree Lane [LTL] Gala again this year. They are setting up a boutique today at the Paseo Verde Library. It will open tomorrow and run through December 17th; there are volunteers scheduled to sell baskets, book bundles and chance tickets from 10 a.m. to 4 p.m. each day. The LTL volunteers really outdid themselves this year. Every year the baskets get bigger and better. These sales really do a lot to help the library district. If the board would like to support the Friends' efforts, shop the boutique, and perhaps purchase some baskets, they would love to have you. James Green asked if the boutique would be online. Marcie Smedley said no. Bette Silverman said the baskets are gorgeous and priced from \$8 to \$30. There will be over 200 baskets on sale. Please come and buy some baskets. Marcie Smedley said there will also be some sponsored trees and wreaths on display. It is exciting to welcome some Library Tree Lane festivities into the library and maybe next year there will be a gala again. Please come out to support our Friends in their efforts.

New Business

1. Presentation of Independent Auditors Report and Fiscal Year 2022 Annual Comprehensive Financial Report

Debbie Englund, Chief Finance Officer, reported HintonBurdick was engaged to complete the audit for FY22. On page 7, HintonBurdick reports that the financial statements present fairly the District's [Henderson District Public Libraries] financial position. On pages 80-83, the auditors' report stated they did not identify any deficiencies in Henderson Libraries' internal controls, that the District followed Nevada Revised Statutes, and that there were no compliance findings in FY21 or FY22.

To summarize the District's financial position, the government-wide financial statements show a net position of approximately \$13.2 million as of June 30, 2022. This was an increase of \$2.3 million from the previous fiscal year. This change is due to increases in ad valorem and consolidated tax revenues, a decrease in pension liability, an increase in OPEB liability, and an increase in our lease liabilities due to the West Henderson Library building lease. Please note, the PERS [Public Employees Retirement System] and OPEB [Other Post-Employment Benefits] liabilities are actuarially determined and are out of the control of the District.

In the fund financial statements, the General Fund had an ending fund balance of approximately \$5.4 million. Ad valorem revenues, the District's main revenue source, was \$7.4 million, an increase of \$602,000 from FY21. Consolidated taxes, the other main revenue source, came in at \$3.3 million which was an increase of \$581,000 from FY21. Salaries and benefits were \$5.8 million, an increase of \$145,000 from last fiscal year. Services and supplies came to \$1.4 million, an increase of \$156,000. Capital outlays were \$1.6, an increase of \$993,000, and the transfer to the Capital Construction fund was reinstated at \$3 million this fiscal year. All of these contributed to the net decrease of \$366,000 in the General Fund.

The Construction Fund had an ending fund balance of approximately \$4.65 million, which is an increase of \$2.5 million. This is due to the \$3 million transfer from the General Fund. Major projects completed out of the Construction Fund included furnishing the West Henderson Library, remodeling the Green Valley Library, and remodeling the circulation room at the Gibson Library.

The Contributions and Grants Fund had an ending fund balance of approximately \$325,000, a decrease of \$16,000 from the previous fiscal year. This reflects the purposeful spending down of donations.

The combined fund balance is approximately \$10.39 million, which is an increase of \$2.16 million from the previous fiscal year.

Please note, the Governmental Accounting Standards Board [GASB] issued Statement No. 87, *Leases*, which had to be implemented this fiscal year. This statement requires the District to recognize lease liabilities and right-to-use assets at the inception of a lease instead of recording the lease payments as they are incurred. Implementation of this statement resulted in a reduction of last year's net position by \$395. You will see this as a restatement on the FY21 comparative financial statements.

James Green asked what the library district contribution is at with PERS. Debbie Englund responded we are a "choice" agency. For employees choosing to be in the employer-paid plan the contribution is 29.75%. If the employee chooses to be in the employee/employer-paid plan the contribution is 15.5%. That is determined by PERS, and the legislators set it every two years. James Green asked if it is set after the legislative session. Debbie Englund responded yes.

Debbie Englund took a moment to thank the staff at HintonBurdick CPA for their efficient completion of this audit. Debbie Englund also thanked Trudy Casey for the wonderful artwork and the District's Accountant, Viveca Grinstead, for her invaluable assistance in the preparation of this report.

David Ortlipp asked for public comment. There was none.

James Green made a motion to accept the fiscal year 2022 Annual Comprehensive Financial Report. Jennifer Andricopulos seconded the motion. The vote was unanimous.

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

Debbie Englund reminded the Board that Henderson Libraries piggybacks on Clark County's Plan to provide health and dental insurance to our employees. This requires accepting amendments for changes and signing the interlocal agreement. This item is regarding the PPO plan. The County is trying to retain employees, adding mental health access and substance abuse treatment to Teladoc. The waiting time for new employees to qualify for insurance has been shortened to 15 days after the 1st of the month after the hire date. It used to be the first of the month following 60 days of employment. In addition, the 8th Judicial District Court was added to the plan and *Protection from Balance Billing* language was added for out-of-network services.

David Ortlipp asked for public comment. There was none.

David Ortlipp asked how the 15 days (after the first of the month, after the hire date) ties into the probationary period. Marcie Smedley said it does not tie into it at all. Probationary periods are 3-months and 6-months. Debbie Englund said the change was made to be more competitive by offering benefits sooner to attract quality employees.

Jennifer Andricopulos made a motion to approve the amendment to Self-Funded Medical and Dental Benefits Preferred Provider Organization (PPO) Plan. Angela Brommel seconded the motion. The vote was unanimous.

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

Debbie Englund said the plans made to the EPO plan are the same, except that acupuncture treatment has been added.

David Ortlipp asked for public comment. There was none.

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

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

Debbie Englund said the rates are being increased 1% for the EPO plan and 2% for the PPO plan. This will be effective January 1, 2023. We budgeted a 5% increase, so these are way under budget.

David Ortlipp asked for public comment. There was none.

David Ortlipp said he was surprised the increases were only 1% and 2%. Debbie Englund said that self-funded insurance allows the county more control to keep costs down.

James Green made a motion to approve the Interlocal Agreement for Self-Funded Benefits PPO and EPO plans rates. Bette Silverman seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **December 15, 2022**, at the **Paseo Verde Library, 280 S. Green Valley Pkwy**, 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 was adjourned at 8:06 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 4, 2022.

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

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