



## MINUTES

### Henderson District Public Libraries Board of Trustees

**Date:** January 19, 2023

**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, James Green, Kip Noschese, David Ortlipp, Gerri Schroder, Bette Silverman

Board present (via Zoom): Angela Brommel

Board absent: None

Staff present: Marcie Smedley, Viveca Grinstead, Sean Hill, Michelle Mazzanti, Heela Naqshband

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

Others present (via Zoom): Edson Erick, Mahalia Jaramillo

#### Approval of Agenda

Jennifer Andricopulos made a motion to approve the agenda. Gerri Schroder 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 17, 2022

##### CA-2 Review of Paid Invoices

November 2022

December 2022

Gerri Schroder 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.*

Viveca Grinstead said her last report indicated there were still invoices outstanding. Viveca Grinstead is happy to report all those invoices have been processed and the district budget is halfway through the year. Expenditures are right where expected. Salary and benefits is a little low but that is expected. The supplies and materials budget is exactly where it should be. There is not much to report, which is good from a financial point of view.

Marcie Smedley said there was an event yesterday to unveil the winning name of the Library Truck. The name announced was Leo. The event was held at Acelero Learning (Head Start Learning Center) at 180 Westminster Way, Henderson, NV 89015. This is an area of Henderson where families may not be able to travel to the library. Parents were invited to attend with their children. There was a great

turnout with about 50 people attending. The Director of Acelero shared her excitement about partnering with the library to bring services to the community. Fox 5 covered the event and segments aired yesterday afternoon. There were 640 entries for the *Name our Library Truck* contest. There was a lot of community engagement in this event. Marcie Smedley thanked the Board members who were able to attend.

There has been a lot of media coverage on the Nevada State park passes. This is a partnership with the Nevada Division of State Parks who will be providing 2 passes to each library in Nevada. There has been a great response from the public. The district's social media librarian, Heela Naqshband was the first to post on social media about the passes and everyone is sharing and re-posting her pictures. This is giving Henderson Libraries great exposure and visibility. It is a good opportunity to remind people libraries offer more than just books. The Nevada State Department of Parks provided 2 passes per library location. Henderson Libraries has 10 passes and there are now 195 people on hold for them.

The Friends of Henderson Libraries hosted a Library Tree Lane Boutique in November and December and sold all the over 200 baskets. Next month a check will be presented to the board. Discussion is taking place about whether there will be a gala this year. The talks are centering around the Dollar Loan Center Arena and scheduling/parking challenges. Marcie Smedley said the Board will be updated with any new information.

The 14<sup>th</sup> Annual Teen Writing Contest is underway. Entries are being accepted until February 28, 2023. The categories are poetry, short stories, and essays. Students in grades 6-12 may participate. A reception will be held in the spring.

Marcie Smedley thanked Angela Brommel for hosting a monthly virtual series, *A Year With Poetry*. Angela Brommel is the Clark County Poet Laureate. The first program was held earlier this month and it went very well. It is nice to have that program on the roster.

In November and December, each library branch participated in a walk-in toy drive for HopeLink of Southern Nevada. HopeLink is a great partner, and the district was pleased to participate in the drive.

AARP [American Association of Retired Persons] will be offering tax help February through April 15 at the Paseo Verde Library and the Green Valley Library. Appointments will be made directly through AARP and will not affect staff.

Marcie Smedley said it has been a good couple of months with things going well.

Gerri Schroder asked about the outreach truck name. Marcie Smedley said the official name is Leo. The entry was Lil Leo, which is very difficult to say and Yo Leo in Spanish means I read. The winner of the contest was unable to attend the event but will bring his little girls with him to pick up the prize and have a picture taken with the truck next week.

Gerri Schroder asked if AARP services are voluntary, free and if they are associated with the Nevada Free Taxes Coalition or any other entity. Marcie Smedley replied she is unsure if there are any other associations, but AARP brings in their own volunteers and the services are free for everyone, not just seniors. AARP has a phone number and makes the appointments; the library provides the space. Gerri Schroder asked if there is a certain income level. Marcie Smedley said no. The Nevada Free Taxes Coalition through the United Way provides tax assistance for anyone earning less than \$58,000. If a person only makes \$35,000 there aren't funds to pay a tax preparer. Often there are math errors or credits they were unaware of. It's good to know that AARP is open to everyone, no age bracket or income requirements. Gerri Schroder said that part of her job is to help people that have a glitch with their taxes, to get the information that the IRS needs, like correcting a math error or providing proof of a child living with them for six months out of the year. It is nice to have resources to direct people to who have trouble filling out tax forms and can't afford to pay a tax preparer. Marcie Smedley cautioned that the spots do fill up fast. Gerri Schroder said it is a great resource. James Green said people can also visit the library to get hotspots for the internet and tools needed to complete taxes online.

## New Business

### 1. Discussion and possible Board action regarding approval of Library Rules of Conduct

Marcie Smedley said the administration is in the process of reviewing and updating all district policies. It has been some time since there was a comprehensive review of the policies. The first policy reviewed was Library Rules of Conduct. Changes were highlighted:

"5. Consumption or possession of alcohol, smoking (including e-cigarettes), outside of designated areas, usage or selling of illicit drugs, or intoxication on library premises are prohibited." The usage or selling of illicit drugs or intoxication on library premises was added.

"9. Profanity, fighting, or aggressive/threatening actions or behavior is prohibited." Aggressive behavior was added.

"11. Eating or drinking that is disruptive to other library users or creates a mess or damage to library facilities or materials is prohibited." This item is new. People are allowed to bring food and drink into the library, but

staff needs some back up when there are situations such as spreading all your sandwich makings out on a table. If you can make your sandwich somewhere else, you can bring it into the library.

"12. Unauthorized or improper use of library facilities or property is prohibited." This item is new, and this covers anything happening in the library that does not fall under library usage.

"14. Any personal items that appear to be unhygienic or have a foul odor that disturbs staff or other patrons are prohibited." This item is new.

"15. Bringing personal items into the library which singly or collectively exceed 24" x 14" x 12" is prohibited. Henderson Libraries is not responsible for personal items that are lost, stolen, or damaged. Personal items may not be left unattended. Personal items left unattended may be subject to disposal. Bedrolls, large backpacks on a frame, shopping carts filled with clothing or possessions, suitcases, or other large paraphernalia should be left off library property." This item is new. A lot of this information came from library policies across the country.

"18. Exhibiting materials that are harmful to minors as described by Nevada Revised Statute 201.256 is expressly prohibited." This item is new. There used to be a city ordinance that people could not view pornography in public. That was repealed by a state statute. The state statute was added.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos thanked Marcie Smedley for being proactive at updating policies and asked if the Library Rules of Conduct are posted for viewing as people come in, or where can they be accessed. Marcie Smedley said they are available on the website but she is not sure if the Library Rules of Conduct are posted in all of the buildings yet. With today's board approval, Marcie Smedley said she will make sure it is posted in all the libraries. Jennifer Andricopulos said it seems like a good idea to have a printed copy for people to see as they enter the library. Bette Silverman agreed. Kip Noschese asked about the little containers of kid snacks parents bring into the library. Marcie Smedley said as long as they are not trailing snacks through the library it is not a problem. The policy doesn't keep food out of the library; we are trying to make it available without being disruptive or having to have a cleaning service every time someone eats in the library. Gerri Schroder said if M&Ms are purchased at the Smith Center, they can't be opened in the theater because it will disturb people. This probably wouldn't be that disruptive in the library, but chips can be loud. Marcie Smedley said the district is trying to make it so everyone can come in and enjoy the space. Gerri Schroder said these rules of conduct were very thoughtfully laid out and very clear. Marcie Smedley said the branch managers worked very hard to have a policy that backs up the team and gives them confidence. Gerri Schroder said most of it is common courtesy. Gerri Schroder made a motion to approve the Library Rules of Conduct. James Green seconded the motion. The vote was unanimous.

## **2. Discussion and possible Board action regarding approval of changes to Personnel Policy 500.1 Holidays**

Marcie Smedley said when the entire employee handbook was updated in 2021, working with a human resources consulting firm, one thing was omitted. There used to be a phrase in the old policy that stated to receive holiday pay, an employee must be in paid status on their last scheduled shift preceding the holiday and the first shift after the holiday. The reason for this is if an employee is on long term unpaid leave, family medical leave or disability a check for 8 hours of holiday pay does not have to be cut and PTO [paid time off] accruals calculated.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked if an employee is on paid status, using sick leave, do they qualify for holiday leave? Marcie Smedley responded yes.

James Green made a motion to approve the changes to Personnel Policy 500.1 Holidays. Jennifer Andricopulos seconded the motion. The vote was unanimous.

**Old Business**

None

**Announcements**

The next Board meeting will be **February 16, 2023**, at the **Paseo Verde Library**, 280 S. Green Valley Pkwy, 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.*

*No public comment*

**Adjournment**

The meeting adjourned at 8:08 am

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by January 12, 2023.*

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.*