

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** February 16, 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, Kip Noschese, David Ortlipp, Gerri Schroder, Bette Silverman

Board present (via Zoom): Angela Brommel, James Green

Board absent: None

Staff present: Marcie Smedley, Debbie Englund, Sean Hill, Betsy Johnson, Michelle Mazzanti, Kate Peraza, Lisa Phelan, Kristina Wang

Staff present (via Zoom): Viveca Grinstead, Joy Gunn, Candace Kingsley, Shakita Kirkland

Others present: Marian Brown, Diane Collins, Alexandra Costa, Joann Kish, Julie Buckley, Cindy Vallar

Others present (via Zoom): Mahalia Jaramillo

**Approval of Agenda**

Gerri Schroder 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 19, 2023

**CA-2 Review of Paid Invoices**

January 2023

Bette Silverman made a motion to approve the consent agenda. Gerri Schroder 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.*

Julie Buckley said the Friends of Henderson Libraries and the Library Tree Lane committee are proud to be here today to present a check for the 2022 Library Tree Lane efforts. It truly takes a village - there are so many volunteers that put their time in, including Board member Bette Silverman. This was a great season. There was not a gala, but 238 hostess baskets were built and sold and there were 20 chance drawing baskets. Julie Buckley said the group is pleased to present a check for \$20,000. Cindy Vallar acknowledged Diane Collins and Julie Buckley, saying they did a phenomenal job. Diane gets all the baskets organized and Julie and her team builds the baskets. The library staff was thanked, and Cindy Vallar said the new workspace at the Green Valley Library is great - they love it. If you consider that a high-end basket goes for \$50, raising \$20,000 is amazing. Marian Brown added there were decorated/sponsored trees. Cindy Vallar said Marian Brown sponsored one of the trees and the trees were delivered to local charities. The meeting adjourned at 7:50 a.m. for a picture of the volunteers and Board with the \$20,000 check. Upon resuming at 7:52, David Ortlipp and Marcie Smedley thanked the volunteers. David



Ortlipp said there are so many volunteers; they are stellar to come up with a \$20,000 with no gala. That is just incredible. Julie Buckley said last year [2021] \$14,000 was raised. The committee keeps raising the price of the baskets and people keep saying they are so cheap. Gerri Schroder asked about the gala. That is the who's who of Henderson. Julie Buckley said there has been discussion about having a gala, but it is very hard for her personally. She travels a lot. Julie Buckley's husband wants to travel once a month. And while there is a great crew of 10 people, 10 people just can't do it. The gala raised approximately \$40,000 and was very labor intensive on volunteers and staff. Gerri Schroder said she is glad there is something. Julie Buckley said the committee would like to build it up to \$25,000. The committee talked with Marcie Smedley about the gala and had a caterer lined up, but the Library Tree Lane committee is just not sure the team can do it. Marcie Smedley thanked the group for bringing a festive feeling into the library; it demonstrates not only how the Library Tree Lane committee supports the library but how the public wants to come in and support the library as well. Everyone is super appreciative.

Betsy Johnson, Assistant Manager and Head of Youth Services at Paseo Verde Library, said the winter reading program wrapped up at the end of January. This is the first year the district used the bingo card on the Beanstack App. It was a combination of reading and activities. Activities included visiting the library, comparing a book to a movie, etc. It was very well received. A new program was launched on February 1<sup>st</sup>, *500 Books Before Middle School*. This is a continuation of an existing program, *1,000 Books Before Kindergarten* that the district has been doing for a long time. Children will have kindergarten through 5<sup>th</sup> grade to read 500 books. Marcie Smedley said sponsors are being sought to support the costs associated with this program and other programs that are self-contained. In return, the sponsor will receive publicity through the library. This sponsorship isn't much - approximately \$1,000 per year. If the Board has any ideas of any companies that would like to align with the district, it's a great opportunity for an organization to give back to the community and support a great library program. If anyone on the Board can think of any companies that would like to be a sponsor, please let Marcie Smedley know.

Lisa Phelan said a grant was received from the Nevada Arts Council for a mural in the Paseo Verde Library reading room on the backdrop behind the stage. Submissions were requested on February 1<sup>st</sup>. Applications will be accepted through Saturday at 5:00 p.m. An advisory committee will review the applications. What makes it interesting is that there is metalwork that perfectly frames this area which is used as a backdrop for programming. People love the reading room. This will add to the ambiance and make a lovely venue. Gerri Schroder said it is a great idea and she is excited to see what is chosen. Lisa Phelan said it will be a difficult decision. The artist will be notified by March 3<sup>rd</sup> and the project will be completed by the end of April. Gerri Schroder asked Lisa Phelan if the information on the winner would be brought back to the Board. Lisa Phelan responded, of course! Kip Noschese asked if the art will be a desert theme. Lisa Phelan stated she was thinking of a specific theme, but after speaking to Angela Brommel and Bryan Kendall at the City of Henderson, she learned it was better to pick a broad subject matter (libraries and literacy and a backdrop to various performances) and let the artist bring their creativity in.

Marcie Smedley announced Kristina Wang has been promoted to Outreach Coordinator. She has been a youth services librarian at the Paseo Verde Library and has led the outreach initiative. Kristina Wang has already done a lot of work in this field, and it was great to promote her into this position. There are already visits scheduled for Outreach with the outreach vehicle. Marcie Smedley said everyone is excited for the outreach efforts Kristina Wang will bring to this role.

Henderson Libraries will host a special event for candidates for the open Ward 1 Henderson City Council seat on March 22<sup>nd</sup> at 5:30 p.m. at the Gibson Library.

NLA [Nevada Library Association] will sponsor Nevada Libraries Legislative Day on Thursday, March 9<sup>th</sup>. The Board is invited to accompany a small team of library staff. The day will begin with an early flight to Reno. A rental car will be used to get to Carson City. It will be a whole day, fly in early, travel to Carson City and fly home the same day. NLA will have a speaker/presenter to show attendees how to talk to and reach out to the legislators. Marcie Smedley said she will try to make appointments with whomever represents any part of Henderson. Talking points will be created. The Henderson Libraries contingent can divide into teams and use talking points about how Henderson Libraries serves the legislator's constituents and to make the legislators aware of challenges or anything the library district may need from them. Marcie Smedley asked the Board to please let her know by the end of the week if there is interest in participating.

## New Business

### 1. Discussion and possible board action regarding approval of Collection Management Policy

Marcie Smedley said the Collection Management Policy has been developed by Michelle Mazzanti, Associate Director of Acquisitions and Bibliographic Services, who has oversight on collection development. Michelle Mazzanti worked with her initiative team, *Physical and Digital Materials and Collections*, as well as the selectors in the district to revise these policies. Administration also had some input. Marcie Smedley thanked all involved in in coordination of these efforts. This policy combines and replaces 2 existing policies, *The Collection Development Policy*, and the *Materials Selection Policy*. These two policies must exist together because materials selection is part of collection development. Marcie Smedley highlighted the changes. There were some small edits in the *Community* section to reflect the realities of our community. Some of the information was a little bit dated since the last time the policy was approved. The *Mission Statement* section was updated to reflect the current mission statement and values. In the *Responsibility for Collection Management* section there were small edits to reflect that collection management is overseen by the Associate Director of Acquisitions and Bibliographic Services instead of the Assistant Director. Under the



*General Collection Priority* section, Item 4 was edited to remove a reference to supporting curriculum and occupational sources; the library district supports things of an educational nature, but this was pretty specific. The non-fiction collection supports studies in general, not specific curriculums which would be supported by school or academic libraries. Number 7 was edited to include the *International Languages Collection*. The previous policy only referred to the *Spanish Collection*, but there are materials in multiple languages that are now referred to as the *International Languages Collection*. The version available for signature today has had page numbering corrected to reflect 1-11 in *General Collection Priorities*. An item was removed that referred to developing specialized subject collections. As a public library we support more general collections. Specialized collections are generally housed in special libraries or academic institutions. Under the section *Exclusion of Materials*, number 1, the previous policy made it sound like textbooks are selected for the collection, when in reality, textbooks are not usually selected. If textbooks are donated that support a general need in the community, we may add them, but as a rule we do not select textbooks to purchase. It doesn't make sense for a public library to manage a collection of textbooks, because versions are always being updated. This would fall in line for a school or academic library. Under *Used Item Donations, Monetary Gifts, Memorials, Honorariums and Patron Request* section, the 2<sup>nd</sup> paragraph was made clearer as to what the district does with donated materials. Donated materials can be added to the collection, given to Friends to be placed in the book sale, or disposed of in some manner. Donated materials are not returned to the donor. This is explained when items are donated. The 3<sup>rd</sup> paragraph, same section, clarifies that monetary donations can come directly to the library as well as Friends of Henderson Libraries. The *Review of Library Materials* section was changed to state that only Henderson residents may submit a *Request for Reconsideration*. (Formerly referred to as *Statement of Concern*). The *Request for Reconsideration* addresses when people have a concern with materials on the shelf and want to bring up this concern. The procedure is being updated, which updates the policy. The recommendation is to change the procedure for handling these requests. The old policy stated the request is sent to the Executive Director and appeals made to the Board of Trustees. The new internal procedure will be to have a committee to review the challenge first. This committee will be headed by the Associate Director of Acquisitions and Bibliographic Services who will assign a youth services and adult services librarian, who have their master's degree in library science and understand the theories and practices of selection and collection management, to review the concern. They would review the item, determine if there are other items in the collection that address the same topic, and whether it has had good reviews by professional review sources. The committee will identify if it makes sense to leave it where it's at, move it to another location, or to remove the selection from the collection, etc. The committee will then inform the patron who made the request of the committee's decision. The patron then has the option to appeal the decision to the Executive Director of the library district, who would go through the same review process to make a determination. This change is based on best practices seen in libraries to ensure the reviews are being done by librarians that are trained in collection management. Marcie Smedley said during her employment with Henderson Libraries there has only been very few requests for reconsideration of a book, and none appealed the decision. For example, there could be an author of teen materials who transitions to writing for adults. This author may still be heralded as a wonderful author for teens and some of the adult books may have made it into the teen collection. Those items could be moved to the adult area to resolve the issue. Henderson Libraries collection is vast and wide. In library school they teach that if ¼ of your collection doesn't offend you then you aren't doing a good job of collecting. Note in the policy it states nothing in the collection should reflect the views of the library. There should be something representative of all viewpoints and covering all different perspectives. The changes being made reflect the best practices in what is happening in public libraries right now. One section, *How the Library Selects Some Materials and Not Others*, was removed from what was previously the *Materials Selection Policy* because those items are better addressed in the *Materials Selection Collection Priorities* and *General Selection Criteria* sections that are in the existing policy.

David Ortlipp asked for public comment. There was none.

Gerri Schroder told Marcie Smedley the withdrawal policy was skipped. Marcie Smedley apologized and said the Withdrawal Policy addresses the various reasons items are removed from the collection. The section that deals with materials withdrawn from the collection was edited to remove the old name of the Friends' bookstore and add nonprofit to other agencies materials may be donated to. Sometimes we are approached by organizations requesting book donations. If the library district donates material, it is to a nonprofit organization, such as mental health facilities that are building out small libraries for their residents. Gerri Schroder asked how it is decided what is discarded. Marcie Smedley said some items need to be timely. There



is a shorter lifespan for legal and medical books because that information is timely and changes often. Circulation numbers can also play a role. Some things that are returned damaged are candidates for withdrawal but may be replaced by a newer version. With the use of software called Collection HQ under-circulated materials are moved to other locations. Other considerations include, is the book in good repair? Is the book timely? A good example of not being timely is computer books. Computer information and software versions change rapidly, and new products hit the market every day.

David Ortlipp asked if donors get a receipt for donations made directly to the library district. Friends of Henderson Libraries give a receipt, does the library also? Marcie Smedley said yes, the employee receiving the donation notes the date and patron name; the patron must determine the value for the donated item. Materials donations may be eligible for a tax donation deduction.

Jennifer Andricopulos said regarding the *Review of Library Materials*, she appreciates the renaming of the form, it sounds more positive, and including the procedure with the peer committee. Jennifer Andricopulos is concerned about going from group peer review to one person making the final decision. In this day and age of people and organizations wanting to have books banned, what would the process be if a community member disagrees with the Executive Director's decision? There should be some way to come to the Board for further appeal. This would also protect the director from ethics or bias concerns that may arise. Marcie Smedley replied people can always come to the Board; they are welcome to come and speak during public comment. What we continue to see as we look at how these types of processes are handled, trained librarians are the ones that understand and have the knowledge to evaluate the request and also understand the depth and breadth of the collection. Is there another material that can be used for the same purposes? A trained librarian would be charged with reading the whole book and responding in a way that takes into account Henderson Libraries' policies and practices for collection management to determine whether the item adds value to the collection or does not add value in a way that the Board may not have the same understanding. There is a trend in libraries now to move in that direction. Marcie Smedley said she thinks Henderson Libraries has a great Board that understands the purpose of libraries and how important it is to have items in our collection that support all viewpoints. The Board changes all the time and while this Board is very engaged and I could trust the members would read the materials and ask questions about it, that is not always the makeup of a Board. Jennifer Andricopulos said the Board relies on the Executive Director's expertise and the library team's expertise. Often it helps just having a group of people helping to make a decision. There could be a perception of bias when relying only on the Executive Director's expertise. One person making the decision seems like an end. Some things need to be publicly heard. The Board needs to plan for the future; we don't know what will happen and try to protect everyone's interests. Marcie Smedley said according to the Nevada Revised Statutes, the Board is tasked with approving policies, the budget and evaluating/hiring/firing the Executive Director. If something is brought before the Board, the Board can comment on whether the Board feels the staff are properly trained to address a policy correctly, and obviously if there is something the Board is not happy with, that is reflected in the Executive Director evaluation. If there is something happening that is not what the Board wants happening that can be addressed to the Executive Director. There have been a handful of times when people felt strongly enough to fill out the form and the decision was never challenged. There has never been a challenge brought to the Board. There is an opportunity to be more reflective as a group on the first go-around. The response given back is reflective of more than just one person's decision. This provides a better way to receive and understand the decision. This is especially true with a representative from the adult side and the children's side. Often it is an item in the children's collection causing concern, because people worry about what a child reads. As a library, we take the stance that the parent is in charge of what their child can read. That's not the library's role. But having a review from both areas of the library, by staff with expertise in collection development and management, is a great tool to reroute the process around. Bette Silverman said this occurred on a Board she sat on during the Bosnian war. That Board listened and then responded that it was not within their purview. They reviewed that the library handled the situation appropriately, following procedures within their rules, and pointed out that in the ALA [American Library Association] there are standards which ALA recommends and research supporting the recommendation that says it is up to the director and staff that are trained. The rules and regulations that are here are important and outside guidelines support the methodology used in the library. Angela Brommel said she curates public art and similar issues come up. She has an advisory Board that does not have all the same background and knowledge and the Board changes often. What's different is when art is curated, it must be representative of all people. It is not about what you like or dislike. It's hard when items are removed, to still do her job and



follow guidelines. Angela Brommel doesn't have a problem with how this policy has been updated because she understands how it works. Angela Brommel said she likes what was said about hearing it. It's good to listen and understand why someone doesn't like it or why they don't think it's a match for the library, so we can make our decisions clear to people. Angela Brommel said she supports the idea that, in an advisory capacity, ultimately the Executive Director is the one to take that heat and knows that when they take the job. If the Executive Director works in a manner that's not right for the community, then that is something that comes out in their evaluation but not by taking away the Executive Director's essential duties. Jennifer Andricopulos pointed out a missing period in *General Collections Priorities #4*. It can be read into the record that the policy will include it.

Bette Silverman made a motion to approve the Collection Management Policy as updated per Board discussion. Jennifer Andricopulos seconded the motion. The vote was unanimous.

**2. Discussion and possible Board action regarding designation of auditor for fiscal year 23**

Debbie Englund said the RFP [request for proposal] for audit services was last put out in 2019. HintonBurdick won the RFP which came with 4 renewal extensions. This is the last year the contract can be renewed. In 2024 a new RFP will be issued. HintonBurdick has not raised the price, \$19,500 per year, once during the contract period.

David Ortlipp asked for public comment. There was none.

David Ortlipp commented that HintonBurdick has been the district's auditor for the entire time he has served on the board and has done a good job.

Kip Noschese made a motion to approve the designation of HintonBurdick as the auditor for fiscal year 23. Gerri Schroder seconded the motion. The vote was unanimous.

**Old Business**

None

**Announcements**

The next Board meeting will be **March 16, 2023**, 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 8:33 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by February 9, 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.*