



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: March 18, 2021

Time: 7:45 a.m.

Due to the COVID-19 pandemic, there will be no in-person attendance at this time.

Attendance will be by videoconference ONLY.

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, Mark McGinty, called the meeting to order at 7:45 a.m.

Roll Call

Board present (via Zoom): Angela Brommel, James Green, Mark McGinty, David Ortlipp, Bette Silverman

Board absent: Kip Noschese

Staff present (via Zoom): Debbie Englund, Dana Friesen, Joy Gunn, Sean Hill, Caroline Hoover, Betsy Johnson, Shakita Kirkland, Bethany Lafferty, Michelle Mazzanti, Heela Naqshband, Lisa Phelan, Lori Richardson, Marcie Smedley, Vivian Tufano, Justin Viskoc, Leona Vittum-Jones

Others present (via Zoom): None

Approval of Agenda

Bette Silverman made a motion to approve the agenda. James Green 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

February 18, 2021

CA-2 Review of Paid Invoices

February 2021

David Ortlipp 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

Bethany Lafferty, Assistant Library Manager and Youth Services Department Head at the Green Valley Library, presented highlights about the reopening at the different locations.

The Gibson Library is gaining more patrons every day. Patrons are happy the building is open. Youth services had several children visiting to receive their *1,000 Books Before Kindergarten* rewards and certificates for the current *Cover-to-Cover* reading programs sponsored by In-N-Out Burgers - a very popular program. One family, with 2-1/2-year-old twins, visited the library for the first time and was very happy. The drive thru is open, but when people hear the library is open, they often park and come in. Staff set up a large display of new books for the patrons to see when they come in.

Green Valley Library use is increasing week after week. There is a lot of gratitude and excitement for the building being reopened, even with the limited service at the Green Valley Library. There have been many questions about the remodeling taking place and the comments received have been positive. The curbside pickup service is still being used consistently.

Paseo Verde Library circulation staff are busy verifying digital card information; about half of the patrons are opting to keep the digital card instead of getting a physical one. Patrons are being reoriented about how to pick up holds and relearning the process to do self-checkout. The customers became used to staff checking out their materials at curbside. The curbside pickup spots have been reduced to

3 from 6, but this has not caused much of a problem as people are happy to come in to get their held materials and browse the shelves. The automated materials handling machine [AMH] is not being used by the public yet due to the necessity of quarantining the books. The AMH will be used once there is no longer a need to quarantine the books. Adult services staff report their intensely loyal patrons are happy to be back in the building, saying hello to staff, browsing the shelves and placing hold requests in person. Computer usage has been steady, along with an increased need for assistance with printing. The capacity limit in the youth services department was raised from 12 to 20, as there were often families waiting to enter. The building capacity limit was increased to 65. Staff spirits have been lifted by the number of patrons stopping by to say hi reporting how happy they are to be back in the libraries. It has been a very positive reception from the community.

Marcie Smedley thanked the whole team. This has been a transition and the patrons must relearn the process. As a team, we are reacquainting ourselves with how things work. It was almost a full year the libraries did not have the doors open for folks to come in. There has been a lot of adjustment and new things to be learned or things to be relearned. Marcie Smedley said she is thankful for the flexibility of the team moving forward. It has been a very positive experience with a community excited to come back, but also excited to continue utilizing curbside pickup and electronic resources.

Marcie Smedley gave a legislative update. Nevada Library Legislative Day happened earlier this month. This year the visits with legislators were virtual. Meetings were held with 9 of the 14 state legislators that represent some portion of Henderson. Most of the legislators are very supportive. Many are surprised to hear of all the things libraries do. One legislator said they download all their books on their device and does not understand what a library is for. This provides an opening to talk about the library district’s free digital downloads, workforce development, and support of the community in so many ways. The flexibility of having virtual meetings was great; everything did not have to be crammed into one day. Mark McGinty asked if Marcie Smedley has seen the budget for the library. Marcie Smedley said the budget put forth keeps the Nevada State Library budget the same as the last biennium. That is being shared with legislators along with the hope that it goes through. James Green referred to the COVID relief bill that was signed last week – will it have impact and trickle down? Marcie Smedley responded yes, there is \$200 million included in IMLS [Institute of Museum and Library Services] funding that will go to state libraries and then to public libraries through statewide programs and grant opportunities. Marcie Smedley said staff will be watching to see what the plans will be to utilize that money throughout the state. Things are going well. The district’s counsel, Jennifer Gaynor is watching items of interest to libraries, including open meeting and public record laws.

New Business

1. Discussion and possible Board action regarding designation of auditor for fiscal year 21

Debbie Englund, Chief Finance Officer, recommended the Board designate HintonBurdick as the auditor for fiscal year 21. This is the 3rd year of the current 5-year contract. The cost is \$19,500 which is the same as the last 3 years.

Mark McGinty asked for public comment. There was none.

James Green asked if the district has been 8 years with this company. Debbie Englund said a 5-year contract was completed and then there was a second one. Technically, it is a 1-year contract with 4 renewals. The district is currently on the 3rd renewal of the second contract. James Green asked how many auditor firms would be appropriate for the library district. Debbie Englund responded that for the district’s size, not too any. 8 or 9 RFPs [request for proposal] were sent out and only 3 were received back. Mark McGinty said there was a board committee to go over the proposals and a longer contract was selected for a lower rate. Terms were added to the contract in case either party was unhappy. James Green said he has worked with some other companies that were really liked but it can be valuable to have a separate set of eyes look at things. David Ortlipp said the Board started with a blank slate and did their due diligence 3 years ago when this contract was signed. James Green said he is sure HintonBurdick is doing a good job for the district but sometimes change can be a good thing. Mark McGinty said the great comments are appreciated.

James Green made a motion to approve the designation of auditor for fiscal year 21. Angela Brommel seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding approval of telecommunications contracts

Sean Hill, IT Director, said it has been 5 years since these contracts were awarded. Today approval is sought for 2 telecommunications contracts. The library district participates in the federal government’s e-rate program that provides discounts for internet access for schools and libraries. By participating we are required to follow their structure for fair and open bidding on the telecommunications. The 470 was posted. That is basically an RFP about what is needed. Only 2 vendors replied, Zayo and Cox Communications. Zayo, by far, was lowest cost in most every category. Zayo is the existing service vendor, and the internet and LAN service is the best the district has ever had. Sean Hill recommended going with Zayo. Zayo did not have facilities around the Heritage Park Library, so that portion will be awarded to Cox Communications. If, and when, a new west Henderson library is opened, it is already in the e-rate contract. The library district only pays 10% of the amount of the contract. The discount is based on

the free and reduced lunch through the school district. For many years, the discount was 80%, then it was raised to 90% because the free and reduced lunch count went up. That is a bonus for being tied to Clark County School District. If the library district were tied to City of Henderson the amount would be less. Everyone pays into the e-rate money. It is listed on your phone/cable bill as the universal service fund recovery fee.

Mark McGinty asked for public comment. There was none.

James Green asked about the computer usage at Heritage Park Library [HPK]- \$1,300 a month is a lot of money. Sean Hill responded there are 8 public access stations and when HPK is open they are well used. The size of the stations is the reason Zayo didn't have the fiber. Since we could not get the fiber to HPK, they will be using the internet to VPN the network to get it back to us. It is the internet access and access to the main library. Plus, the district receives a 90% discount off that amount; the cost would be \$130 per month. James Green asked about dark fiber internet. Sean Hill said the district is switching to dark fiber. The lit fiber being used now means that all the data goes back to Zayo's data center. With dark fiber there will be a direct fiber connection from Paseo Verde Library to Green Valley Library and from Paseo Verde Library to Gibson Library. It will take some complexity out of the service since there will not be any provider fiber between Paseo Verde and the locations. There will not be routers or switches in between. The lag will be down, it will be much easier to manage and the connection much faster. Mark McGinty said, in essence, it is our own backbone. Sean Hill said they call it "leased" fiber. Zayo came in at the same price for lit or dark fiber. E-rate requires getting bids for both and choosing the best, based on price. Zayo was very aggressive. Cox has been very aggressive in Phoenix, and they were expecting that, but not here. Bette Silverman said the provider maintains the lit fiber – do they provide the same service for the dark fiber? Sean Hill replied there is really no difference, they own the fiber. If there is some kind of issue, the district needs to prove to the provider the equipment is dark, and the problem is not on the library district's end. Sean Hill said, in his experience with lit fiber, you are in the same boat of convincing them that it's their problem, not yours. Zayo has been amazing. Zayo mostly works with large corporations; they have a lot of infrastructure and own all the cell towers, leasing them to phone companies. Bette Silverman asked about the down time with Zayo. Sean Hill responded there has been one issue with Zayo in 5 years, lasting about 6 hours, compared to multiple issues with other companies in the past. One of their employees bumped our patch cable and disconnected us. It kept looking like a fiber cut somewhere else in the fiber. Henderson Libraries is treated like a Fortune 500 company. In this scenario, Zayo will patch us directly, not back through their center. Bette Silverman asked what the gigabyte situation would be. Sean Hill responded currently it has the potential of a 40-gigabyte connection. We are planning on lighting it at 10. Currently we have a 1-gig connection, so there will be a much faster connection and it will be like the Gibson and Green Valley Libraries are right in the Paseo Verde Library building. The internet connection will be boosting from a 1-gigabyte connection to a 3-gigabyte connection. The contract is written that if there is demand it can be increased up to 10-gigabytes. 3-gigabytes are specified in the contract; the e-rate requirement is 1-gigabyte per library and that should be enough. For the population size, we should not have bandwidth issues, but it can be reassessed at the end of each year. If there are bandwidth issues then 4-gigs could be budgeted, instead of 3. The service should be much faster and be easier to manage. Regarding the new west Henderson library, Zayo does not know if it can get there easily. Cox is in the same boat. We hope for Zayo because it is more affordable, but if not, the district can fall back on Cox who should be in the area. It would cost a half million dollars to get the fiber infrastructure to Heritage Park Library, so it was not worth it for them to spend the money to take the infrastructure there and they knew the library district would not be able to either. James Green asked how having 5G will affect the library district. Sean Hill said hotspots would give better service and bandwidth to customers and it could lead to cheaper access in some of the buildings. Cellular phone companies like T-Mobile, or Verizon, could bid on the service. It is still wireless, with all the issues like weather, towers down or power outages; a wired connection is still the most reliable. 5G could change it in the future though, maybe in 5 years. The contract with Cox Communications is only for 3 years, because the price may come down. The Zayo contract is for 5 years, to lock in the low price.

Mark McGinty made a motion to approve the telecommunications contracts. James Green seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **April 15, 2021**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

Angela Brommel said she stopped into The Coffee Press and was very happy to see that it is open. It is a little harder because the side door can't be open. Angela Brommel said she is supportive of keeping the coffee shop

going. It is a great addition to the library. Marcie Smedley said Ben Carvalho reported business is picking up. It is kind of difficult because food and drink can't be taken in the library right now, but people are sitting at The Coffee Press tables to study with their drinks and food. Ben Carvalho is happy with the uptick in business and was able to bring back 1 of his employees.

David Ortlipp said he and his daughter are appreciative the library is open. They came in over the weekend and his daughter filled 2 backpacks with books.

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

The meeting adjourned at 8:15 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by March 11, 2021. For details of the agenda, or to leave public comment before the meeting, please call the administrative offices at 702-207-4298.

Posted at hendersonlibraries.com and the State of Nevada Public Notice Website pursuant to Nevada Emergency Directive 006 which modifies the rules for open meeting law, extended indefinitely under Directive 018, Section 23, until the emergency is over or otherwise specifically addressed in a future directive.