



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: November 21, 2019

Time: 7:45 a.m.

Place: Green Valley Library, 2797 N Green Valley Pkwy., Henderson, Nevada

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

Chair Mark McGinty called the meeting at 7:45 a.m.

Roll Call:

Board Present: Angela Brommel, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman, Dan Doherty

Arrived late: Jim Frey

Staff Present: Debbie Englund, Gayle Hornaday, Michelle Mazzanti, Leona Vittum-Jones, Joy Gunn, Sean Hill, Candace Kingsley, Lauren Dahlgren, Lisa Phelan, Chad Lenzini, Marcie Smedley

Approval of Agenda

David Ortlipp made a motion to approve the agenda, Kip Noschese 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

October 17, 2019

CA-2 Review of Paid Invoices

October 2019

David Ortlipp 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 that Angela Brommel was reappointed to the board at the beginning of the month. When she was originally appointed, it was to fill the rest of Donn Jersey's term and everyone is glad to have Angela Brommel continue with the district.

The Library Tree Lane Event is coming up on Friday Dec 6th from 7-10 pm at the Paseo Verde Library.

The Green Valley Library Manager, Robbie DeBuff, has resigned and her last day was November 9th. We are currently in the process of looking for someone to fill in that position, and the Board will be kept posted on that progress.

A lot of the library team have been participating in professional development and training lately. Five library team members, plus David Ortlipp, attended the Nevada Library Association conference in Reno at the beginning of November. There was a lot of different programming to benefit the district and different things being considered for implementation going forward. One topic that was particularly interesting was the census and how libraries can play a role in being that trusted institution in the community. Everyone is encouraged to complete the census form so that every Nevadan gets counted and libraries get appropriate funding from the state.

There were some great sessions at NLA this year, and Marcie Smedley also attended a public library director's summit in Tulsa OK where the theme was about social cohesion and how libraries play a role in bringing communities together. This ties into the strategic plan looking at how the library can serve as that institution to create that "One" Henderson.

Christina Terriquez, the Teen Librarian at Green Valley Library was selected by the Nevada State Library Archives and Public Records to attend a transforming teen services “train the trainer” approach training. She is a representative for all Nevada libraries along with someone from the state library, the workshop was in Seattle, Washington; it was presented by the Young Adult Library Services Association in partnership with Chief Officers of State Library Agencies. It’s an effort to bring together state library staff and people who are public library staff to develop training programs that can be shared across the state. The representative from the state library will be covering the northern Nevada libraries, and Christina Terriquez will work on training Henderson Libraries as well as Las Vegas-Clark County, North Las Vegas, Boulder City and other southern Nevada libraries. The training is titled Introduction to Connected Learning and Computational Thinking, and is intended to teach staff to incorporate those concepts in programming for teens. It’s a new movement and we are excited to being in the foreground of that. Christina Terriquez is also finishing up the Rising Leaders Training Camp, and it focuses on leadership, communication and collaboration. Christina Terriquez is the owner of Leadership Education initiative with library district’s strategic plan and this was a great opportunity to attend to determine if it’s something to consider for multiple staff to attend going forward.

Joy Gunn, Digital Library Manager/Assistant Information Technology Manager, has been participating in Leadership Henderson and will continue to attend until May next year when she graduates from the program. Marcie Smedley said we always appreciate our team participating in and being a representative of Leadership Henderson class because it’s a great networking opportunity and there’s so much to learn not only about leadership but about different areas of the city as well.

The Green Valley Library Adult Services Department had Department Head Shakita Kirkland and Adult Services Librarian Rachelle Basso attended a workshop hosted by the Nevada Arts Council at the beginning of November at the Historic 5th Street School, called *Ideas Through Reconciliation* and the Ideas stands for Inclusion, Diversity, Equity, and Accessibility. The workshop focused on Arts and Cultural leaders, nonprofits, municipalities, public institutions and how they can bring those topics to the forefront in what they are doing.

Leona Vittum-Jones, the Youth Services Department Head at Gibson Library, and Andrea Daciuk, Youth Services Senior Specialist from Green Valley, attended a workshop in Seattle, Washington called *Stories, Song and Stretches*, that focused on yoga storytime, which all Henderson Library branches currently offer. Yoga storytime utilizes the “every child ready to read” concept that we are also instituting for early literacy programs. The training incorporates the science of how movement and school readiness play together in this program.

Green Valley Youth Services Department coordinates a teen service club, providing opportunities for teens needing volunteer hours to get them without having to come to the library to complete a volunteer library task. Teen participants, ages 12-17 years old, created Thanksgiving place mats for the City of Henderson Meals on Wheels participants and the senior patrons at the Heritage Park Senior Facility. Over one hundred and fifty participants made Thanksgiving mats; each mat was representative of how many hours were earned. With the help of the teen volunteers, the library staff delivered 244 placemats to the Meals on Wheels coordinator. This was a great way for the library to have some involvement in the community and give an opportunity for teens to earn hours when the library runs short of things for them to do.

New Business

1. Presentation of Independent Auditors Report and Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR)

Debbie Englund says the district has a net position of 10.8 million dollars, which is up slightly by 1.4% which is \$145,063. There are three different funds: General, Construction, Donations and Grants. Between all three funds there is a remaining fund balance of 6.5 million dollars. Of that, 4.2 million is the General fund, which increased by \$358,000. The Construction fund has a balance of 1.9 million dollars which is an increase of half a million. The Contribution and Grants fund has a balance of \$406,000, which is an increase of \$88,000. Ad Valorem taxes which is the district’s main revenue source increased by 8.2% and consolidated tax, our other main source of revenue, was up by 6.8%. For the financial statements, in the auditor’s report on page 9 the auditor discussed what they did, and what their findings were; they found no material statements and stated that the financial statements were presented fairly. Regarding compliances, the auditor found that Henderson Libraries has no findings for this year or last year.

Mark McGinty opened to public comment prior to board discussion. There was none.

James Frey asked what happened to the Malcolm Library money. Marcie Smedley said it is sitting in the construction fund, and that is the \$1.9 million fund balance. James Frey asked for an explanation of the increase in the general fund. Debbie Englund says that revenue has gone up and because the district is not opening more libraries or expanding staff too much the ending fund balance is increasing. James Frey says that's always a good thing.

Mark McGinty asked for any board comments. Mark McGinty asked for a motion. James Frey motioned to accept the 2019 CAFR. Angela Brommel seconded the motion. The vote was unanimous.

2. Discussion and possible board action renewal of lease with The Coffee Press.

Marcie Smedley recommends that The Coffee Press have their lease renewed for another 2 years with the current existing terms.

Mark McGinty opened for public comment, there were none.

Mark McGinty opened board discussion. Mark McGinty said that the owner of The Coffee Press showed income has increased over the last two years, and attributes the increase to some additional offerings. It is difficult for a private business and public enterprise to function well together, and now that the owner's business is beginning to flourish the board should give the opportunity to continue to let it prosper instead of looking to increase the rent.

Kip Noschese said that, over time, the owner has gained a rapport with customers, and it makes him want to support the Coffee Press.

Mark McGinty said that there is a lot of room for marketing for the Coffee Press and the shop is doing better.

Angela Brommel said that the coffee shop doesn't have a sign on the street and recommends one to be in the line of sight of patrons to help drive local business, and added that the space of the coffee shop limits what can be done as far as programming and revenue increase.

Marcie Smedley said that The Coffee Press had tried early morning hours before the library opens but didn't get enough business to justify the expense of being open. The Coffee Press gets most of their business from patrons of the library; this is due to the shop being open during library hours.

Mark McGinty said all of the arguments can be used to justify if the board should charge market rate for a retail space, and the library staff has done a great job with supporting the coffee shop.

Marcie Smedley said the library and the coffee shop have a great partnership for library events, both help cross promote each other; such as the library using the coffee shop to cater small events for vendors and the shop making a themed drink to help advertise library events.

Mark McGinty asked if there's any further comments about the Coffee Press lease, there were none.

Mark McGinty said that the board will need to make a motion. Kip Noschese made a motion to renew the lease of The Coffee Press, Bette Silverman seconded. The vote was unanimous.

Old Business

1. Discussion and possible board action concerning policies pertaining to background checks as they apply to staff, volunteers and any other outside contractor or performer.

Marcie Smedley said prior to the committee meeting, she did research on various libraries and asked about their policies on background checks; policies are inconsistent among other public libraries. The policies for the Clark County School District [CCSD] kept coming up and were quite clear. They have published an FAQ document, listed as a guide for administrators, about fingerprinting and background checks, based on SB 185 from the Nevada Legislature. The most current version of the document was revised on July 26, 2019 and references Senate Bill 185 [SB185] from the 2019 legislative session. The bill revised and clarified who must complete background checks in schools in Nevada. Only volunteers who have unsupervised contact with students are required to have a background check. Unsupervised contact is any direct contact or interaction with one or more students who's not directly supervised by an employee or other employee designated by a public school as a person responsible for the students. Direct supervision is defined as

student or students who are in the same room as an employee or other person designated to be responsible for those students; or that person/employee has visual contact with students. Some examples of people who are not required to have a background check per SB 185 regulations are: guest speakers, presenters, observational students, PTA members, parents dropping off items to their kids, parents or other classroom volunteers that are more likely to be in a room with supervision. CCSD only requires people who are having unsupervised contact with students to have a background check. This is according to the most recent CCSD policy and legislation.

Angela Brommel said the feedback from Marcie Smedley and other librarians was very helpful, and helped clarify parameters of current legislation. It was easy to see how CCSD defined supervision etc. and it helps to know that the current business practice in the library is in alignment with legislation and CCSD. It also clarified the misconception that everyone volunteering in a school is background checked. Angela Brommel said the library district's current business practice is in alignment with the most recent legislation. Additionally, the library district procedure is in line with CCSD procedures. The best business practice that has been happening is in alignment. The committee recommends putting this into procedure, and assess and test for a period of time, 6 months or a year, or however the board decides. This will help the board know if anything written will need to be refined or changed before implementing. Angela Brommel further stated that it was suggested that a library employee over 18 could sit in with the volunteer, since all library employees have been background checked. This would come into play if the designated staff person had to leave the room for any reason.

Mark McGinty opened for public comment. There was none.

Mark McGinty opened board discussion. Mark McGinty asked if the procedure is something the board would have to vote on or staff puts into play. David Ortlipp asked there are no plans to do any other checks?. Angela Brommel said by having a procedure it would be discussed with staff and ensure the procedure is followed. The recommendation is the procedure will be written down and tested and at some point, the results will be brought back to the board. Tweaks can be made at that time. David Ortlipp said it isn't enough that we are inline with CCSD or NRS, there have been circumstances where people had a policy regarding background checks and didn't follow them. What's the public perception? There has to be a recognition that the public expects us to do certain things and even if we are in alignment, if something bad happens are we going to be seen in a bad light? David Ortlipp said these are his concerns because of things that have happened at other libraries. Angela Brommel said when certain entities say they are doing a background check, they are doing the basic \$15 background check that doesn't cover everything. Even if we were to consider that, it would take time to study the liability. Who are you going to check? How do you check some and not others? Some organizations run checks on their people that come into the library. When are children not supervised? There are patrons that are less supervised than speakers coming in. We are covered as much as we can be in the controlled program spaces. David Ortlipp said if anything bad were to happen, public perception would be how did this person get into the public library.

Jim Frey said he is sure there are registered sex offenders who uses the library all the time. How can you control who uses the library? How far do you take it? As long as the public knows we are in alignment with the school district, public perception will be in our favor. If something happens, it will be dealt with. Angela Brommel said one thing the committee considered is increasing awareness of when parents, caregivers or responsible adult should be with children. There should be more parents at children's programming. Marcie Smedley said preschool aged programs require a parent or caregiver to be in the program with their child. School age, 6-10, we ask that a caregiver or parent remain in the library. They are not required to be in the program. Children over the age of 10 are allowed to be in the library without a parent or caregiver. One thing Kip Noschese suggested was putting this information on the website to indicate standards around programming, using language we can point people to would be a great tool. Once the parent or caregiver is there, the duty falls to the parent to supervise their child. David Ortlipp said the library is not a babysitting service. Marcie Smedley said this happens at every branch and the library makes it very clear that the child must be accompanied.

Kip Noschese said it was discussed that it wouldn't be appropriate to make this a policy, beyond the scope of a committee. The safety of the public and youth programs in the library is important. Some signage in the library and verbiage on the website will help reinforce parental responsibility.

Mark McGinty asked what the \$15 background check involves. Las Vegas Clark County Library District pays \$17 for their volunteers. Marcie Smedley said it requires very little information. And is not comprehensive. The turnaround time is

48 hours. Marcie Smedley has a concern that if the public thinks we are background checking, but it isn't comprehensive it is a false safety. Angela Brommel asked if it is for all volunteers. Marcie Smedley said yes. It does not apply to presenters.

Mark McGinty asked if action will be taken on this report. Bette Silverman said the board is asking the event coordinators to go through this procedure to see how it works. After that it can be tweaked if necessary. This will be tabled for a period of time until feedback is received. Angela Brommel asked if that is "tabling" when staff is being asked to make a written procedure and test it? It seems like a concrete action. Results can be reviewed at staff day and the director can report back on this. This agenda item is not being left unfinished. It's important that the public feel like the board has acted on their concern. Mark McGinty asked if a vote is needed today. Angela Brommel made a motion to recommend staff develop and refine a procedure on background checks as they pertain to staff, volunteers and outside contractors. Bette Silverman seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **December 19, 2019** at the Paseo Verde Library, 280 S. Green Valley Parkway, 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.

Adjournment

The meeting adjourned at 8:32.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 15, 2019. Details of the agenda may be obtained by calling the administrative offices at 702-207-4298.

Posted at Green Valley Library, James I. Gibson Library, Paseo Verde Library, City of Henderson-City Clerk's Office, and the Henderson Libraries website.