



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: March 19, 2020

Time: 7:45 a.m.

Place: Paseo Verde Library, 280 S. Green Valley Parkway, 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 to order at 7:48 a.m.

Roll Call

Board present: Kip Noschese, Bette Silverman

Board present by teleconference: Angela Brommel, James Green, Mark McGinty

Board absent: David Ortlipp, Dan Doherty

Staff present: Debbie Englund, Sean Hill, Michelle Mazzanti, Lisa Phelan, Marcie Smedley

Staff present by teleconference: Joy Gunn, Vivian Tufano, Candace Kingsley, Leona Vittum-Jones

Others present: Ben Carvalho, Owner-Coffee Press

Approval of Agenda

Kip Noschese made a motion to approve the agenda. Bette Silverman 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 20, 2020

CA-2 Review of Paid Invoices

February 2020

Kip Noschese 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 libraries are closed and have been this week due to events and recommendations from the governor and following suit with the City of Henderson. Programs are being cancelled. The volunteer appreciation lunch is being postponed. Sunset Station will credit the deposit to a new date. The recommendation for closure currently is an 8-week time period. We are trying to maintain operations online and will continue to move forward in the way we can to keep our staff and community safe.

New Business

1. Discussion and possible board action regarding designation of auditor for fiscal year 2020

Debbie Englund said this is the 2nd year of a 5-year contract with HintonBurdick. The rate stays the same as last year, \$19,500. Mark McGinty asked if this is in line with the original contract. Marcie Smedley said yes.

Mark McGinty asked for public comment. There was none.

Kip Noschese made a motion to designate HintonBurdick as the auditor for fiscal year 2020. Bette Silverman seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding adoption of Pandemic Preparedness Plan

Marcie Smedley said the Pandemic Preparedness Plan was sent to the Board with the board meeting materials, and highlights will be reviewed.

Many libraries' plans from across the nation were reviewed and used to create this plan, establish HDPL protocol and definitions. Number III: Library Closure & Reduction of Services aligns HDPL closures with the City of Henderson, or mandates by local, state or federal officials. If the school district closes, programs will be cancelled and noncirculating materials will be removed from the youth services areas to avoid spreading germs. In the event of closure, the Library Director or designee will follow communication procedures and submit payroll. Due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drops will be kept open and cleared periodically as long as possible. We have a responsibility to our staff. If libraries remain open, staff may use leave. If the libraries close, part-time and full-time staff will be paid regular hours.

In the next section, IV: Social Distancing Measures, social distancing can be implemented at the discretion of the director, pulling staff off of public service desks, sending staff home, asking staff to be 24 hours fever-free before they return to work. Other discretionary actions may include cancelling programs, reducing/cancelling meeting room use, closing service points, and moving furniture out.

Section V, V: Communication states in the event of closure necessitated by a pandemic, effective communication about any reduction in services or open hours will be disseminated as soon as possible, following the communication procedures.

Section VI: Prioritization of Services states that services can be prioritized at the direction of Admin to determine if a service is essential to continue.

Section VIII: Employee Absences states that if the library is open, the sick leave policy shall be followed in the event of a pandemic outbreak.

Section IX: Responsibility for Library Operations states that If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall revert to the Library Director's designee.

Marcie Smedley said she would like to add wording to the end of Section III stating that in the event of closure, any lessee's rent can be prorated, or forgiven, at the library director's discretion.

Mark McGinty said "hats off" to Marcie Smedley who worked through the weekend closely with the City of Henderson emergency response team. We've (Mark McGinty and Marcie Smedley) been in contact throughout the weekend and up to Tuesday, when the Governor made his statement. A great job is being done to get the district through this. Mark McGinty said the libraries are currently closed. Marcie Smedley said yes, a few team members have been in and out because there are things that need to get done daily. The IT piece is very important right now. Managers are picking up work to do from home. Hotspots are being provided to staff without internet access at home. All staff are maintaining their distance. For those meeting over teleconference, right now, in this room, everyone is scattered 6 feet or more from each other. Mark McGinty asked if critical services are continuing. Marcie Smedley said yes. Team owners are submitting budgets and things are happening from home, with few people coming into the buildings. Mark McGinty said it is best to have an overabundance of caution and Marcie Smedley is doing a great job.

Kip Noschese said he is glad the addendum was added for the lessee; that is obviously important. Mark McGinty spoke to the city manager's office and they said the city is extending their closure to April 20th. James Green asked, regarding the social distancing part of the policy, should the Board be more specific when comes to temperatures of someone going through a fever, or should this be more generic, saying symptoms as outlined by the health

department? Marcie Smedley re-read that portion of the policy. Typically, students can return to school if free of fever. A discretionary line could be added, saying staff showing symptoms of an illness, or a fever. Mark McGinty said it should follow current health official's guidelines. We are finding out that the fever for COVID19 means nothing. People are showing up without a fever and testing positive. James Green said, it could change in 6 months and be a different symptom, unrelated to a fever. Marcie Smedley suggested stating staff that are exhibiting symptoms, that have been identified by health officials, must stay home at the discretion of the director. Angela Brommel said that's fine, but you need some flexibility and have to imagine if it's something else, perhaps add that the employee must be out of the office for as long as recommended by healthcare professionals.

Mark McGinty asked for public comment. There was none.

Kip Noschese made a motion to approve the adoption of Pandemic Preparedness Plan, with the additions to section 3, "In the event of closure, any lessee's rent can be prorated, or forgiven, at the director's discretion." and section 4, "Staff that are exhibiting symptoms identified by health officials will be required to leave the library and must stay home for as long as required, at the discretion of the library director." Bette Silverman seconded the motion. The vote was unanimous.

3. Discussion and possible board action regarding charging \$25 per Inter-Library Loan Request

Michelle Mazzanti said this is a fee that would be charged to non-Henderson library patrons and is in line with other southern Nevada libraries' policies. Las Vegas-Clark County Library District [LV-CCLD] charges Henderson residents, but not Clark County residents. Kip Noschese asked if we aren't all in Clark County. Michelle Mazzanti said LV-CCLD looks at Henderson residents as members of Henderson Libraries. Some LV-CCLD patrons get their limit at LV-CCLD and then come to Henderson and get their limit here. It is a strain on Henderson Libraries staff and resources. Kip Noschese asked if this is the same rate LV-CCLD charges. Michelle Mazzanti responded yes.

Mark McGinty asked for public comment. There was none.

Kip Noschese made a motion to approve charging \$25 per inter-library loan request for non-Henderson patrons. Bette Silverman seconded the motion. The vote was unanimous.

4. Discussion and possible board action regarding approval of closures at the Paseo Verde Library for carpet replacement project

Lisa Phelan said the Board approved the carpet proposal at the last board meeting. Meetings were held with installers (FSI) and movers and it was decided a 2-week period would be needed for carpet to be installed. Dates are being reviewed, but with everything going on, it will be necessary to be flexible with dates. The Board is asked to approve a 2-week closure for carpet installation.

Kip Noschese asked if there is any chance it could be done while the library is currently closed. Lisa Phelan said she is working closely with movers and FSI to see if it can be scheduled while closed. With the variables that are happening, it is really hard to say, but we would like to move in this direction. Mark McGinty said, on the construction side, construction is being ramped up, they could start when they get the materials but those may be held up in shipment. That will have to be played by ear. Staff and volunteers are needed to be present to un-shelve and re-shelve books. It may not be fair to ask staff to come in and be exposed to each other and construction workers. Kip Noschese asked if social distancing protocol can be observed while un-shelving and re-shelving. Marcie Smedley said it may be possible if more carts can be obtained and available. Currently it is planned in phases with the limited carts we have. There are so many moving pieces. As it gets closer to the end of the COVID19 closure, if there is a downturn in the virus, it is possible to add it on to the end.

[There was technical difficulty with the conference room telecommunication from 8:20 a.m. to 8:25 a.m.]

Angela Brommel said she doesn't know where construction falls on essential work, and asked whether this plan matches the spirit of being asked to shut things down during the time period. Angela Brommel's work has moved to doing everything remotely. The strain is a lot. Calling people in to move books in and out with lots of people – it just takes one person carrying the virus – you could be that person. We don't want to endanger staff. Mark McGinty suggested the Board support the recommendation of staff. Get it done when possible; ensure the safety of staff first. Construction workers are going to work regardless. Mark McGinty said let's get it done safely for

everyone. Marcie Smedley said staff recommends the board approve a 2-week period closure to install the flooring, being flexible, taking into account all of these different pieces. Whether it overlaps with the closure or not, when materials are available, and it is safe, work can begin, but staff wants flexibility in the two weeks, since the project will take 2 weeks to finish.

Mark McGinty asked for public comment. There was none.

Kip Noschese made a motion to approve a 2-week closure at the Paseo Verde Library for the carpet replacement project. Bette Silverman seconded the motion. The vote was unanimous.

5. Discussion and possible board action regarding reduced rent for the Coffee Press to reflect the closures for carpet replacement

Marcie Smedley said she would like to have the ability to forgive the Coffee Press rent, reducing for the amount of time the library is closed. Mark McGinty said reduced might mean, at the discretion of the director, reduced to zero. James Green said some wording should be added regarding the term, so it is not reduced indefinitely, such as, for 90 days, with more extensions as necessary.

Mark McGinty asked for public comment.

Ben Carvalho, owner of the Coffee Press, introduced himself and thanked the board for the action. He said he would like to comment, that as a private small business, specifically, a small business LLC, a business for profit, it is a little concerning to show a big goose egg for rent from the landlord. Could the terminology be to prorate the reduction to a dollar, or spread the reduction out over a few months? Ben Carvalho would be okay with that and is open to ideas. Mr. Carvalho said he is thankful for this consideration as this closure is a hardship. Marcie Smedley reiterated what Ben Carvalho said, that it would be a detriment to the business owner to have a zero sum for rent. Would the Board consider prorating the rent, so it doesn't look like nothing was paid? Bette Silverman asked for clarification – would the reduction be spread over several months? For example, if the closure is for 4 weeks, the rent would be reduced by 25% for 4 months? Ben Carvalho said that is preferable. This could be for the 2nd quarter. This can be visited at another board meeting. James Green said the board needs to support our director to determine this reduction within the next 90 days at her discretion. The situation is fluid, there is 3 months to work it out, and if more time is needed this can be brought back to the Board. Ben Carvalho said thank you to board for this support.

Mark McGinty closed public comment.

Kip Noschese made a motion to approve the library director to work with the Coffee Press to allow for a prorated reduction in rent, at the library director's discretion, for 90 days from closure. Bette Silverman seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **April 16, 2020**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

Marcie Smedley said the Board will probably meet in the same manner next month. It may be possible to cancel the April Board meeting, but the May meeting is mandatory, because the FY21 budget must be approved. Save the April 16 date, just in case, and everyone will be kept in the loop.

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.

Kip Noschese said he has been going over the library district's social media accounts and wanted to give a shout out to Joy Gunn, Heela Naqshband and staff. There is always a friendly response, including vitally important information. The district is really relying on them while the libraries are closed. Kip Noschese said he talked to Marcie Smedley about library cards and staff is working to get library cards to people without coming into the library so they can access services. With the pandemic, it's never too soon to think about how we want to come out of this, how it will affect our strategic plan and how we will welcome people back in. Kip Noschese said he wishes it wasn't such a hardship for so many. Stay healthy, and hopefully the board will be able to meet next month.

James Green said a few weeks ago he met with Marcie Smedley about security, and suggests keeping security discussions going, whether about cameras, locks or active patrolling. It's important to keep this conversation going. Marcie Smedley offered a point of clarification about current security measures. The district is working with G4S. Starting today there will be a roving patrol, travelling to each location at various scheduled times. The security officer will walk the perimeter, to ensure the building is secure, move people out who may be camping. The book drops are currently closed and the patrol can keep an eye out if materials are left. The security patrol will rotate throughout the day. G4S has Marcie Smedley's phone number and will keep in contact. The Board will be kept apprised.

Marcie Smedley thanked Mark McGinty and the Board for supporting the team with what they are going through right now. Kip Noschese thanked Marcie Smedley for her efforts.

Adjournment

The meeting adjourned at 8:41 am.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by March 12, 2020. 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.