



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: February 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, Kip Noschese, David Ortlipp, Bette Silverman

Board absent: None

Staff present (via Zoom): Lauren Dahlgren, Debbie Englund, Dana Friesen, Joy Gunn, Sean Hill, Caroline Hoover, Betsy Johnson, Candace Kingsley, Bethany Lafferty, Michelle Mazzanti, Heela Naqshband, Edson Navarro, Kate Peraza, Lisa Phelan, Lori Richardson, Marcie Smedley, Vivian Tufano, Justin Viskoc, Leona Vittum-Jones, Kristina Wang

Others present (via Zoom): Marian Brown, Paula Petruso

Approval of Agenda

James Green made a motion to approve the agenda. David Ortlipp 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 21, 2021

CA-2 Review of Paid Invoices

January 2021

James Green made a motion to approve the consent agenda. David Ortlipp 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 legislative session is currently active. The library district's counsel, Jennifer Gaynor, tracks items of interest as part of the district's retainer. There are potential changes to the open meeting law and open records.

Nevada Library Association [NLA] is planning a virtual *Library Legislative Day* on March 4th. Even though it is virtual, because of COVID-19 travel and meeting restrictions, there will be opportunities to meet with legislators. Marcie Smedley is hopeful to meet with all Henderson assemblypersons and state senators and would like to include library trustees, team members and constituents to share how the library has impacted them. Hearing how the library impacted individuals carries more weight than just hearing from the library team. Marcie Smedley is excited to be able to use those virtual platforms to share the library's messages directly with the legislators. Board members interested in participating should watch for an email in the next few days.

Mark McGinty said the legislators are taking \$300 million out of the budget. Will some be taken from libraries again? Marcie Smedley responded the state library budget looks static right now. Talking points are being developed asking for library support and asking legislators to pass the governor's recommended budget for the state library. The state

library provides funding for collections and technology. Mark McGinty commented that the ask will be to remain status quo. Marcie Smedley said the messaging will be to thank legislators for past support, show what we have been able to do and thank them for keeping the budget level this biennium. Marcie Smedley expressed gratitude for no cuts to the state library budget. The state librarian is not usually allowed to advocate because of their position. The state library has an acting administrator who has not really come up through library ranks as a state librarian normally would. She has been very supportive of the library directors and NLA. It creates a different situation. The libraries usually have better direct contact with the state librarian. The legislative advocacy committee for NLA always does a great job seeking out bill drafts to keep an eye on. David Ortlipp said he is on the State Council on Libraries & Literacy and said the acting director knows her way around the legislature and has been keeping her ear to the ground. Nothing is being lost there. The state librarian position is being split off and it will be a positive move, focusing on libraries instead of having the state librarian doing two jobs, focusing on libraries and ancillary things. Marcie Smedley said David Ortlipp is the Vice Chair of the State Council on Libraries & Literacy. This council reviews LSTA [Library Services & Technology Act] grants. Henderson Libraries is working on a grant request for an outreach vehicle.

New Business

1. Discussion and possible Board action regarding changes to Henderson Libraries Employee Handbook.

Marcie Smedley said the Henderson Libraries Employee Handbook was approved by the Board in September. At that time, there were some suggestions for follow up with the HR [Human Resource] consultant; the results/suggestions are:

In response to the question about staff wearing accessories, clothes, body art representing a specific "cause", Policy 300.5, Personal Appearance. Marcie Smedley requests letting the policy govern, as is: "Slogans or advertising on clothing that by their controversial nature contradicts the mission or ethics of Henderson Libraries are not permitted." The HR consultant reviewed (and included another HR service that she has access to in the review), the policy and determined the existing policy allows for addressing the concerns. The caveat is that the policy must be enforced consistently and specifically. If the policy specifies items to ban, it would be impossible to be very observant and disallow every item for any cause, right down to and including a pink pin for breast cancer awareness. Disciplining one employee and missing any items on another employee would open the district up to discrimination issues.

Changes were recommended on the next policies:

Policy 300.7, Personal Calls. It is recommended to add "and Communications" to the title and the verbiage: "Personal calls should be made primarily outside of working time on the employee's personal device" will become "Personal calls and communications should be made primarily outside of working time on the employee's personal device".

Policy 400.6, Overtime. There were concerns about consulting the budget before authorizing overtime. It still needs to be made clear that there is a budget and funding must be available. The wording has been changed: "All overtime to be worked will require prior written approval from the Branch Manager, the District-Wide Department Heads, the CFO, the Assistant Director, or the Executive Director. ~~No authorization of overtime shall be made without consulting Henderson Libraries' personnel budget.~~ All authorizations of overtime shall be made in accordance with funds being available in Henderson Libraries' personnel budget."

Policy 500.12, Blood Donor Leave. There was a question whether enough latitude was offered if only donations at a company-sponsored blood drive were allowed. There is a blood mobile at each of the libraries once per month. Another concern was about allowing plasma donations. Plasma from patients that have had COVID-19 can be donated every 7 days and takes up to 2 hours. That plasma is then used to help people with active COVID-19 infection. This must be done at a different location than the regular blood drive. The library district does not want to make a commitment to plasma donation right now. It is recommended to leave this policy as is because there are plenty of opportunities to give blood at company-sponsored blood drives.

Mark McGinty asked for public comment. There was none.

James Green asked if the blood drives are actively scheduled each month. Marcie Smedley said yes. Candace Kingsley said a blood drive is at the Gibson Library today. James Green asked if they are well attended. Marcie Smedley said yes, the reservations regularly fill up. James Green said if there is one per month available, he is

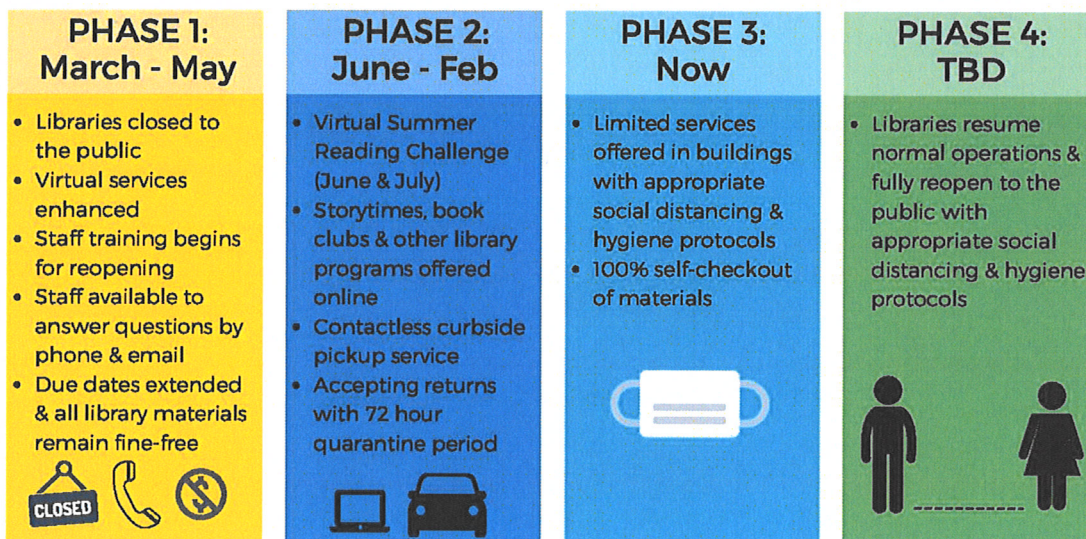
supportive of leaving the policy as is. James Green made a motion to approve the changes to the Henderson Libraries employee handbook. Angela Brommel seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding reopening plans.



Phased Reopening Plan

Each phase builds upon & is dependent on the success of the previous phase.



Thank you for your patience & understanding.

Updated: March 1, 2021

Marcie Smedley shared her screen to show the phased reopening plan.

The district will be moving from phase 2 to phase 3 as the governor lifted restrictions and the infection numbers decline. Marcie Smedley recommended re-opening on a limited basis on March 1, 2021. Curbside service will continue for patrons who prefer to pick up their holds curbside or patrons who are not yet ready to come back into the building. There will be no in-person programming, no use of meeting spaces/study areas or seating. As the approved pandemic policy is being followed, this item does not require a Board vote, but Marcie Smedley said she would like to hear the Board's input.

Mark McGinty asked for public comment. There was none.

Kip Noschese asked for more detail on what will not be available. Marcie Smedley said there will be browsing, computer use, and checking out of materials. There will be no in-person programming. A drive-in storytime is being offered. Meeting rooms and study rooms will not be available. There will be no tables/chairs available to sit for extended periods. Patrons are encouraged to come in, get done, and move on.

Marcie Smedley said plexiglass has been installed at all locations and occupancy will be limited. Bette Silverman asked if the Friends' book sales will resume. Marcie Smedley said book sales result in large gatherings and there has not been a decision as to when the Friends' volunteers can return. Currently staff are being phased back into the buildings. Most have been working in the building 75% and from home 25%. Volunteers cannot return while we are adjusting to 100% staffing in the building. Marcie Smedley is in contact with the Friends group and is working to identify processes for bringing volunteers back.

Kip Noschese said a mad rush may happen, will the number of patrons be limited? Will there be patron counts? Marcie Smedley responded that, under current guidelines, libraries may have 50% occupancy, but the reopening target is 30% as there are some areas in which people need to be limited. Each library will have 'people counting'

software. As a rule, libraries across the country have experienced a very slow return to library services. If capacity is reached, a process will be devised to have people wait outside. People are saying they want libraries open, but it has been a slow ramp up. Staff will be diligent about the capacity and occupancy; they will be counting how many people are in the building. As anxious as we are to have our patrons return, we are very cognizant of the restrictions and will be able to enforce them with no problem.

James Green asked if patrons will be screened for temperature or medical status, adding that he had the pleasure of doing curbside pickup with his son for books for two different projects. The research online was easy, electronic and curbside communication, personnel and pickup went smoothly. The service was appreciated. Marcie Smedley said there will be signs about mask wearing, social distancing and requesting patrons not to enter if they are sick. There are very clear procedures for our team and very clear signage about mask wearing and social distancing. This has proven to be effective and that's where staff will focus.

Mark McGinty asked if board action was necessary. Marcie Smedley responded no; the pandemic policy has been governing the closure. The library district is also aligned with the city. As City of Henderson starts to open, it clears the path, under the pandemic policy, for the libraries to do the same. David Ortlipp said that Las Vegas-Clark County Library District [LV-CCLD] has been operating with 25% occupancy and some smaller counties are cutting down even more for different reasons. Bette Silverman asked if the events center construction traffic will limit library access. Marcie Smedley responded no, and added that Lisa Phelan, Paseo Verde Library manager, attends monthly meetings to keep informed of construction progress. There have been small closures when work was done on water lines and people were kept informed. The city graciously hung banners with arrows so people could see the library is open and providing services. If there are temporary closures, the construction people will let Lisa Phelan know and the district can then notify staff who are working and patrons via social media.

David Ortlipp asked if a May 1st date is anticipated for the coffee shop to re-open. Marcie Smedley said she is not sure, but Ben Carvalho is watching foot traffic to see if it is feasible to reopen. Lisa Phelan said Ben Carvalho is planning on resuming business on March 1st with limited hours. Mark McGinty said he is glad to hear the coffee shop has not closed permanently. Marcie Smedley said it has been a hard time particularly for small business owners, but also all business owners. Mark McGinty said this was a good report and he is glad to see some normalcy return.

Announcements

The next Board meeting will be **March 18, 2021**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

Mark McGinty announced that Dan Doherty resigned on February 16th. If anyone has suggestions for a new Board member, please forward those to Marcie Smedley. This is a City of Henderson appointment.

Mark McGinty said, on behalf of the Board, Dan Doherty's time was appreciated, and the Board wishes him the best in the future.

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 was adjourned at 8:14 a.m.

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