

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** June 17, 2021**Place:** Paseo Verde Library

280 S. Green Valley Parkway, Henderson, Nevada

Also accessible via Zoom**Time:** 7:45 a.m.**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, David Ortlipp, called the meeting to order at 7:45 a.m.

Roll Call

Board present: Jennifer Andricopulos, James Green, Kip Noschese, David Ortlipp, Bette Silverman

Board present (via Zoom): Angela Brommel, Patricia Iannuzzi

Board absent: None

Staff present: Debbie Englund, Dana Friesen, Sean Hill, Heela Naqshband, Marcie Smedley

Staff present (via Zoom): Lauren Dahlgren, Joy Gunn, Caroline Hoover, Candace Kingsley, Shakita Kirkland, Melissa LaPorte, Michelle Mazzanti, Kate Peraza, Lori Richardson, Vivian Tufano, Leona Vittum-Jones, Kristina Wang

Others present: None

Approval of Agenda

Kip Noschese made a motion to approve the agenda. Bette Silverman seconded the motion. The vote was unanimous.

Approval of 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

May 20, 2021

CA-2 Review of Paid Invoices

May 2021

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 Bette Silverman was reappointed by the Clark County Commission on Tuesday. Bette jumped on the Board 4 years ago and has been a "feet on the ground" supporter of Henderson Libraries' mission/vision and we appreciate the experience and viewpoints she brings to the Board. Marcie Smedley congratulated Bette Silverman on her reappointment and said that everyone at Henderson Libraries is grateful to for Bette Silverman's work and appreciate all she does. We look forward to Bette Silverman's continued service.

At the same Clark County Commission meeting, Jennifer Andricopulos was appointed to fill the vacancy left by Mark McGinty's expired term. There has not been time for an orientation yet. Jennifer is retiring from the Clark County School District this year and currently serves as Director II, User Support Services, Technology, and Information Systems Services; prior to that has worked at the Las Vegas-Clark County Library District [LV-CCLD]. She has library experience and has been a longtime Henderson Libraries supporter. Marcie Smedley said she and Jennifer

Andricopulos met at Library Tree Lane a few years ago. Marcie Smedley welcomed Jennifer Andricopulos to the Board and said we look forward to working with her.

Marcie Smedley said Debbie Englund received the *Certificate of Excellence* from the Government Finance Officers Association. The award recognizes excellence in preparing the annual comprehensive finance report. Debbie Englund receives this award every year and it is a testament to the hard work accomplished by the library district's Chief Finance Officer. Marcie Smedley thanked and congratulated Debbie Englund on this accomplishment.

Leona Vittum-Jones, youth services department head at the Gibson Library, presented a Summer Reading Challenge [SRC] update. This year the SRC is all virtual. Children will be reading minutes and will earn a book. Ages 4-17 read 20 hours for a book, a Nothing Bundt bundtlet and a raffle ticket. Ages 0-4 read 10 hours for the same prizes. Adult Services also has a SRC. For every 5 books read, they receive an entry for a gift certificate drawing. The adult program maxes out at 20 books. Craft kits have been available each week. There are different kits for school age, teen and adults. Examples include supplies for making a fan, and a recipe to make cooling spray. Betsy Johnson won an LSTA grant that covered the cost of all the youth kits handed out. The grant included a partnership with the 2 Boys & Girls Clubs. The clubs and CT Sewell Elementary School received 250 boxes, 8 kits in each box. This is 8 weeks' worth of STEAM activities for grades 1-3. Along with that, the grant helps to pay for virtual programming and the kits that we hand out at the library. Preschool kits contain a little flannel board and different characters each week. Little Mouse, nursery rhymes and songs. The school age kits all had STEAM themed kits. There was also enough money to get 8 weeks of STEAM kits to give out at the libraries. Teen kits included wood slice ornaments and paint, watercolor prints, watercolors, marble paper, and printed off sheets. Almost all the kits have directions included or have a recorded demo that can be accessed online.

The grant also paid for virtual programmers. Julie Austin was SRC's first virtual program. She is a popular singer who performs concerts for kids. Jungle Jim is providing access to his video for the entire summer, and the Fratello Marionettes have provided a video that will have 1 week of access. The Mob Museum is providing a virtual forensic science of fingerprints program. This Saturday is *Kid's Table*, kids ages 6 and up will learn how to make S'mores Blondies on Zoom. It is all virtual and more staff programming will continue to be added all summer.

As of yesterday, 412 adults have signed up for adult SRC; 34 have completed the program. In youth services, 1,525 kids have signed up; 92 have completed their specific age level goal. Last year there were 529 adults and 1,352 kids that signed up. This year there are more kids signed up and numbers are getting close on the adult sign ups. Last year's programming was also all virtual.

Patricia Iannuzzi asked the amount of the grant. Marcie Smedley replied it was a \$10,000 mini-grant. Patricia Iannuzzi said her first reaction is to reach into her pocket and donate money for the program – does the library ever do match donations? Marcie Smedley said that some grants require match donations, which are in place before submitting the grant, but mini grants do not. Leona Vittum-Jones said the partnership with the Boys & Girls Club helped secure the grant since it was in place when the application was submitted. David Ortlipp commented this is the first year that virtual programming was planned. Last year, there was not time to anticipate the need for virtual programming. It will be interesting to hear staff's thoughts on how this will evolve in the future. Perhaps a hybrid of in-person and virtual programming? Leona Vittum-Jones said she is not sure. It is nice to be able to offer the SRC program to everyone. There is not funding for the kits next year. There are a lot of patrons that are "Zoomed out" and disappointed the library is not offering in-person programming. This year, the virtual programming has been much smoother. Many presenters are used to virtual appearances now. The Fratello Marionettes and Jungle Jim completely changed the way they do things. Also, there are copyright issues. The district is allowed access for 1 week for Fratello Marionettes. The Julie Austin appearance was recorded, and the district can use it for the summer. Storytimes can be done virtually, but if copyrighted books cannot be shown, it is not the interactive experience most families want. Marcie Smedley said sign up for the SRC has been done online for a few years. There is an app, Beanstack, to register and to log reading. It is very simple to use. That was helpful to already have in place when programming went virtual. Leona Vittum-Jones added that the raffle ticket part has always been online. Patricia Iannuzzi asked if the partnership with the Boys & Girls Club is helping the library to reach a demographic that needs access to computers. Marcie Smedley said the library district has partnered with Boys & Girls Club for some time. They are a great partner that can help with this and have computers in their organization. When we partner, that helps because their members may not have access at home, but they do at the club. Now that patrons are back in the buildings, there are many options. It would be nice to be able offer a hybrid version to reach everyone.

Marcie Smedley said the One-Stop team is back in the building at Gibson Library, working toward offering in-person services again. The district is working with Workforce Connections to expand services at the Green Valley Library. There will be a larger One-Stop as well as a business hub. More information will be brought to the board as details become available. The library district is excited to be able to offer the community assistance in job searching and particularly to be able to help the small businesses that have suffered through the pandemic.

New Business

1. Discussion and possible board action regarding election of board officers for FY22

David Ortlipp said a slate of officers for fiscal year 2022 was nominated at the May meeting. The slate is:

David Ortlipp, Chair

Kip Noschese, Vice Chair

Bette Silverman, Secretary

David Ortlipp asked for public comment. There was none.

James Green made a motion to approve the FY22 slate of officers. Jennifer Andricopulos seconded the motion. The vote was unanimous.

Old Business

1. Discussion and possible board action regarding the Executive Director's evaluation due June 26, 2021

David Ortlipp asked for public comment. There was no public comment.

Angela Brommel asked Marcie Smedley to share some of what she shared with the personnel subcommittee.

Marcie Smedley: "First I'd like to thank the board for your support over the past year. It was always reassuring to know that you all supported the changes in place to deliver services and library access in a way that ensured our community was served and our team and community alike were safe. I appreciate your commitment to these priorities and your support as we worked to develop the best solutions in the circumstances.

While the year has had its fair share of challenges, it also presented a lot of opportunity for continued growth and innovation. I want to thank our team for thinking outside of the box, working differently than we had before, and navigating the challenges alongside one another.

I'd also like to recognize and thank our leadership team, our administrative team and our executive team for their efforts over the past year. None of us signed up to lead through a pandemic, but each of these leaders in our organization brought their strengths and skills to the table to support the library district and their specific teams – and I am so appreciative of each of them.

Finally, I'd like to recognize the personnel subcommittee – I appreciate the time and attention you three have put into the evaluation process. I am grateful for your engagement, comments and feedback. Thank you.

Briefly, some of the highlights from the past year have included implementing procedures and practices that kept everyone safe during the pandemic; reorganizing our team to create our customer care team and two neighborhood libraries so that we could appropriately allocate resources to better serve community needs; preparing for and implementing reopening plans that supported a safe transition to in-person services; developing and maintaining relationships throughout the community; continuing to push forward the initiatives and work of our strategic plan; completing a number of capital improvement projects; and executing fiscal responsibility to weather any financial consequences due to the pandemic.

I believe we are in a position to grow and expand our services in the coming years and I look forward to working on that. In addition to restoring full library operations in the coming months, my goals for the upcoming year include opening our neighborhood libraries at Green Valley and in West Henderson, reviewing and updating our organizational values as needed, developing a facilities masterplan, and working with the Henderson Libraries Foundation board to expand and develop the Foundation. Each of these goals is important for continuing on a path to grow our team and our reach in the community.

I continue to appreciate each day that I serve in the capacity of director for the Henderson Libraries. This year has been one full of learning, experimentation, and innovation. I am grateful to have the creativity of this team and the support of the Board to move solutions forward so that Henderson Libraries continues to be a relevant and necessary resource in our community."

David Ortlipp said he is appreciative of the work Marcie Smedley has done in the last few years. It is a testament to the fact that the strategic plan was in place. Marcie Smedley developed it and has been driving it which set the district up really well; there was a clear focus. David Ortlipp said he appreciates Marcie Smedley's effort in continuing that work. Marcie has been doing a lot of work with the city and keeping in touch with them. David Ortlipp said he has been very comfortable with Marcie Smedley coordinating with the city and other agencies. During the grant process, even though he serves as a committee member and could not vote, it was gratifying to see Henderson at the top of the grant list for the state council. It made Henderson Libraries look good.

Angela Brommel said this is her second year serving on the personnel subcommittee. Both times it has been a wonderful experience. It was great working with Kip Noschese and Bette Silverman this year. There were good conversations before the interview and a really great conversation with Marcie Smedley. Angela Brommel said the committee members deeply respect and admire the job of Marcie Smedley and the library team; the committee wanted to frame it as how can we continue to support this process? It was an amazing report, it is not possible to cover all of it, but a few specific commendations will be shared here.

The first commendation is having the strategic plan in place, before the pandemic happened, and continuing to work that plan during a time when we had no certainty about so many things. Out of this came a new customer service plan and a continuation for the plans to build the future West Henderson Library.

The second commendation is for the flexibility in keeping the libraries available for the community, streaming, virtual events and pursuing a partnership with CCSD to provide library cards to help our students.

The third commendation is for fiscal responsibility, developing a building maintenance plan, working on Board and trustee relationships, relocating Friends of Henderson Libraries to Green Valley Library, finding funding through grants, and getting everything continued and expanded at the same time.

Angela Brommel said the recommendations are based on how can we help this continue? One of the things the committee discussed is that the Executive Director's current contract ends next summer. Angela Brommel said in the middle of the strategic plan and re-looking at other positions in our library system, we have not yet reviewed the job description of the Executive Director and we want to make sure that is in sync with the overall plan. Another recommendation is to separate the board survey from the staff survey, in the annual review, to allow for more specific answers and to give everyone more information about everything. The evaluation form may need to be updated. Marcie Smedley walks us through everything that has happened all year and provides more information than the actual form. The committee would like to sync that up.

In light of the strategic plan, the new scope of the Assistant Director, and the contract term of the ED coming up next summer, we recommend a review of the ED's job description and evaluation materials, including the survey and the form. While the information is still fresh Marcie Smedley has offered to put her thoughts together. Whether you want the same committee that did the annual review, or a new personnel subcommittee, it would be better to review and work on it now rather than wait until next summer, when we will be looking at a new contract.

Based on that, the committee recommends the maximum amount of merit increase allowed by contract, 5%.

Kip Noschese said Marcie Smedley made it very easy for the subcommittee and always goes above and beyond. Marcie Smedley always has a great answer for whatever is asked. Her own self review was very long and detailed. Kip Noschese said he is excited to see where Marcie Smedley takes the library in the future. We seem better positioned for growth than the district was pre-pandemic. Kip Noschese said he fully supports the 5% increase.

Bette Silverman said she liked the response to the pandemic. The 3-pronged approach said the right person was in this job. There was protection for the staff, patrons, and buildings (making sure everything was sanitized). The

coordination and sharing plans with staff, and being receptive to staff input, makes this place rock! Coming into the library there is a happy, energized vibe that comes from behind the scenes which is the result of good leadership and staff responding to that.

James Green made a motion to accept the Executive Director's evaluation and 5% merit increase. Bette Silverman seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding biennial review of board bylaws

David Ortlipp asked for public comment. There was none.

David Ortlipp said that he, James Green and Angela Brommel have had roundtable discussions and kicked around the subject of virtual meetings and creating an attendance policy. To summarize those discussions, the board is governed by open meeting laws, which allow for electronic and call-in meetings. There is nothing specific in our bylaws, but this is covered under the open meeting law. Also, the Nevada revised statute verbiage regarding attendance addresses the missing of 3 meetings in a row. The Board bylaws, article 3, simply states the board member should attend regularly. That is it for what's in the bylaws currently.

James Green recommended having the board review and gather comments from the Board and staff.

Patricia Iannuzzi asked how many members are on the board and what constitutes a quorum? Marcie Smedley responded there are 7 board members, 4 members are needed for a quorum.

David Ortlipp said a decision is needed whether to change things or leave them as they are. Do we want to have a limitation on the number of times that people can attend electronically? A lot of the value of the meetings is people being here and seeing what is going on in the library. A couple times of year the location changes to another library to allow the Board to see other parts of the district. Feedback from the board is needed. There is no vote on this, it will be tabled for discussion at the next meeting. If a change is made, it will be put in writing at a meeting, considered for a month, and voted on at next board meeting. David Ortlipp said doing nothing is an option also. David Ortlipp asked that comments be sent to him, James Green, or Angela Brommel.

Patricia Iannuzzi commented that everyone on the board recognizes that in-person meetings are preferable, but there are reasons that people Zoom in, i.e., physical limitations, medical issues, etc. It should be left up to the individual to recognize the need to contribute; it should not be based on the medium by which we contribute, but by the value and extent of the contribution. Like outcome, space, performance at a job. Do you want to require the employee be present at the job, because that is what the rule is? Or do you want to measure the performance by what they produce. The result should be measured by what the board member produces. If it is necessary to change the bylaws, Patricia Iannuzzi recommended adding "via any means" after the sentence "to attend board meetings regularly". That would be her recommendation and position until she hears from other board members, who have been here longer, as to what their position may be.

This item will roll over to the next board meeting.

Announcements

The next Board meeting will be **July 15, 2021**, 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.

David Ortlipp asked for public comment. There was none.

Adjournment

The meeting adjourned at 8:28 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by June 03, 2021.

Posted at hendersonlibraries.com, the State of Nevada Public Notice Website, City of Henderson City Clerk's Office, Paseo Verde Library, Green Valley Library, and the James I. Gibson Library.

For details of the agenda, or to leave public comment before the meeting, please call the administrative offices at 702-207-4298.

