



**MINUTES**  
**Henderson District Public Libraries**  
**Board of Trustees**

**Date:** July 15, 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, David Ortlipp, Bette Silverman

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

Board absent: Kip Noschese

Staff present: Debbie Englund, Viveca Grinstead, Sean Hill, Betsy Johnson, Michelle Mazzanti, Lisa Phelan, Marcie Smedley

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

Others present: None

**Approval of Agenda**

Bette Silverman made a motion to approve the agenda. Jennifer Andricopulos 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**

June 17, 2021

**CA-2 Review of Paid Invoices**

June 2021

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

Viveca Grinstead gave the quarterly financial report, saying this is the 4<sup>th</sup> quarter, and everything should be at 100%, and the encumbrance column should be at 0. There are a few things still trickling in. Restructuring allowed some savings in salaries. Green Valley Manager position did not get filled, nor did other positions left vacant during the pandemic. Everything is as it should be. There are some encumbrances that are still open because a modified accounting system is used, which allows 60 days to keep everything measurable and accountable. By the end of August, the books should be closed out.

Marcie Smedley said Joy Gunn will present the FY21 statistical information. Joy Gunn stated it has been a while since the Board received statistics. To give a clear picture, it is necessary to go back to FY19 (pre-pandemic) to establish a baseline of what a normal year looks like. In FY20, the library district shut down mid-March and only had digital titles available until June 1 when curbside service started for physical items. This continued until the library district opened with limited capacity on March 1, 2021. At that time, people could come in to pick up their items or pick them up at curbside.



## The circulation statistics:

Physical Items:	Digital Items:	Total:
FY19 1,437,000	FY19 267,000	FY19 1,704,000
FY20 1,029,000	FY20 340,000	FY20 1,369,000 (-20% FY19)
FY21 623,000	FY21 364,000	FY21 987,000 (-42% FY19)

Joy Gunn said circulation has really picked up, with summer reading, and the statistics should improve. These statistics show that patrons have found the digital collection (with almost a million circulations in the last 3 years) and patrons also like coming into the library to pick up their physical items.

Patricia Iannuzzi asked if the library district tracks unique users, like a marketing penetration. Are there fewer people checking out more items, during the pandemic, or are there a broader number of users? Joy Gunn said she is sure the district has some of those super users, but she will try to find out.

## New library accounts:

FY19 23,000
FY20 17,000 (-28% from FY19)
FY21 7,825 (-66% from FY19)

Joy Gunn said the library visits for FY19 and FY20 were estimated based on a formula from the state library. In FY21, we were doing curbside. The state library determined curbside pickup cannot be considered a library visit. Because there were people counters installed, the library visit count from March to June is very accurate.

## Library visits:

FY19 est. 745,000 (62,000/month)
FY20 est. 563,000 (66,000/month) Libraries were closed for 3.5 months.
FY21 77,000 (19,250 avg/month) For the period March 1 – June 30.

A chart was shown showing the increase in library visits since March.

## Programs:

In-person	Virtual	Craft Kits
FY19, 1,700 programs with 47,300 participants	FY20, 230 programs with 2,200 views*	FY20, youth kits, 1,100
FY20, 1,200 programs with 31,000 participants	FY21, 336 programs with 5,815 views	FY21, adult kits, 1,900
		FY21, youth kits, 14,325

\*Views only count the week the program debuts. There were views later, but they do not count.

Jennifer Andricopulos asked if the library district does any promotion of the resources, such as e-mail or communication, to let users know about the digital resources or products being offered. Joy Gunn said there is a newsletter that is sent out to our patron database. It was monthly, currently it is quarterly and goes out to 80-85,000 patrons. New products are featured in the newsletter.

Jennifer Andricopulos asked if any classes are offered to teach people how to use the digital resources. There is a segment of our population who may not know how to utilize online books, and e-books. Joy Gunn said prior to the pandemic a digital meet and greet was offered. A patron could bring in a kindle or tablet (or test drive one belonging to the library) and staff would show how to download items from Overdrive and use other databases. There were classes on databases, especially business databases, including Mergent Intellect. Marcie Smedley said the customer care team can assist people over the phone, to the extent it is possible, with their devices.

Patricia Iannuzzi said she is extremely interested in the issue of marketing, promotion and partnering with other community entities to get better and broader penetration beyond those who are the current users. Perhaps in a future meeting there could be a presentation about marketing strategies and community partner strategies. For example, what Henderson Libraries is doing with the schools, camps, and other kinds of community agencies to get that message out. Patricia Iannuzzi said an answer isn't expected now but it could be a consideration for a future meeting. Would anyone else be interested? Several board members agreed. Marcie Smedley said she will be happy to put together a presentation for the board.

**New Business****1. Discussion and possible board action regarding Personnel Policy Number 500.1 – Holidays.**

Marcie Smedley said President Biden signed the Juneteenth National Independence Day Act on June 17<sup>th</sup>, which created a new federal holiday commemorating the end of slavery in the United States on June 19, 1865. The holiday policy lists the 11 paid holidays the library district observes and that full time employees are eligible for. Additionally, the policy notes that any day appointed by the president of the United States as a federal holiday can qualify as a holiday for Henderson Libraries. With the introduction of the new federal holiday, it is proposed to amend Personnel Policy Number 500.1 - Holidays to recognize this holiday and to show our commitment to inclusion and diversity initiatives.

David Ortlipp asked for public comment. There was none.

There was no board discussion. Jennifer Andricopulos made a motion to amend Personnel Policy 500.1 – Holidays. Bette Silverman seconded the motion. The vote was unanimous.

**2. Discussion and possible board action regarding approval of the Five-year Capital Improvement Plan**

Debbie Englund said the Nevada Revised Statutes [NRS] requires the district to update the Five-year Capital Improvement Plan [CIP] every year. The proposed plan is being presented to the Board for approval. The FY 2021-2022 amounts tie to the budget that was approved in May. The additional 4 years are an estimation as to what capital improvements will be needed. This year a facilities masterplan is being developed that will be included in next year's CIP.

Patricia Iannuzzi asked if salary savings, for instance the open Green Valley Manager position savings, can be transferred over to General Fund to be used for capital improvements? Can those budget lines be crossed? Marcie Smedley said it would remain in General Fund until moved by a budgeting process. Debbie Englund said the CIP has a breakdown of the General Fund, Capital Construction Fund and the Contribution Fund. In the General Fund and the Contribution Fund, the capital improvements include library materials and some capital assets. In the Capital Construction Fund, the capital improvements include building improvements and some capital assets. Every year, money is budgeted out of the general fund to the capital construction fund. Patricia Iannuzzi summarized, then the district can generate general funds by holding those positions vacant. Debbie Englund said yes, it all goes into the ending fund balance to be allocated out for the next year.

David Ortlipp asked for public comment. There was none.

James Green made a motion to approve the Five-year Capital Improvement Plan. Bette Silverman seconded the motion. The vote was unanimous.

**3. Discussion and possible board action regarding Outreach Vehicle Purchase Agreement.**

Marcie Smedley said this item is to request permission to purchase Henderson Libraries' outreach vehicle. The purchase agreement with Summit Bodyworks [SBW] is for \$110,471.00, which includes a Ford F250 XLT with a 4x2 chassis with upfit on a 9' aluminum box built to SBW specifications and drawings, graphics design, print and installation of a full box wrap and logo on chassis doors. Although the purchase price exceeds the \$100,000 limit for needing to go out to bid, Summit Bodyworks qualifies as a sole source provider because they already have the specifications for the library outreach vehicle that meets Henderson Libraries' needs. They have already created that library-specific item and are the only company which has this vehicle. This was mostly funded by an LSTA grant (\$75,000) that was submitted by Kristina Wang and Maia Malone as part of their outreach initiative. \$75,000 was also budgeted from the general fund, but only \$35,471 will be used, keeping well within the budget.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked if this is the first of its kind, does the district have any more and how will it be used? Marcie Smedley said the district previously had an RV-type bookmobile. During an economic downturn it was sold as staff realized it was not as user-friendly as one that could fit in a smaller footprint. The truck will allow staff to go out in a variety of capacities. The outreach team will seek opportunities to go out to underserved areas, or areas that have trouble coming into the libraries, to provide Wi-Fi and resources on a regular basis. The outreach project is part of the strategic plan; this is something the outreach team has been working toward. This vehicle ties into the strategic plan. It will be used to go out to a variety of community events. An example would be the farmer's market in Inspirada. There is a designated area to pull right up and display digital media screens, materials, and provide Wi-Fi access. Marcie Smedley said the set up reminds her of a food truck. There is no inside access, except for storage, but the sides go up and the shelves fold down to display materials. Team members can teach a class, share library information, check materials out, pull up and issue library cards. Staff can basically perform the basic operations of a library right there. In addition to outreach events, the district is partnering with the City of Henderson to go out to the parks in areas that don't have access to libraries. The outreach initiative team wants to work with coffee shops, laundromats, any kind of business in an underserved area to reach and bring awareness of the availability of library services. The truck is easier to drive and park anywhere. Bette Silverman noted that a

special driver's license won't be required. Marcie Smedley said no. Bette Silverman said for insurance purposes it will just show as a truck in the fleet of vehicles. Marcie Smedley said yes, a truck with a camper shell.

David Ortlipp said he likes the idea. James Green said he would welcome pictures of this or future items that are new and unique to the district. It sounds like a great idea, James Green said he is excited to see it in action. What is the timeline for the build? Marcie Smedley said there has been a big delay for getting vehicles. SBW ordered the truck last month. Once received it will take 4 to 7 months to get the unit fitted on. Hopefully it will be ready by next summer. The timeline is long. Joy Gunn shared her screen to show the layout of the truck, shelves and displays. Patricia Iannuzzi said \$75,000 sounds like so much money. Is that due to the specialization, or the supply chain right now? Have you checked with other library directors to see what this cost was a year or two or three years ago? Marcie Smedley said the original price was less and because of raised expenses for SBW, the price increased slightly. It's not much higher than the original quote, but yes anything related to building materials and construction, there is a big increase in expense, availability, and timeline. Patricia Iannuzzi said she was curious about that as it seemed a bit unusual and commends staff, that is a much better footprint than a traditional RV bookmobile. It will be easier to get out. Marcie Smedley agreed. Patricia Iannuzzi said it will be wonderful to get out to where people are to push the library district's message. Marcie Smedley said the team is making a lot of plans and are anxious to get it out. David Ortlipp said he would like to see some press on it. When it went to the Council on Libraries and Literacy committee everyone was excited about it. It was top rated. Bette Silverman commented that even health wise, with COVID, it's better to be outside. Marcie Smedley said it was one of the considerations. One of the questions that came up was how will staff handle the heat? The library team is equipped to do outreach year-round. They have fans and pop-up tents.

James Green made a motion to approve the outreach vehicle. Angela Brommel seconded the motion. The vote was unanimous.

**4. Discussion and possible board action regarding Lease for West Henderson Neighborhood Library.**

Marcie Smedley said a property for the West Henderson Neighborhood Library has been found and the Board's approval is requested to enter a lease. The lease was just received back from the district's attorney yesterday with some changes that need to be made. While Marcie Smedley and the property owner work on edits to be completed to both parties' satisfaction, Marcie Smedley asks for Board approval to enter the lease. Joy Gunn shared a slide showing the property at 3243 Bicentennial Parkway (the corner of Bicentennial Parkway and Via Contessa). The location is in Inspirada and near Anthem; easy access to two areas the district is trying to provide service for. This is a 3,500 square foot freestanding building in the Bicentennial Marketplace. The lease will be for 5 years, with year-to-year options to extend. This would allow for the possibility of building a full-size facility. If there is a better idea of when a new building can be built, at the end of the 5 years, a new lease term can be negotiated. The lease terms are \$3.80/square foot in year one, with 2% annual increases. \$0.45/square foot CAM [common area maintenance] charges. The lease rate includes the landlord doing all the tenant improvements and build-out for the library, back offices, workspace, bathrooms, ceilings, and floors. All expenses have been budgeted. The CAMs came in higher than expected but are still within budget. \$160,000 was budgeted for the lease for the fiscal year and since December 1<sup>st</sup> is estimated to be the earliest opportunity to take occupancy this fiscal year, the district would spend \$93,100 for the lease and an estimated \$12,000 for the CAMs.

Joy Gunn showed page 2, the architect's renderings to illustrate where the library will be. The building is in the middle and facing out toward the street.

David Ortlipp asked for public comment. Leona Vittum-Jones asked if the buildings were sold already. Marcie Smedley said the buildings are being leased and she believes they are all leased, but not sure if all the leases have been signed. There will be a restaurant and tavern going in, a Chipotle, a day care facility, a breakfast restaurant, and a sushi restaurant. The first 3 are in the process of signing leases.

Jennifer Andricopulos said she is not familiar with the going rates on a property like this. Assuming this is in the library budget, is this a reasonable price per square foot compared to other units? Did you do research? Marcie Smedley said there really is not a lot of properties available. When the search started, Joy Gunn and Marcie Smedley drove around the area looking at properties, jotting down different locations available for consideration. Marcie Smedley contacted Wanda Shumar, from Henderson Libraries Foundation Board, asked her to act as the district's realtor and look around as well. Patricia Iannuzzi connected Marcie Smedley with Joe Kennedy who owns



properties in west Henderson and there were some conversations with him. At the end of the first round of discussions, there was basically nothing out there. One developer, building an office building, was interested in leasing the bottom floor for the library, but they were not even starting construction until the 3<sup>rd</sup> quarter of this year. Their rates were similar. Initially the rates were lower, but it didn't include any of the build out or tenant improvements. If contracted for that, rates would have been higher. Again, there wasn't much out there but compared to what is available and coming out in the future, the rates were similar. This rate was a little higher than we thought because we were able to get all the tenant improvements included, which is to the district's benefit. David Ortlipp said there was another building being considered, but it was set in off the street. From a marketing standpoint this location is much better. It will be a big plus to have the signage right on the street. The immediate recognition with the signage will make the library a presence.

Patricia Iannuzzi said the location within west Henderson is really fabulous, and agrees the location within the mall, on the road, with that turn-in with the parking looks great. Marcie Smedley should be commended for finding it. Joe Kennedy said everything is leasing extremely quickly. He owns a lot of property and it's all gone. Commercial real estate is really booming. It's a wonderful location and building.

David Ortlipp said growth is going to go further south and this will end up being the center of a lot of residential. He likes the growth potential. Bette Silverman said the parking looks excellent. Plenty of space if there is an event. Marcie Smedley said because it is a zoned retail, the quotient of parking spaces is higher than if it was zoned just business. Marcie Smedley said the lease allows use of the patio as well. The size of 3,500 square feet is not very much when you get shelving and everything in. But in nice weather programs could be held outside. David Ortlipp said the daycare close by can generate new patrons.

David Ortlipp said because the lease doesn't exist yet, a motion is needed to give the Executive Director authority to negotiate the lease agreement. If there are any substantial changes, it will come back to the Board. Jennifer Andricopulos made a motion to authorize the Executive Director to negotiate the lease for the West Henderson Neighborhood Library. Bette Silverman and Patricia Iannuzzi seconded the motion. The vote was unanimous.

**5. Discussion and possible Board action regarding authorization to purge patrons inactive more than three (3) years and all associated fines, fees, and material held by said patrons**

Sean Hill said this is a yearly process where patrons with no activity for 3 years are purged. The Board is asked to waive the fines and fees. All patrons being purged have gone through the collections process already.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos reiterated the patrons have been through the collections process. Sean Hill said yes, any debt over \$35 is sent through the collections process. Any debt under \$35 is not very cost effective to try to collect. Jennifer Andricopulos asked if this is done every year and what happens if a patron is purged and comes back. Sean Hill said the patron would just sign up for a new card. Jennifer Andricopulos asked if they had been sent to collections, they just sign up for a new card? Sean Hill said yes, once a purge is made there is no longer a record of the debt. Jennifer Andricopulos asked if there is concern about people affected by the pandemic. Would that be taken in account for some of the inactivity, should the window be extended? Marcie Smedley said if they used their card before the pandemic and not since, they wouldn't fall into the 3-year window. Sean Hill said for these accounts, the last activity date would have been July 1, 2018. Any card used since that date will not be purged. Patricia Iannuzzi asked if the district works with a collection agency and if these amounts have been pushed through the collections agency and deemed uncollectible? Sean Hill responded yes, generally there is a 90-day window. A few years ago, the rules were changed, and this kind of debt can no longer be credit reported. The goal with the collection agency is to get our materials back. They do a good job of that. Patricia Iannuzzi said there is a difference between fines and lost materials. People could build up a lot of materials for resale and just not return them. Marcie Smedley commented that patrons can't continue to check out if they have fines over \$6. Any people trying to game the system could only check items out until they have \$6 in fines. Then there is a stop placed on their card.

James Green made a motion to authorize the purge of patrons inactive more than three (3) years and all associated fines, fees, and material held by said patrons. Patricia Iannuzzi seconded the motion. The vote was unanimous.

**Old Business**

**1. Discussion and possible board action regarding biennial review of board bylaws**

David Ortlipp asked for public comment. There was none.

David Ortlipp said he, James Green and Angela Brommel have been working on this for a couple of months and received no further feedback, since the last meeting, about the bylaws and recommend no changes. This item can be closed.

Jennifer Andricopulos asked about the consideration about board members attending remotely. David Ortlipp stated that Nevada Open Meeting Law addresses attending remotely. The bylaws need to be reviewed every two years to see if changes are needed. The idea of an attendance policy was considered, but by and large, board members are active and involved. There is no need for an attendance policy in the bylaws. This item was closed.

**Announcements**

The next Board meeting will be **August 19, 2021**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada.

**Public Comment**

David Ortlipp asked for public comment. There was 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 was adjourned at 8: 37 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by July 8, 2021.*

Posted at hendersonlibraries.com, the State of Nevada Public Notice Website, 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.*