



MINUTES

Henderson District Public Libraries Board of Trustees

Date: March 16, 2023

Place: Paseo Verde Library

280 S. Green Valley Parkway, Henderson, NV 89012

Also accessible via Zoom

Time: 7:45 a.m.

Click here for information on accessing the video conference:

<https://hendersonlibraries.com/board-of-trustees>

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, David Ortlipp, Gerri Schroder, Bette Silverman

Board present (via Zoom): Kip Noschese,

Board absent: Angela Brommel

Staff present: Marcie Smedley, Debbie Englund, George Greicar, Michelle Mazzanti, Kate Peraza

Staff present (via Zoom): Joy Gunn, Sean Hill, Candace Kingsley, Joseph Tracy, Leona Vittum-Jones

Others present: Zak Shellhammer, Laura Jane Spina

Others present (via Zoom): Mahalia Jaramillo

Approval of Agenda

Jennifer Andricopulos made a motion to approve the agenda. James Green 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 16, 2023

CA-2 Review of Paid Invoices

February 2023

James Green 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 introduced Henderson Libraries Foundation Board Chair, Laura Jane Spina, and Vice Chair, Zak Shellhammer, to the Board. Angela Brommel has been acting as Board liaison with the foundation board. Zak Shellhammer thanked the Board for having them as guests today. For those who may not know Henderson Libraries Foundation focuses on finding resources to assist and promote the libraries' interest in obtaining financial contributions over and above the annual operating fund. Henderson Libraries Foundation has five primary focuses...

- The library's collection
- Supporting the libraries outreach services
- Supporting technology services
- Helping with capital projects
- Award scholarships for educational opportunities for librarians in our community.

Zak Shellhammer thanked the Board for their time and support.

Marcie Smedley said the foundation board has been doing a lot of work to get the board back up and functioning again. The board recently regained control of their finances. Because the board wasn't active, the foundation had been a component fund of the Henderson Community Foundation. The Henderson Libraries Foundation has retained its 501(c)3 status and is currently working on building the board and fundraising efforts. Marcie Smedley said she appreciates the work being done and looks forward to what is to come. Laura Jane Spina and Zak Shellhammer would like to attend Henderson Libraries Board of Trustees meetings a couple of times a year to see what is going on. Marcie Smedley thanked them for being here today and said it is a good opportunity to get to know one another. If there is an opportunity for partnering those relationships will be in place.

Last week, a team of 4 Henderson Libraries staff went to Carson City for *Nevada Library Legislative Day*. 2 team members had not been to Carson City before and enjoyed seeing the process and having the one-on-one time with our legislators. There are some really engaged senators and assembly people and it was great to have those conversations sharing what libraries are doing. The Nevada Library Association is asking for additional funding to the state library funds to support an increase in collection development for both materials and digital resources, databases provided at a state level, and bookmobiles for the rural libraries. There were good conversations about what Henderson Libraries is doing and showing the legislators how libraries impact their constituents every day. The district's attorney Jennifer Gaynor is attending the legislature tracking legislation on open meeting law and other issues that may impact libraries and will keep us informed. There is nothing library-centric right now. It's good to be aware of what's going on and have those conversations with our state officials.

Debbie Englund is retiring later this year. The first round of Chief Finance Officer interviews happens today. David Ortlipp will be participating on the panel. When hiring at the higher-level executive positions it is nice to have a Board member on the panel. When Joy was interviewed for assistant director, Angela Brommel helped out on that panel. David Ortlipp will bring his financial background and expertise to this panel. Marcie Smedley thanked David Ortlipp for participating.

The *One Book One Henderson* committee last year presented a community read of a book by Lisa See, *The Island of Sea Women*. The event included a virtual chat with the author. This year's featured author is New York Times Bestselling Author Shelby Van Pelt, who will appear in person and will feature Ms. Van Pelt's debut book *Remarkably Bright Creatures*, a New York Times Bestselling novel about friendship, reckoning, and hope. The paperback comes out in May. There will be plenty of copies of the book available to get people reading and there will be Book Club in a Bag sets available for book clubs. The big push to get the book out in the community will begin June 1st.

New Business

1. Discussion and possible Board action regarding fiscal year 2023 budget amendments

Debbie Englund said pursuant to Nevada Revised Statutes [NRS] 354.598005(3), acceptance of a grant, gift or bequest which is required to be used for a specific purpose constitutes a budget amendment. The District has made the following such fiscal year 2023 budget amendments:

	Revenue	Supplies & Services	Capital Outlay	Total Expenditures	Ending Fund Balance
Grants:					
State Collection Development	\$ 15,669		\$ 15,669	\$ 15,669	\$ -
NAC [Nevada Arts Council] Mural	6,500	\$ 6,500		6,500	-
LSTA [Library Services and Technology Act]					
Improving Efficiencies Through RFID	75,000	75,000		75,000	-
LSTA All Together for Summer Reading	10,000	10,000		10,000	-
Donations:					
Private donation for materials (Friends)	500		500	500	-
Private donation for West Henderson Library	500	500		500	-
Private donation for Paseo Verde Library [PVL]	1,000	1,000		1,000	-
Private donation for Paseo Verde Library	2,500	2,500		2,500	-
Private donation for senior programming at PVL	4,000	4,000		4,000	-
Private donations for material	799		799	799	-
Total Amendments:	\$116,468	\$99,500	\$16,968	\$116,468	\$ -

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked for an explanation of the Capital Outlay column. Debbie Englund said Capital Outlay would be library materials, any asset over \$2,500, and capital projects (for example, remodeling a building). In this case the entire amount represents library materials only.

James Green made a motion to accept the fiscal year 2023 budget amendments. Jennifer Andricopulos seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding purchasing card limits

Debbie Englund said the finance department has recently changed how they are doing things, streamlining processes, by having managers pay more invoices using a purchasing card vs. submitting an invoice through accounting and cutting a check. There are multiple reasons for this: paying with a purchasing card saves staff time, mail/postage, fraud risk, and the cost of lost checks (a whole batch of checks recently went missing). Additionally, the district can collect a rebate on all purchases. The current limits are causing some problems. An increase in purchasing *authority* is not being requested. The Board is being asked to approve increasing the monthly card limits to handle large purchases. This would pertain mainly to the executive team (the Executive Director, Assistant Director, Chief Finance Officer, Associate Director of IT, and the Associate Director of Acquisitions and Bibliographic Services), raising their monthly limit to \$100,000. The limit is currently \$10,000. The managers' card limits are not being changed. This does not change the purchasing authority. 2 new cards are requested: 1 for the Outreach Services Department (a new department), and 1 for IT to be used for recurring payments, such as for cellular phone bills.

David Ortlipp asked for public comment. There was none.

James Green commented it sounds great. Gerri Schroder said it makes sense.

Gerri Schroder made a motion to approve the changes to the purchasing card limits. James Green seconded the motion. The vote was unanimous.

Discussion and possible board action regarding increasing the Capitalization Threshold from \$2,500 to \$5,000

The current threshold was set at \$2,500 twenty years ago. At that time the GFOA [Government Finance Officers Association] recommended \$5,000. That seemed a little high at the time. This means any item belonging to the district valued at \$2,500 or greater must be inventoried every year. With all the cost increases, it doesn't take much to hit the threshold, especially with computer equipment. The GFOA best practices now recommends a capitalization threshold of \$10,000. The Board is only being asked to increase the capitalization threshold to \$5,000.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos said it makes perfect sense, especially with the changes made to staff equipment, laptops and so forth. It makes good sense. David Ortlipp commented it is pretty easy to spend \$2,500 on a piece of equipment. Then it has to be inventoried and put on a depreciation schedule. Debbie Englund said items of less value will still be tracked and monitored. Jennifer Andricopulos said it is probably for equipment that lasts a lot longer anyway. Jennifer Andricopulos made a motion to approve raising the Capitalization Threshold from \$2,500 to \$5,000. Gerri Schroder seconded the motion. The vote was unanimous.

3. Discussion and possible board action regarding Solicitation Policy

Marcie Smedley said this item is a continuation of getting all Henderson Libraries policies updated. There were a few changes around the wording. In the 2nd paragraph there were changes to the types of organizations that may be able to be present at our facilities and engage in any activities that could be considered solicitation. The PAC language was removed (the library district does not have a PAC), and it was stated that organizations named by administration could be allowed that opportunity. In the last paragraph the wording was changed to be more politically correct. School supplies, food, etc. can be collected without using adjectives like at risk, indigent, etc. The wording was left that the library district may partner with other types of organizations for drives.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos thanked Marcie Smedley for explaining the reasons for the changes. They make sense and simplify it, making the policy more general and flexible for the districts’ needs.

James Green made a motion to approve the changes to the Solicitation Policy, as presented. Bette Silverman seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding Executive Director Evaluation

David Ortlipp said each year the Board is required to complete an evaluation of the Executive Director. A subcommittee of 2-3 people is needed and the timetable is to have the evaluation completed in time for the June Board meeting. It is also good to look at the process each year. Marcie Smedley said last year there were two committees: 1 committee did the evaluation and the other handled contract negotiations. David Ortlipp said it is good to revolve the committee members, keeping a member that participated the previous year, to keep things fresh and evolving. David Ortlipp asked for volunteers. Gerri Schroder volunteered to help out by serving on the committee. James Green volunteered as a returning member, and Kip Noschese volunteered to serve on the committee. In summary, the Executive Director evaluation committee will consist of Gerri Schroder, James Green, and Kip Noschese.

David Ortlipp asked for public comment. There was none.

There was no further discussion, and a vote was not required.

Old Business

None

Announcements

The next Board meeting will be **April 20th, 2023**, at the **Green Valley Library**, 2797 N. Green Valley Pkwy, Henderson, Nevada. ***This will be an in-person meeting only since it is a different location.***

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 adjourned at 8:08 am

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries’ Board of Trustees was posted by March 9, 2023.

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

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