

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** May 18, 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, Angela Brommel, James Green, Kip Noschese, David Ortlipp, Gerri Schroder, Bette Silverman

Board present (via Zoom): None

Board absent: None

Staff present: Marcie Smedley, Debbie Englund, Viveca Grinstead, Sean Hill, Tawana Keels, Candace Kingsley, Michelle Mazzanti, Heela Naqshband, Lisa Phelan

Staff present (via Zoom): Joy Gunn, Betsy Johnson, Shakita Kirkland, Joseph Tracy, Vivian Tufano, Leona Vittum-Jones

Others present: Ben Carvalho

Others present (via Zoom): Mahalia Jaramillo

**Approval of Agenda**

Jennifer Andricopulos 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**

April 20, 2023

**CA-2 Review of Paid Invoices**

April 2023

Gerri Schroder 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.*

Ben Carvalho, owner of The Coffee Press, thanked the Board for its continued support for the last few years and expressed pride at how far the coffee shop has come, especially since COVID. For 2023 the coffee shop is trending up, over the past two years, and the growth is hoped to continue into summer and fall. Ben Carvalho and his staff are excited to bring fresh new things to the table. When the journey began, it took time to figure out what works and what doesn't, build on the brand and turn a small profit. Throughout the journey, Ben Carvalho developed a vision of what The Coffee Press could become and an image that would be recognized throughout the community. Ben Carvalho said he is proud to announce a fresh look for summer and uncovered the new logo. The image is part imagination and part local inspiration. Ben Carvalho wanted the logo to focus on community and earthscapes, while paying a little homage to the prior logo. The stack of books in the original logo carried over. Ben Carvalho said he is super happy with how the logo turned out. There have been several revisions, and as the owner behind it, he really wanted to get it just right. The new look comes with new menu items, such as fresh tuna salad made every day, and a coffee press experience for dine-in customers. It will be a 34-ounce pour of any of the roasts of the day from an antique coffee press. The Coffee Press is great for business meetings, people catching up, meeting old friends, or a change of scenery while working remotely, or just getting out of the house. A new coffee flight offering will feature 3 daily roasts on tap with an espresso shot. This will allow dine-in customers to try different varieties and roast qualities. For customers on the go, The Coffee Press is

offering a coffee traveler, 96-ounce pour that can be taken back to the office (or certain library departments). There is a new signature drink, just in time for summer, iced agave latte. Made with Organic Blue Agave. As a side note, much of the sourced Organic Blue Agave is harvested throughout the southwest. Served with your choice of milk and espresso. It is very tasty. Many new things are happening. Besides the menu, there are some changes within the shop as well. The changes will take place over the Memorial Day weekend, taking advantage of the closed days. 6 new seats will be added along the outside wall in technology bar fashion, with technology connections. Ben Carvalho again thanked the Board. It has been an honor; he has enjoyed being here and is looking forward to being here for a couple more years.

Marcie Smedley thanked the board for supporting the volunteer appreciation event yesterday, and the team that worked on yesterday's luncheon. Special recognition was given to Michelle Mazzanti as team leader, Lisa Phelan for her creativity and work on the décor; everyone who helped is appreciated. Thank you very much.

Tawana Keels was introduced as the district's new Chief Financial Officer and Human Resources Director. She is working hand-in-hand with Debbie Englund for a smooth transition when Debbie Englund retires later this year. Ms. Keels started yesterday, hails from Cincinnati, Ohio and brings 13 years of government and HR experience, as well as corporate experience, to the role. Tawana Keels is excited about joining the team, and we are looking forward to her skill, spirit, and enthusiasm.

## PUBLIC HEARING

Open Public Hearing: 7:54 a.m.

### 1. Discussion and possible Board action regarding approval of the 2023-2024 (FY24) final budget

Debbie Englund presented the Henderson Libraries FY24 final budget. Each Board member has been briefed on this budget and provided a synopsis. Highlights include a combined carry-over from FY23 of around \$12.4 million. Ad Valorem taxes are estimated to be almost \$8.4 million, which is 4% higher than last year's budgeted amount. Consolidated taxes are estimated to be slightly over \$3.5 million, which is 9% over last year's budgeted amount. Other revenues are anticipated to be just over \$282,000. Overall, available resources are expected to be around \$24.6 million in FY24.

Salaries and benefits are the largest expenditures in the budget. They are anticipated to be approximately \$5.3 million and \$2.2 million, respectively, which is a combined increase of 11% over the FY23 budget. Merit increases, a 4% cost of living adjustment, the conversion of 2 part-time positions into 1 full-time position, the removal of 1 part-time position, rate increases of 3.75% in the PERS employer-paid plan and 2% for the employee-employer paid plan, and the removal of short- and long-term disability insurances are included in this budget.

Services and Supplies are budgeted at just under \$2.7 million, which is up \$165,000 from the FY23 budget. This increase includes additional funds for radio and print ads, programming supplies, equipment maintenance for the new AMH units, computer replacements, a strategic planning consultant, repainting the exterior of the Paseo Verde Library, and general inflationary increases.

Capital outlay is budgeted at \$1.7 million, which is similar to FY23. Library books and materials remain about the same. New capital improvement projects for FY24 include replacing the roof at the Gibson Library, remodeling the IT offices, and replacing the courier van.

Overall, total expenditure is expected to be just under \$12 million, resulting in projected ending fund balances for FY24 of \$12.7 million.

It is our request that the board approves this budget as presented.

David Ortlipp asked for public comment. There was none.

James Green commented that there should be funds within the budget to upgrade to security cameras at different facilities and hire a consultant knowledgeable about AI [artificial intelligence] from the standpoint of services provided to our customers and to our own employee base. Do we need to be defensive against AI? Marcie Smedley said it is in the budget to install 2 cameras for each building in conjunction with a new security system. There will be a camera at the public and staff entrances. Going forward, research will have to be done to identify new locations and run data for those. A longer conversation is on the radar, but that is where the district is at. David Ortlipp suggested including AI in the 5-year plan. Emerging technologies are certainly going to affect the district in the next 5 years. Gerri Schroder asked, regarding the security cameras, if there could be an explanation of the security in the libraries. There was a recent incident of a person going into a congressional office in Fairfax and



attacking staff with a baseball bat. Other than cameras (which only take pictures) how are staff protected? Cameras only do so much and don't prevent an attack. Marcie Smedley said there are contracts in place for security officers at all of the buildings, except for the West Henderson Library. Times vary based on needs. The Gibson Library and Green Valley Library have security officers for every hour the library is open. There have been various safety trainings including active shooter training by the City of Henderson and FEMA online active shooter training. This allows staff to be thoughtful about how to react. Safe places can be identified ahead of time, and more timely decisions about whether staff can evacuate or should wait for first responders to arrive. Marcie Smedley said there is a concern with safety in public buildings across the country. We want to make the library as welcoming as possible but also provide a safe place. Sean Hill said the new security system has buttons that can be pressed a certain number of times to communicate different emergencies to staff.

Jennifer Andricopulos made a motion to approve the 2023-2024 (FY 24) final budget. James Green seconded the motion. The vote was unanimous.

Close Public Hearing: 8:04 a.m.

#### **New Business**

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

Debbie Englund said pursuant to NRS 354.598005(5), budget appropriations may be transferred between functions, if such a transfer does not increase the total appropriation for any fiscal year and is not in conflict with other statutory provisions. The governing body must be notified of such transfers. In FY23, the district completed the following transfers:

Contributions and Grants Fund, \$23,050. The expanding outreach grant spanned 2 fiscal years. The vehicle purchase was budgeted in FY22 and supplies in FY23. Delays in the supply chain caused the vehicle to not be completed until FY23. The amounts budgeted in FY23 need to be reallocated from Services & Supplies to Capital outlay to reflect this change.

Capital Construction Fund, \$168,000. We need to reallocate a portion of the funds from Services & Supplies, originally earmarked for the exterior painting of the Paseo Verde Library building to Capital Outlay to cover the unexpected replacement of a 15-ton roof top HVAC unit at the Gibson Library (\$46,000) and the boiler replacement at the Paseo Verde Library (\$22,000). Since the painting project was delayed, it was decided to also replace the chiller tower at the Paseo Verde Library (\$100,000). The chiller tower was slated to be replaced in FY24 but, due to rising costs and declining efficiencies, it was decided to replace the chiller tower earlier. The painting project will be budgeted for FY24.

The total appropriation has not changed, this is just a transfer between funds.

David Ortlipp asked for public comment. There was none.

James Green made a motion to approve the fiscal year 2023 budget amendments. Angela Brommel seconded the motion; the vote was unanimous.

##### **2. Discussion and possible Board action regarding purchasing card limits**

Debbie Englund said recently the Board had approved raising the Executive Director's credit limit single purchase authority to \$50,000. However, because a vendor allows the district to pay large invoices by credit card without charging a fee, the invoices are over \$50,000 and a higher limit is needed. Paying these invoices by credit card will increase the rebate to the district. Debbie Englund asked the Board to raise the Executive Director's single purchase limit to \$100,000 and monthly credit limit to \$200,000.

David Ortlipp asked for public comment. There was none.

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



**3. Discussion and possible Board action regarding the Catastrophic Leave policy**

Marcie Smedley said during the budget process the long-term and short-term disability insurance was cancelled to compensate for required rate hikes in PERS (Public Employees Retirement System). Changes are being requested to the Catastrophic Leave policy to better assist employees who may be unable to perform the duties of their employment due to illness or accident and may not have enough PTO to cover their absence. The proposed version of Catastrophic Leave policy reads:

Policy Number: 500.11, Issue Date: February 21, 2002; Latest revision date: May 18, 2023.

A Bank for catastrophic leave is established by contributions of PTO [paid time off] from Henderson Libraries employees. The request to transfer leave into the Bank must be made in writing by the employee; leave may not subsequently be transferred back. Transfers are limited to no more than 240 hours within a calendar year. In addition, no employee may donate time that would cause their leave balance to fall below 240 hours.

This Catastrophic Leave Bank may be used by full-time employees who are unable to perform the duties of their position because of a serious illness, accident or motor vehicle crash which is life threatening or requires a lengthy convalescence, defined as a period in excess of eight (8) weeks, as determined by the attending physician, or the same for the employee's immediate family.

An employee may not receive any leave from the bank for catastrophic leave until they have used all accrued PTO, and sick leave. An employee who needs leave from the Bank for catastrophic leave is entitled to payment for that leave at a rate no greater than their own rate of pay. An employee who meets the requirements for catastrophic leave may request, in writing, that a specified number of hours of leave be transferred from the bank to his/her account. This written request must include a statement from the attending physician. If an employee is unable to make a request, a representative may do so on his/her behalf.

The Catastrophic Leave Committee, consisting of the Executive Director, the Assistant Director, and the CFO/HR Director, will review the request to determine if it meets the eligibility requirements. If approved, the specified hours will be transferred to the employee's account. Any leave received which is not used at the time the catastrophe ceases to exist or upon resignation or termination of employment must be returned to the Bank. Decisions of the Catastrophic Leave Committee are final. Employees who are approved for the use of catastrophic leave are able to receive up to 16 weeks (640 hours) during a rolling 12-month period. This period is measured backwards from the date an employee takes catastrophic leave. If more than 12 weeks (480 hours) are requested, the employee must provide a written recertification from the attending physician at the 12-week mark. Eligible employees on catastrophic leave will continue to accrue leave in accordance with existing leave policies. Any leave earned while an employee is on catastrophic leave must, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank. Employees on catastrophic leave will receive normal benefits such as employer contributions to insurance and retirement. Marcie Smedley asked the Board to accept the changes to the Catastrophic Leave Bank.

David Ortlipp asked for public comment. There was none.

Gerri Schroder said this is not new, the city does this all the time. People are allowed to donate leave they have accrued that won't be used to someone who has a medical emergency, having to take an extensive amount of time off, and does not have enough sick time or PTO. Employees needing assistance can submit a request from the bank for what they need for medical reasons or an emergency in the family. Gerri Schroder said she supports this, and the policy assists and supports team members going through something major when they are already under enough stress. Not having to worry about how to pay the bills really helps them. David Ortlipp commented that cancelling the long-term and short-term disability is a smart financial decision.

Jennifer Andricopulos made a motion to approve the updated Catastrophic Leave policy. Bette Silverman seconded the motion; the vote was unanimous.

**4. Discussion and possible Board action regarding Lost or Abandoned Items Policy**

Marcie Smedley said the Lost or Abandoned Items Policy is being updated as part of district procedure to update all the policies. There are very minor changes. "Items left unattended at computer stations or on library

furniture will be considered abandoned after 30 minutes” was revised to “Items left unattended will be considered abandoned after 30 minutes”. A portion was removed that said if the owner could be contacted items could be mailed. That is not precluded, it is just not a standard way to handle lost or abandoned items. Items can be mailed if deemed necessary.

David Ortlipp asked for public comment, there was none.

James Green made a motion to approve the Lost or Abandoned Items Policy as presented. Bette Silverman seconded the motion; the vote was unanimous.

**5. Discussion and possible Board action regarding biennial review of Board Bylaws**

David Ortlipp said the board bylaws need to be reviewed every 2 years, in odd numbered years, allowing an opportunity to update the bylaws if anything changes in the legislature. Changes require 30 days’ notice and a Board vote the following month. Up until now there has been nothing passed that affects the bylaws. At this point David Ortlipp suggested this be put on hold for another month in case anything comes up in the legislature that would require changes. This would not preclude a member from going through the bylaws and suggesting needed changes. This item will be moved to old business for next month and if nothing comes through it will be closed.

David Ortlipp asked for public comment; there was none.

James Green volunteered to review the bylaws. David Ortlipp asked him to report back in 3 weeks if there are items that need to be addressed.

**6. Discussion and possible Board action regarding nominations of Board officers  
(election to take place at June meeting)**

David Ortlipp said the positions are Chair, Vice Chair, and Secretary. Board members can nominate themselves or someone else. Nominees can accept the nomination or decline it. Only one position nomination can be accepted.

David Ortlipp asked for public comment. There was none.

Gerri Schroder asked if there is a way to provide a list of duties for the positions. David Ortlipp read article 2 from the bylaws: “The Chair shall preside at all meetings, suggest the agenda, appoint special committees as required, authorize call for any special meetings, and act as spokesman for the Board to officials and the public on issues decided upon by the Board. The Vice Chair assumes the duties of the Chair in the absence of the Chair and performs other duties as assigned. The Secretary shall preside in the absence of both the Chair and Vice Chair.”

James Green nominated David Ortlipp for the position of Chair. David Ortlipp accepted the nomination.

Kip Noschese nominated Angela Brommel for the position of Vice Chair. Among her many accomplishments, she is Poet Laureate for Clark County. One thing that is very impressive is that Angela Brommel goes above and beyond in her involvement with libraries and provides programming for children and youth outreach. Kip Noschese shared a poem he wrote:

Poetry is an artform.  
Don't think otherwise.  
Though this poem, in particular,  
might make you roll your eyes.  
A good poet is a person,  
who sees things from many angles.  
Upon pondering great ponderings  
probably gets their hair in tangles.  
Our library is a place  
that welcomes many poets.



Some on printed pages and  
some yet too young to know it.  
When these young ones meet Miss Brommel,  
They may find it in their hearts  
that they may be a poet too  
and a great patron of the arts.

Kip Noschese seconded the nomination of David Ortlipp for Chair and read a poem he wrote for him:

Although he is an Aussie  
let's not hold that against him.  
He passionate about the libraries  
in our land of Henderson.  
So, let's be glad in the fact  
that he would like to stay.  
He'll do his best to ensure  
that patrons have a g'day!

Bette Silverman nominated Jennifer Andricopulos for Secretary. Jennifer Andricopulos accepted the nomination. Gerri Schroder seconded the motion.

James Green seconded the motion for Angela Brommel as Vice Chair. Angela Brommel accepted the nomination.

David Ortlipp nominated James Green for Vice Chair. James Green said he is willing to serve.

Gerri Schroder made a motion to approve the slate of nominations. James Green seconded the motion. The vote was unanimous. Elections will take place at the June Board meeting.

#### Old Business

##### 1. Discussion and possible Board action regarding Executive Director evaluation

David Ortlipp said the personnel subcommittee has this in progress. James Green said the surveys have been sent out, are due on Monday, and a meeting is set for the subcommittee to meet next week and meet with Marcie Smedley. Everything is on schedule and a recommendation will be presented at the next meeting.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked when Marcie Smedley's self-evaluation will be available. Marcie Smedley said it is also due on Monday and is sent to the personnel subcommittee; it can be shared with the entire Board. Angela Brommel said she would love to see the self-evaluation. It's great to be reminded of all the wonderful things that happened in the past year.

Gerri Schroder asked to be excused from the next meeting as she is attending the LVGEA [Las Vegas Global Economic Alliance] Perspective.

#### Announcements

The next Board meeting will be **June 15, 2023**, at the **Paseo Verde Library**, 280 S. Green Valley Pkwy., 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.*

#### Adjournment

**The meeting was adjourned at 8:30 a.m.**

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 11, 2023.*

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