



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: June 15, 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

Board present (via Zoom): Bette Silverman

Board absent: Gerri Schroder (excused)

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

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

Others present: None

Others present (via Zoom): None

Approval of Agenda

James Green made a motion to approve the agenda. Angela Brommel 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

May 18, 2023

CA-2 Review of Paid Invoices

May 2023

James Green made a motion to approve the consent agenda. Jennifer Andricopulos 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, HDPL (Henderson District Public Libraries) Executive Director, mentioned the summer is off to a great and busy start. The summer reading challenge is going well, bringing many people into the libraries. The district has noticed an increase in the number of attendees for the summer programs, all libraries’ door counts, and the summer reading challenge participants—staff are hopeful to return to pre-pandemic participation. Gibson Library has engaged with Three Square to become a *Meet Up & Eat Up* site for the summer months, Mondays through Saturdays, which gives children 4-18 years of age a free lunch. It fills a need in the community for children who were receiving free lunch during the school year. 20-22 kids have shown up each day to claim a free lunch. This program is filling a need in the community and the library district is happy to partner with Three Square.

One Book, One Henderson [OBOH] summer community read is underway. The title for the OBOH 2023 year is *Remarkably Bright Creatures*. For this event, Henderson Libraries is hosting a variety of book clubs and programs to engage the community in connecting over the book. The author, Shelby Van Pelt, will be at Paseo Verde Library on Wednesday July 19th at 6:00 p.m. Marcie Smedley let the board members know that an event reminder will be emailed out a week in advance.

Henderson Libraries started a new pilot partnership with Project Marilyn, to provide menstrual products to all women in need. The Gibson and Green Valley Libraries are to be *Finding Marilyn* sites. Project Marilyn's mission is to ensure everyone has a healthy and dignified period by ending period poverty. In the U.S. 25 million women live in poverty and food stamps do not cover period products because they are deemed a luxury item. Also in the U.S., 1 in 5 girls have missed school because they do not have access to period products. In addition to partnering with various nonprofits across southern Nevada to provide period products, Project Marilyn also has the *Finding Marilyn* program that our 2 locations are participating in. The participating libraries will have signage posted in the restrooms. Project Marilyn has included these libraries as participating locations on their website. Through this program, people in need of period products can visit the *Finding Marilyn* site and request the package that Marilyn left. They can have discreet and dignified access to period products. The women requesting packages will receive a discreet bag with enough supplies for an average menstrual cycle. Marcie Smedley said the district is happy to be able to partner in this way and provide this service to the public. It has low impact on staff but provides an important service to the public. Marcie Smedley expressed hope that the pilot project will allow expansion to all locations if successful.

Jennifer Andricopulos asked how HDPL is advertising to students for Three Square lunch, if word is reaching housing developments or apartment projects in the area. Marcie Smedley replied that Henderson Libraries social media, flyers, and word of mouth have been used to spread awareness; however, she will check on the status of external flyers for the immediate surrounding areas. Graphics have been created so it will be easy to create a flyer if one is needed.

New Business

1. Discussion and possible Board action regarding election of fiscal year 24 (FY24) Board officers

David Ortlipp mentioned this is a yearly item, the bylaws specify nominating board officers in May and voting during June meetings.

David Ortlipp asked for public comment; there was none.

There are three positions open: the Board Chair, Vice Chair, and Secretary. David Ortlipp mentioned he was nominated for Chair, The Vice Chair nominees are Angela Brommel and James Green. Jennifer Andricopulos was nominated for the Secretary position. The only position with more than 1 nomination is Vice Chair. To keep things fair, the nominees were presented alphabetically. The vote for Angela Brommel for Vice Chair was unanimous. David Ortlipp ascertained that the fiscal year 24 board would be David Ortlipp as Board Chair, Angela Brommel as Vice Chair, and Jennifer Andricopulos as Secretary.

James Green made a motion to approve the election of fiscal year 2024 Board officers. Kip Noschese seconded the motion; the vote was unanimous.

2. Discussion and possible Board action regarding approval of Polaris contract

Marcie Smedley asked to push this discussion topic to next Board meeting (July 20th) The company indicated to Sean Hill, Associate Director of Information Technology [IT], that the contract would be ready for today's meeting; however, the company's contract department is backed-up and could not produce the documents.

3. Discussion and possible Board action regarding Privacy Policy

Marcie Smedley shared minimal changes to the Privacy Policy. Terminology is being aligned with "library account number" rather than "library card number" since more patrons and staff refer directly to accounts than cards. Under patron responsibility the phrase was changed to "account number" instead of "library card number". There were various grammatical changes to the policy. Under the section that gives parents or guardians access to their children's library account information the phrase "child's library card number" was changed to "child's library account number or other identifying information." These are the changes that are recommended.

David Ortlipp asked for public comment; there was none.

James Green enjoys that HDPL only collects necessary minimal information to keep patron's accounts more private.

Kip Noschese made a motion to approve the Privacy Policy. Jennifer Andricopulos seconded; the vote was unanimous.

Old Business

1. Discussion and possible Board action regarding Executive Director evaluation

James Green was a member of the personnel subcommittee with Gerri Schroder, and Kip Noschese, to review topics relating to Marcie Smedley's evaluation. James Green gave Marcie Smedley an opportunity to give the highlights of accomplishments and any comments before opening on the shared review.

Marcie Smedley began by stating her goals and highlights of the past year. The Executive Director's short-term goal is to work with the Henderson Libraries Foundation Board continuing to strengthen their board and re-establishing the Henderson Library Foundation's 501(c)(3) designation and taking control of financial ownership. Marcie Smedley is continuing to work with the Foundation Board to create short-term fundraising projects to raise momentum and publicity within the community.

Marcie Smedley's second short-term goal was the policy review which is under way and making good progress.

The Executive Director's third short-term goal was to review and update organizational values to align with strategic planning. That will be moved to this year. Not much change is expected in the actual values portion, but the language could be much more friendly. The language can be put in a way that speaks more to the organization's voice with the community and be made easier to understand.

Executive Director Marcie Smedley updated her short-term goals for this coming year. The first goal is to focus on team training and support, specifically comprehensive training aligned to the upcoming tax initiative. The district can only provide an "information only" campaign (staying away from advocacy). It is important that the team is fully trained on the boundaries of conversations regarding the tax initiative. Marcie Smedley said that with the help of the Board, a consultant, and the library team, the district will work to assess the community and roll out a new 5-year strategic plan in the upcoming year.

Long-term goals from the past are being carried over, including the tax initiative, getting a full-size facility in West Henderson, and space-planning for the district's existing facilities. Highlighting the past year, Marcie Smedley stressed that the team is the reason for the ability to achieve what the district has, such as opening the West Henderson Library, establishing the Outreach Coordinator Position (upping our presence in the community and reaching people with no library access), IT's deployment of the Automated Materials Handling Machines at all library locations which provides for increased efficiencies in the back of house operations, and RFID [radio frequency identification], (which will increase efficiencies in operations), tagging the entire collection. Not only will it make it easier for our team, but it will make it much easier for community members to check out items as well. Joy Gunn was instrumental in coordinating the effort including submitting a grant application and receiving funds for a portion of the RFID conversion. Marcie Smedley continues working to expand and strengthen partnerships with the City of Henderson, Workforce Connections, local-elected officials, Friends of Henderson Libraries [Friends], and Henderson Libraries Foundation Board, among others. Marcie Smedley shared her involvement with various Henderson communities to highlight and build relationships on behalf of Henderson Libraries. Marcie Smedley noted her service as Treasurer of the Henderson Chamber of Commerce Foundation (HCCF) Board and was just elected to serve as the Vice Chairman of HCCF for the next 2 years and also served as President and Past President of Nevada Library Association (NLA) over the past year. Marcie Smedley is proud of her continuing connection to HDPL's team members through regular check-ins and was glad to see the return of staff day last year. It has been refreshing to come out of the pandemic and focus on regular operations again. Marcie Smedley is grateful for the year of Henderson Libraries' growth, resources, and team along with the Board members' commitment to the community. The commitment from the Board is appreciated, not only by Marcie Smedley, but the library team as well. Marcie Smedley is looking forward to providing exceptional library services to the Henderson community.

James Green returned to the summary of the subcommittee's notes for Marcie Smedley's evaluation. This was a comprehensive evaluation process that included surveys completed by executive staff of Henderson Libraries and Board Trustees and a self-evaluation that was completed by Marcie Smedley. These were reviewed, along with several meetings with Marcie Smedley. Areas of evaluation were customer service, communication, personal growth and development, work environment, team collaboration, management skills, leadership, resource deployment, community relations, fiscal matters, strategic planning, problem

solving, and executive library knowledge. Overall, Marcie Smedley's performance was outstanding. The subcommittee recommends a 5% merit increase, as allowed by contract.

David Ortlipp asked for public comment; there was none.

David Ortlipp thanked James Green, Kip Noschese, and Gerri Schroder for putting things together and serving on the subcommittee and expressed appreciation for Marcie Smedley's excellent work. Kip Noschese stated that the survey was overwhelmingly positive and commented on Marcie Smedley's ability to balance multiple things. Looking at the strategic plan and growth, Marcie Smedley has aligned things nicely going into the tax initiative year. Mr. Noschese expressed excitement in himself and the community to see where things go in future growth. Kip Noschese was proud to be a part of the subcommittee and hopes Marcie Smedley is here for many more years. Jennifer Andricopulos thanked Marcie Smedley for the self-evaluation and leadership in all the work HDPL has done to promote services. It is nice to see the excitement in coming back from COVID and everything the district has been through, including the cyber-attack last year. Thank you for continuing to grow, excel, and really promote library services. Angela Brommel thanked Marcie Smedley for making it easy to be a board member. Ms. Brommel is taking a class right now that covers board relations. The fact that this library has 3 constituent groups (Friends, the Trustees, and the Foundation) to coordinate is a lot. To manage 1 well is outstanding. To have such a good relationship with all 3 is remarkable.

Jennifer Andricopulos made a motion to approve the Executive Director evaluation and 5% increase in pay. Bette Silverman seconded the motion; the vote was unanimous.

2. Discussion and possible Board action regarding biennial review of Board Bylaws

The district's attorney reviewed the legislative session and said nothing came out that would warrant changes to the bylaws. James Green previously reviewed the bylaws and concurred with no action being taken. It is recommended there that no changes be made to the bylaws.

David Ortlipp asked for public comment; there was none. No vote was needed.

Announcements

The next Board meeting will be **July 20, 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.

David Ortlipp asked for public comment; there was none.

David Ortlipp represents trustees on the Nevada State Council on Libraries and Literacy, having served for 2-3 terms, and most recently as Chair. A lot of changes have occurred with the state administration; however, David feels they have a stable Director. The position representing public library trustees on the State Council for Libraries and Literacy will be vacant July 1st, and David asked the other board members to consider serving on the council.

Adjournment

The meeting adjourned at: 8:11a

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