



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: July 20, 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 absent: None

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

Others present: None

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

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

June 15, 2023

CA-2 Review of Paid Invoices

June 2023

James Green made a motion to approve the consent agenda. Gerri Schroder 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 presented the quarterly financial report for the end of the 4th quarter. The description is on the left side of the report and the right side shows the percentage of the budgeted amount used. All should be close to 100%. Ad valorem taxes are down; this is unusual and is being investigated. The consolidated taxes are down because they come in 2 months behind. Interest income is higher than budgeted since interest rates shot up. Salaries and benefits are slightly under as accruals from last year have not been added in yet. Supplies, utilities, and books are a bit low. That is because they are being paid by credit card, so the statement comes in a month later. James Green asked why advertising and training are in the lower percentile. Marcie Smedley said several staff members went to the American Library Association conference in June and those expenses will come in with the credit card bills and the amounts will be adjusted back. Advertising for *One Book One Henderson* took place in June. When the bills are paid, they will be adjusted back into the 4th quarter where the expense happened. David Ortlipp noted that water usage seems lower. Debbie Englund said it is paid by credit card too and will be adjusted back when paid. Sometimes there can be a leak and we don't find out about it for a month so extra is added into the budget in case it is needed.

Shakita Kirkland, West Henderson Library Manager, reported that a community partnership with the Sloan Canyon National Conservation Area has been very successful. Earlier this year rangers came in and discussed offering community engagement workshops. It was decided the workshops should be linked to the summer reading program where the theme *All Together Now* tied into the 3 programs: *Getting to Know Sloan Canyon*, *Tortoises and Other Reptiles of Sloan Canyon*, and *Wild About Wilderness*. These programs collectively had 80 participants. The West Henderson Library is small but mighty and the team is thrilled how these programs were received by the community, despite the limited program space available. There are 3 more programs coming up, 1 this week, 1 in August and September. Marcie Smedley said this is another example of how the library team partners with our community to highlight another organization and bring people into the library. It's a great partnership, especially with Sloan Canyon right in West Henderson Library's backyard.

Marcie Smedley said last night there was an author chat with the *One Book One Henderson* [OBOH] featured author, Shelby Van Pelt. 230 to 250 people attended. There were so many compliments on the intimate feel of the chat. Lisa Phelan facilitated and there were many compliments on her ability to moderate the conversation. There will be more statistics we can share. There have been multiple events throughout the summer and more coming up in conjunction with OBOH: watercolor classes, crafts, book clubs, and more. Marcie Smedley thanked the OBOH committee that worked so hard to put it together, not only the author chat, but the full complement of programs to support it as well. Bette Silverman said the event was really, really good and it was a packed house. The author was very entertaining. It was a bit warm and hand-held fans were passed out to everyone, and during the event Lisa Phelan told attendees that when the event was planned it was 62 degrees!

Henderson Libraries has signed a contract with Territory, based in Portland, Oregon, to begin work on the new five-year plan. Territory will work with the district first on community assessment and then drive the planning process to alignment with community needs. Territory has worked with a variety of organizations: libraries, the Seattle Public Library, non-profits such as the World Wildlife Fund, and large companies like Cisco. Marcie Smedley said it will be interesting to see Territory bring these different perspectives to the table as we see what it looks like to move forward. The library team is looking forward to working with Territory and it is expected the new strategic plan will roll out in early 2024. There will be touch points with the Board to share information and gather feedback, so a plan is developed that supports our vision for going forward.

Marcie Smedley said the library district recently rolled out a partnership with Intagly to bring free 3D printing to the Henderson community. Patrons can link from the library website, select an item to print or upload their own file, and submit it through Intagly's app. The job gets sent to one of the Intagly "operators" that have a 3D printer in their home. When the job is complete, it is delivered to the library for pickup. It is an interesting model, and the library team is excited to be a part of it. Intagly is sponsoring the cost of the 3D prints for now but will be looking for financing going forward. This partnership has gained a lot of momentum and was featured on Channel 8 News earlier this week. It's interesting to see what is being printed. Some are just fun little trinkets, but some are to replace lost items. One interesting project was a doll shoe. Apparently one shoe was lost, so a new one was designed, and 3D printed, so the doll could have both her shoes. This is a fun partnership. James Green asked about the estimated cost per trinket. Marcie Smedley responded that the average cost per piece is about \$4.78. The people who are engaged on the producing end are paid through Intagly at \$1.05 per print hour. That's how they calculate the cost for the materials they are using. If the print jobs are delivered to the library, the operator gets paid for that as well. Intagly has services for pay for other people, but Intagly's founder, Josh Leavitt, is engaged in innovation and technology in Southern Nevada and had a goal that there would be 3D printers in all libraries. Our district has had them but had trouble finding a way to make them available to patrons. This is a great way to roll it out while assessing the need in the community. We can seek funding through grants and classes can be made available going forward. They are also working with our STEAM initiative team to bring classes into the library to teach 3D modeling. James Green asked about oversight. Marcie Smedley said the library district and Intagly reserve the right to reject print jobs that are not deemed suitable (such as printing weapons or inappropriate items).

New Business

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

Tawana Keels, Chief Financial Officer and Human Resources Director presented Henderson Libraries' 5-year Capital Improvement Plan. The plan is presented by fund. The first fund is the General Fund, \$1.1 million was budgeted for this year to be used for materials for the libraries and equipment; Contribution and Grants Special Revenue Fund, \$89,000 was budgeted for additional library materials and equipment; Capital Construction Fund, a half million dollars was budgeted for building improvements. Board approval is requested.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked, regarding the library materials and equipment, is that for book replacement, materials replacement, or is there a correlation to circulation of items? Marcie Smedley said the materials refers to purchasing new books. Some of those books may be replacing other books, but it refers to new materials added to the collection. Jennifer Andricopulos asked if it is anticipated the expense may go up next year and in the next three years after. Is it anticipated the cost of books going up or needing to add more items to the collection? Tawana Keels responded that it is projection. Marcie Smedley and Tawana Keels are planning on digging into this and looking more into the specifics in the future. This is a placeholder, and an eye will be kept on it.

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

2. 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, Associate Director of Information Technology [IT] said this is an annual purge of patrons with no activity in the last 3 years. The Board is asked to waive any accrued debt owed by those patrons. Patrons owing debt have already gone through the collection process and after a certain point, the debt is not collectable. The numbers are lower than last year, which may be due to the pandemic and more activity coming back. As a side note, families are linked together in the system. If a family member is linked to one activity during the 3 years, they are not purged. If they did get purged, a new account is easy to open when they come back to the library.

David Ortlipp asked for public comment. There was none.

Gerri Schroder asked about the unused funds. Sean Hill explained this is money people put on account for printing. There are a lot of nickels and dimes that go unused, and they are considered a donation to the library district. Gerri Schroder said this helps offset what is owed. Sean Hill agreed. Kip Noschese said some materials are more costly than others, and asked if more effort is put in to recover them. Sean Hill said the collection agency currently goes after everything the same; however, a new service for collection of high dollar items such as laptops, hotspots, etc. is being offered. The collection agency will reach out sooner to try to recover the materials. This is being considered. Currently a staff member reaches out for the technology items. There is a better chance at getting items back if you reach out early on. Gerri Schroder asked if other library districts are warned about patrons who don't return high dollar items. Sean Hill said patron privacy rules preclude that. Bette Silverman asked if the equipment have locator tags. Sean Hill responded no. A laptop was left in Sunset Park and the park police brought it back. When technology items become overdue the service is disabled. It's possible that houseless people check the item out and just quit using it when the service is shut off. Jennifer Andricopulos asked if a deposit should be considered. Sean Hill said it is mostly the hotspots that aren't returned, and the providers practically give them to the library district. It hasn't been an issue. There is not a big cost to the district. Only 1 laptop had not been returned. Even if an item costs about \$300 each, the effort to keep the item from being stolen often costs more than the equipment.

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

3. Discussion and possible Board action regarding the Public Services Room Use Policy

Marcie Smedley presented the suggested changes to the Room Use Policy. There are no changes to the top part, which is the meeting and study rooms. There were some adjustments to the library program rooms. The second line, under Library Program Rooms, "These facilities are not available for use by non-library groups or individuals" was removed because it was confusing, and it had already been stated that the large program rooms are designated for library programs and activities. The line about making a written proposal to the appropriate branch manager according to established procedures was edited to take out the part about contacting the branch manager as that is no longer procedure. Leaving it as "according to established procedures" is a more effective statement. The section saying "The following rules apply" was removed in its entirety as the guidelines don't have to be specified in case the procedure/guideline is updated and many of the rules listed fall under the umbrella of other policies. That way there won't be discrepancies when guidelines change.

David Ortlipp asked for public comment. There was none.

Gerri Schroder made a motion to approve the changes to the Room Use Policy. Jennifer Andricopulos seconded the motion. The vote was unanimous.

Old Business**1. Discussion and possible Board action regarding approval of Polaris contract**

Sean Hill said Polaris is the software used to manage the library. Polaris manages patrons, checkouts, acquisitions, and keeps track of the life of a book from purchase to weeding. The contract was approved 3 years ago; the contract was made for 3 years (instead of 5) because Polaris had just been purchased by another company and it was not clear what direction the software would go. Since then, Polaris has been purchased by yet another company that has embraced Polaris. Many library districts have migrated to Polaris. Sean Hill stated he is comfortable with the support they are providing. The company agreed to an initial 5% discount (over what the district paid last year), with 3% increase each year for the next 5 years. The district will be saving a little at the start.

David Ortlipp asked for public comment. There was none.

Sean Hill said another way to lower the cost is to go out for a bid, forcing the vendors to compete with each other, but that is a costly process. James Green asked if the district is happy with Polaris. Sean Hill said yes, very happy, there is nothing substantially better available. Any change would require training every staff member and the interface for the community would change. One concern is that Polaris has been migrating to a web interface that has been on and off for a year, but the new web interface is much better and can be used for outreach. Clarivate is huge and big in academic research databases. Hopefully the new company will dock with Clarivate. Jennifer Andricopulos asked if it is hosted. Sean Hill said the library district hosts it because the database is open, and customized reports can be run. When hosted that ability and flexibility are lost. They always say you save money if it's hosted but the numbers don't really add up. Jennifer Andricopulos said the 3% yearly increase is pretty standard for a yearly software increase. Sean Hill agreed, it is usually between 2 and 5%. One vendor raised the price 10% this year and if they increase it again next year, the district will be looking for something else.

Jennifer Andricopulos made a motion to approve the Polaris contract. James Green seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **August 17, 2023**, at the **James I. Gibson Library**, 100 W. Lake Mead Pkwy., Henderson, Nevada. Jennifer Andricopulos may have a conflict for the August meeting but will let the Chair know.

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 adjourned at 8:15 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by July 13, 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.