



MINUTES

Henderson District Public Libraries Board of Trustees

Date: September 21, 2023

Place: James I. Gibson Library

100 W. Lake Mead Parkway, Henderson, NV 89015

***This meeting NOT accessible via Zoom**

Time: 7:45 a.m.

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

Vice Chair, Angela Brommel, called the meeting to order at 7:49 a.m.

Roll Call

Board present: Jennifer Andricopulos, James Green, Kip Noschese, Gerri Schroder, Bette Silverman

Board absent: David Ortlipp

Staff present: Marcie Smedley, Debbie Englund, Joy Gunn, Sean Hill, Tawana Keels, Candace Kingsley, Michelle Mazzanti, Heela Naqshband, Leona Vittum-Jones, Normalene Zeeman

Others present: Zak Shellhammer, Laura Jane Spina

Staff present (via Zoom): N/A*

Others present (via Zoom): N/A*

Approval of Agenda

Gerri Schroder made a motion to approve the agenda. Jennifer Andricopulos 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

July 20, 2023

CA-2 Review of Paid Invoices

July - August 2023

Jennifer Andricopulos 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.

Leona Vittum-Jones, Youth Services Head and Assistant Manager of the Gibson Library, gave a report on the *Summer Reading Challenge*. There were 1,908 children aged 0-17 that participated in the *Summer Reading Challenge*, with 1,009 completing the program. This is up from the previous 2 years. The total minutes read by ages 4-17 was 2,735,280. The total days read ages 0-3 (parent and child read at some point during the day) totaled 4,897.

Smalley Elementary School which won the Apple plaque by having the most minutes read. 74 participants read for 72,716 minutes!

There were several large events: For the kick-off there was a magician storyteller at each branch with 417 attendees, Fratello Marionettes at each branch with 333 attendees, and 3 lock-ins were held with 136 attendees.

The adult summer reading program for adults 18 and up had 357 active participants. *One Book Henderson* was held in conjunction with the *Summer Reading Challenge* featuring *Remarkably Bright Creatures* by Shelby Van Pelt. There were 9 craft programs: seashell art frame, oyster shell trinket dish, watercolor painting, and beach crafts with a total of 73 attendees. There were 2 showings of *My Octopus Teacher* with 6 attendees. There were four book club discussions and 1 author visit with 250 attendees.

Marcie Smedley said summer is a busy time for the library team; they work very hard and deserve A BIG thank you.

Marcie Smedley introduced Laura Jane Spina, Chair, and Zak Shellhammer, Vice Chair, of Henderson Libraries Foundation. Foundation members try to attend Henderson Libraries Board meetings twice a year to be visible and informed about the library district. Angela Brommel serves as liaison with Henderson Libraries Foundation and attends their Board meetings. Marcie Smedley said thank you to the foundation for sponsoring a project for the district through Pioneer Productions, featuring Dennis Quaid, to create a couple different public awareness pieces for the library district including one that will air as part of *Viewpoint with Dennis Quaid* on public television. They are 3 to 5-minute segments that are introduced by Dennis Quaid, focusing on different topics, and aired at the end of public television programming, in lieu of having commercials throughout the program. This is a very exciting project. Marcie Smedley is working with the production team on scripts and filming will be on November 16th. Henderson Libraries Foundation is sponsoring half of the cost of the project, and Marcie Smedley thanked the foundation for this support. The material in addition to the 3 to 5-minute documentary, including short-takes, will be given to the library district to use for public awareness. The 3 to 5-minute short-form documentary will be aired as part of the *Viewpoint* project and distributed to public television channels nationwide to air repeatedly over the course of a year. Henderson Libraries is the only public library system in southern Nevada that Pioneer Productions will contract with during that year. There will also be a 5 to 6-minute corporate profile that can be shared via email, placed on the website, and used as part of presentations. There will also be a narrow-casted campaign, where the library district selects certain demographics that will be emailed information (up to 1,000,000 people) based on established market lists that Pioneer Productions has. Henderson Libraries will also receive a 30-second commercial spot that will be broadcast throughout the year as well as our ability to take it and air it anywhere. The district will also receive all the B-roll filmed while Pioneer Productions are here to use how we want. In February 2024 these materials will be ready and available for the district to use and also will be deployed by Pioneer Productions. The Board is invited to go to viewpointproject.com to see the professional make up of these pieces. Thank you again to Henderson Libraries Foundation Board for making it possible to participate in this project.

Marcie Smedley congratulated Jennifer Andricopulos on her appointment to the State Council on Libraries & Literacy to represent public libraries trustees and said thank you for serving in that capacity and bringing Henderson's voice to the table.

The Library Tree Lane Gala is back on and will take place on Friday December 8th. More information will be forthcoming. Jennifer Andricopulos said donations are still being sought for the baskets-in-progress. Gift card donations would be appreciated. Wreath sponsors are still being sought. James Green asked if the website has been updated. Jennifer Andricopulos said that update is in progress as well as a save the date notification. Marcie Smedley said a save the date notice was sent out by Constant Contact.

Staff Day will take place on Friday, October 6, at the Green Valley Library. The libraries will be closed so that all the team may attend. The committee has been working diligently to put together some fantastic programming for our team. The Board is invited to attend any part of the day, but especially the portion on tax initiative training. Joe Brezney, Director of Political Operations at Carrara Nevada, will accompany Marcie Smedley and will talk about what it looks like to run an "information only" campaign and how that varies from advocacy; what the library team is able to say, without crossing any lines, when patrons ask about it. This will be an extremely relevant discussion the Board may wish to participate in. If anyone is unable to attend, the slides from the presentation can be shared. A calendar invitation will be sent out. Gerri Schroder asked how long the tax initiative portion will last. Marcie Smedley said it is scheduled for 1 hour.

One capital improvement project budgeted this fiscal year was to have the exterior of the Paseo Verde Library repainted. A walk-through with painting contractors was held and quotes were submitted from three vendors. The lowest bid was selected, and work will begin next week. By the time of the October Board meeting the work should be completed.

Community assessment is underway as part of the strategic planning process. Territory, the district's consultant, is working to conduct the assessment. There will be 8 stakeholder interviews. Marcie Smedley thanked Gerri Schroder who was invited to participate to bring perspective as a Board member and also as someone that works very closely with the community. Gerri Schroder said it was a good experience and one of her comments was about the Library Tree Lane Gala; she is very happy to hear the gala is coming back. Marcie Smedley thanked Gerri Schroder for participating. Mayor Romero has been interviewed and more stakeholder interviews are scheduled. There will also be 4 focus groups and surveys going out to the community and the library team to get both those perspectives. It is always important to hear thoughts from the team, not only about what the libraries do to serve the community, but also about our organization as a whole to ensure whatever pieces need to be included in the strategic plan are there. Marcie Smedley said she will keep everyone apprised of progress throughout the process.

New Business

1. Discussion and possible Board action regarding fiscal year 2024 budget amendments

Tawana Keels, Chief Finance Officer, reported on FY24 budget amendments. The Board is being asked to accept 2 grants and 1 donation. The first grant is the State Collection Development grant in the amount of \$22,624. These funds can be used to purchase library books and materials. The second grant from LSTA [Library Services and Technology Act], in the amount of \$50,000, will be used for strategic planning. Finally, there is a private anonymous donation for \$500 to be used for library materials.

Angela Brommel asked for public comment. There was none.

James Green asked if there was any in-kind donation requirement for the grants. Tawana Keels said she didn't think so. Debbie Englund said the LSTA grant requires a 10% match and it is met with staff time.

Bette Silverman made a motion to approve the fiscal year 2024 budget amendments. James Green seconded the motion. The vote was unanimous.

2. Discussion and possible Board action regarding the Public Services Policy on Patron Behavior

Marcie Smedley said the changes include formatting for consistency, removing information that is dated and no longer relevant, removing the explanation to get right to the policy. Instead of Patron Behavior Policy the title is changed to Policy on Patron Behavior. In the overview, wording was removed about what kind of uses would be associated with a modern public library and changed to say activities associated with a public library. Those activities change and don't need to be specified. Under measures, all reference to supervisor terminology was changed to person-in-charge. In the event there is not a supervisor in the building there is always a person who is designated to be in charge and has the ability to make any of the decisions a supervisor would make. Wording was added that instructions given may be either verbal or written. There are times when there is an incident with a patron where the patron leaves the building before appropriate action can be identified. Library staff may follow up with an email explaining the action being taken, such as a 1-week ban, and why. This can be relayed to the patron verbally or in writing. Measure #4, the trespass information has been updated. Years ago, trespasses were permanent. Then the police department went to issuing a 5-year trespass and the library district did the same to be consistent. Now the police department issues 2-year trespasses. This measure has been updated to reflect that the library trespasses are now for a 2-year period. Some people never come back after a trespass and some people make some changes and come back and use the library responsibly. Library Director has been changed to Library Executive Director to reflect the correct title. Finally, under non-compliance "police will be called" has been changed to "police may be called". Sometimes people come in and forget they were trespassed. Upon being reminded they leave peacefully. Police do not need to be called. Under behavior and supervision of minors and children some of the language was updated. Someone with a child is referred to as parent or caregiver, instead of a responsible adult or older responsible individual. In the 4th paragraph references to child or juvenile were changed to minor for consistency. Some grammatical and capitalization changes were made.

Angela Brommel asked for public comment. There was none.

Jennifer Andricopulos asked if a ban can be longer than a trespass or is this progressive? Marcie Smedley said there are guidelines for documentation. Generally, action taken would start with a ban (unless trespassing for violence which is zero tolerance). Jennifer Andricopulos said banning could be verbal or written, and asked how is it documented to show the person knows about the ban and that they were notified? Marcie Smedley said there are incident reports that document what happened, who was there, and action taken. It is cross referenced to the library card by placing a block on the library card. This allows everyone interacting with the patron to be informed about the behavior and action taken and makes it easy to update the incident report as needed. Jennifer Andricopulos asked if there is a process where a ban or trespass could be appealed to the Board. The current procedure requires a written request for appeal be sent to the Executive Director. Has that ever been challenged? Has the Board been involved? Marcie Smedley said last time the Board meeting was held at the Gibson Library a banned patron spoke to the Board. This patron was requested to have a phone conversation with the Executive Director to be re-instated and instead she came to the Board meeting. David Ortlipp, the Board Chair, told her she needed to follow correct procedures and speak the Executive Director, which she refused to do. Anyone can appeal to the Board. Board meetings are public meetings, however appealing to the Board is not part of the procedure. James Green asked how it is logged that people are trespassed. Marcie Smedley said through the incident reporting, and a block being placed on the library card. If the trespassed person does not have a library card there is a separate spreadsheet documenting the trespass. If the police trespass the person, the incident number is noted in the incident report. Otherwise a certified letter is sent notifying the patron of the trespass and a copy of that letter is sent to the police department. This part of the policy was reviewed with the police department to ensure the proper steps were being taken. James Green outlined the various avenues officers may have regarding trespass up to and including arrest and prosecution of the individual and indicated a police report should be filed. Kip Noschese asked if the district has to be in accordance with local authorities. Would it be better to be vaguer and just say the library district aligns the trespass period with the police department trespass period? Marcie Smedley said

she understood the point Kip Noschese was making, however if there is not a specified time period it makes it difficult for staff to explain to the patron.

Jennifer Andricopulos made a motion to approve the Public Services Policy on Patron Behavior. Bette Silverman seconded the motion. The vote was unanimous.

3. Discussion and possible Board action regarding the Public Services Policy on Bulletin Board Posting and Literature Distribution

Marcie Smedley said changes include changing this from being called guideline to policy. Items for public display or distribution must be approved by the library manager or their designee. The section talking about items not allowed was struck and reformatted as bullet points, to be easier to read. The unacceptable items are items devoted solely to the sale, advertising, solicitation, or promotion of commercial products or services for a single profit-making business or individual; religious or political materials that have a primary purpose of proselytizing for a single point of view (not to include materials publicizing community events – which are allowed); and items larger than 11" x 17".

A hold harmless statement was added: "Henderson District Public Libraries shall be held harmless from liability in the event of damage or loss to materials being posted or displayed regardless of the circumstances."

Bette Silverman asked if there is a specified time period an item remains on the bulletin board. Marcie Smedley responded that some brochures are timely such as public notices, and are removed after the meeting date. Other notices, such as a suicide hotline flyer remains timely and can stay up indefinitely. James Green said there is a discrepancy in language from policy to policy. A previous policy referred to the manager or a person-in-charge. Here it refers to the library manager or a designee. The language should read the same. Marcie Smedley explained that there are people who are not always managers (or a person-in-charge) that are responsible for reviewing the bulletin board postings. It may be a manager at one building and adult services staff in another building. James Green said a person-in-charge should be knowledgeable about this subject or whether it should go to a manager. Gerri Schroder asked if the bulletin board is included on the website. Marcie Smedley said there are no public postings on the website. Marcie Smedley said if an event is at a library facility and the district is hosting it then it would be on the calendar system on the website. Gerri Schroder asked if an author wanted to come to the library and read to children would that be on the website. Marcie Smedley responded if it is hosted by the library district it will be listed on the website. Marcie Smedley said most of the things on the bulletin board are events in the community that entities are trying to get the word out about. James Green asked why there couldn't be a bulletin board on the website. Marcie Smedley said the time it would take staff to scan and post items wouldn't be appropriate. It also may appear the library endorses the advertisements. Bette Silverman said it would require time involved working with Adobe Illustrator and Photoshop and may be very labor intensive. Angela Brommel said sometimes an agency has employees or a designer that may not be current on ADA compliance or user design standards. Making announcements at work is one of the most time-consuming things Angela Brommel has ever done. Jennifer Andricopulos said there would be a lot of oversight required and it isn't known if the library website is equipped to handle this. It would take a lot to maintain and be compliant. James Green said he is not trying to change policy today, just sharing ideas. Kip Noschese suggested having a page on the website suggesting people come into the library and check out the bulletin board.

Angela Brommel asked for public comment. There was none.

Gerri Schroder made a motion to approve the Public Services Policy on Bulletin Board Posting and Literature Distribution. James Green seconded the motion. The vote was unanimous.

4. Discussion and Possible Board action regarding Public Services Library Rules of Conduct

Marcie Smedley said the Library Rules of Conduct was approved recently, but something came up that needs to be addressed. There were also some minor grammatical changes. Under item #15, information about bringing personal items into the library was added and then it was discovered that some children walk to the library from school with their musical instruments that do not meet that criterion. The policy inadvertently creates a challenge for these children to use the library. We looked at some policies and borrowed some wording from the Los Angeles Library District. The wording of #15 was changed to "Bringing personal items

into the library which singly or collectively exceed 24" x 14" x 12" is prohibited. Musical instruments are allowed in the library but must not be played without the consent of the library manager or designee and must not obstruct aisles or monopolize space. Henderson Libraries is not responsible for personal items that are lost, stolen, or damaged. Personal items may not be left unattended. Personal items left unattended may be subject to disposal. Bedrolls, large backpacks on a frame, shopping carts filled with clothing or possessions, suitcases, or other large paraphernalia should be left off library property."

Angela Brommel asked for public comment. There was none.

Bette Silverman asked regarding #8, bringing in animals, do the animals that come in need to wear service animal jackets? Marcie Smedley said library staff are allowed to ask if it is a service animal and what specific service the animal performs. That is all that can be asked. The district requires animals brought into the library to be service animals. Some people respond that the dog is an emotional support animal but that does not meet the service animal criteria. Bette Silverman asked if a dog is certified, do they have a card? Marcie Smedley said probably, but library staff are not allowed to ask that. There was a patron that maintained her dog was a service animal. When that dog barked and lunged at people, they were asked to leave for creating a disturbance. Jennifer Andricopulos clarified that emotional support animals aren't allowed. Marcie Smedley said that is correct, only certified service animals are allowed.

Jennifer Andricopulos made a motion to approve the Public Services Library Rules of Conduct. Bette Silverman seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **October 19, 2023**, at the **Paseo Verde Library**, 280 S. Green Valley Parkway, Henderson, Nevada.

Public Comment

Angela Brommel 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 8:38 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by September 14, 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 contact T. Casey at Henderson Libraries administrative offices, 280 S. Green Valley Parkway, Henderson, by phone at 702-207-4298, or email: tlcasey@hendersonlibraries.com.