

**MINUTES****Henderson District Public Libraries****Board of Trustees****Date:** October 19, 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, David Ortlipp, Gerri Schroder, Bette Silverman

Board absent: Kip Noschese

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

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. 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**

September 21, 2023

**CA-2 Review of Paid Invoices**

September 2023

Bette Silverman 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.*

Tawana Keels presented the quarterly financial report. This report is for the first quarter of the new fiscal year 2024, and there is nothing of concern. The financial reporting for fiscal year 2023 is being finalized.

Marcie Smedley said it's great to have the paint job done at Paseo Verde Library. It finished up in the last few weeks. The exterior of the building is much cleaner and fresher with brown tones and a desert-blue that makes it pop.

Marcie Smedley said *Staff Day* was held October 6<sup>th</sup>, and thanked Joy Gunn, the *Staff Day* committee and the team members that presented programs. Staff had the opportunity to learn about departments and services they may be new to them. It is wonderful when team members can share their talent and expertise. It was helpful to have the tax initiative training on *Staff Day*. It is important to learn what an "information only" tax initiative looks like. A briefing will be held for the Board to summarize the training and provide bullet points to help with conversations from a trustee standpoint. Once it's scheduled, the information will be sent out. A high point of the day was recognizing several staff members for their length of service with the organization. These individuals were presented with longevity pins for their achievement of years of service:

**5 Years**

Lenna Doctors, Youth Services Specialist, Paseo Verde Library  
Renee Hudacek, Circulation Specialist, Gibson Library  
Edson Navarro-Perez, Courier & Facilities Technician

**10 Years**

Leslie Dyer, Materials Handling Specialist, Gibson Library  
Lori Richardson, Acquisitions and Bibliographic Services Specialist  
Christina Terriquez, Youth Services Librarian, Paseo Verde Library

**15 Years**

Scott Fridly, Computer and Networking Analyst

**20 Years**

Rachel Mainz, Youth Services Librarian, Gibson Library

There was a round of applause for the dedication of these long-time employees' milestones.

On October 4<sup>th</sup>, the library district hosted the APPLE author, Ben Clanton. APPLE stands for All People Promoting Literacy Efforts, and is a collaboration between Henderson Libraries, the City of Henderson, and the Clark County School District. The program aims to encourage students to read outside of school. Ben Clanton visited 9 Henderson schools as well as a Safekey site, and then appeared at a meet-and-greet at the Paseo Verde Library. The program began at 6:00 p.m., but people were there well after the program ended until 9:30 p.m. to get books signed. Mr. Clanton was very personable and wrote a message and drew a picture in each book. The line was so long that eventually attendees were limited to 2 books per person. For more books, they were asked to get back in line. It was a great event and people appreciated the personal interaction with the author. Staff will be looking at the logistics of the event to see how improvements can be made to streamline the book signing process. Marcie Smedley thanked team members Leona Vittum-Jones and Kari Jensen for the time and effort they put in to make the APPLE partnership a success.

**New Business****1. Discussion and possible Board action regarding sunseting the Public Services Policy on Power Outages**

Marcie Smedley said this policy was provided to the Board and is more procedural; the Board is being asked to sunset this policy and adopt a new policy that is on the agenda as New Business #3. The new policy is a little more general and covers unscheduled closures and cancellations.

David Ortlipp asked for public comment; there was none.

Jennifer Andricopulos said it makes sense to have a broader policy. David Ortlipp said there are a few policies that should give the Executive Director control over the decisions. Some of these older policies are so specific it makes sense to review them and make them more general. Gerri Schroder said these decisions should be made on a case-by-case basis, i.e., is there a power outage in the summer or winter? In the middle of summer 1 hour makes a big difference in building temperature. Gerri Schroder said it makes sense to make these changes.

James Green made a motion to approve sunseting the Public Services Policy on Power Outages. Angela Brommel seconded the motion. The vote was unanimous.

**2. Discussion and possible Board action regarding sunseting the Public Services Policy on Reproduction of Photographs**

Marcie Smedley said this is an older policy. People used to make requests to print photographs from the district's digital collections and this policy outlined the costs. Library printers no longer support this kind of high-resolution printing. Now staff can provide access to the high-resolution file and the patron can take it to an outside entity to print.

David Ortlipp asked for public comment; there was none.

Gerri Schroder asked if people even print pictures anymore. It is not like it used to be. Everyone stores pictures on their phone. Marcie Smedley said a lot of the requests were for the district's digital archives for photographs or reports for specific areas of Henderson. It just doesn't happen anymore. A price for scanning was included in this policy, but patrons can scan for free at library printers and put the file on a flash drive.



Gerri Schroder made a motion to approve sunsetting the Public Services Policy on Reproduction of Photographs. Jennifer Andricopulos seconded the motion. The vote was unanimous.

**3. Discussion and possible Board action regarding adopting the Public Services Policy for Unscheduled Closures and Cancellations**

Marcie Smedley said this is a broader policy that addresses different reasons why libraries may have to close: Facility issues to include prolonged power outages, failure of building heating, ventilation, and air conditioning systems, water issues, gas leaks, or other conditions that impair safe use and operation of the facility; extreme weather conditions or natural disasters that impair safe and responsible operations; and any other issue that creates an unsafe or unhealthy environment and impairs safe and responsible use and operations.

This policy gives the flexibility to shut buildings down if needed. The decision to close will be determined by the Executive Director or their designee except where evacuation is essential for staff and patron safety or by order of authorized officials.

David Ortlipp asked for public comment; there was none.

Jennifer Andricopulos said it makes sense to have a more general, broad policy that will afford the library the ability to close in emergency situations. James Green made a motion to approve adopting the Public Services Policy for Unscheduled Closures and Cancellations. Gerri Schroder seconded the motion. The vote was unanimous.

**4. Discussion and possible Board action regarding early closure of the Paseo Verde Library on Friday, December 8, 2023, for the Library Tree Lane Gala**

Marcie Smedley asked the Board to approve closing the Paseo Verde Library at 4:00 p.m. instead of 5:00 p.m. on Friday, December 8<sup>th</sup>, so the library can be transformed into a festive environment by 6:00 p.m. Bette Silverman asked if this allows enough time. Marcie Smedley said, yes, the reading room can close early so some things can be done while the library is open.

David Ortlipp asked for public comment; there was none.

Gerri Schroder asked if the gala starts at 6:00 p.m. this year. Marcie Smedley responded yes.

Gerri Schroder made a motion to approve early closure (4:00 p.m.) of the Paseo Verde Library on Friday, December 8, 2023, for the Library Tree Lane Gala. Bette Silverman and James Green simultaneously seconded the motion. The vote was unanimous.

**Old Business**

None

**Announcements**

The next Board meeting will be **November 16, 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.*

Joy Gunn said Marcie Smedley also received her 20-year longevity recognition at staff day. This was met with applause.

**Adjournment**

The meeting was adjourned at 8:01 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by October 12, 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