



MINUTES

Henderson District Public Libraries Board of Trustees

Date: November 16, 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 7:50 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, George Greicar, Tawana Keels, Michelle Mazzanti

Others present: Ben Carvalho

Staff present (via Zoom): Edward Feldman, Viveca Grinstead, Joy Gunn, Leona Vittum-Jones, Normalene Zeeman

Others present (via Zoom): None

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

October 19, 2023

CA-2 Review of Paid Invoices

October 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.

Marcie Smedley said strategic planning is under way. Discovery reports provided from Territory detail the findings from stakeholder interviews, focus groups and surveys. Tomorrow a small internal team will meet with Territory to review that information and identify priorities to align for the upcoming strategic plan. That information will be shared. The process is going very well. Over 4,000 people responded to the community survey. Last time about 2,000 responded. Partnering with the City of Henderson, the Henderson Chamber of Commerce and various other organizations allowed the survey to reach many more people than just those in the library database that have library cards. There will be more information forthcoming and the strategic plan is on track to roll out early next year.

The Library Tree Lane Gala will take place December 8th. Each Board member received two tickets. If planning to attend, please remember to RSVP. Several Board members RSVP'd. Marcie Smedley said the Friends have been working hard and have appreciated Jennifer Andricopulos' help with getting donations. Everything is going well with the return of the Library Tree Lane Gala.

There will be filming today for the Viewpoint project. The Board was made aware of this several months ago. The segment for public television that will be hosted by Dennis Quaid and will air in early 2024 and continue throughout the year. This will be good boost for

public awareness, letting the community know what the library district is doing. Marcie Smedley expressed appreciation to Henderson Libraries Foundation for making the Viewpoint Project possible by sponsoring some of the expense.

Marcie Smedley said with Michelle Mazzanti's upcoming retirement the recruitment process has been completed and Edward Feldman will promote internally to Associate Director of Acquisitions and Bibliographic Services. Edward Feldman has been with Henderson Libraries for 22 years and brings a wealth of experience to the position. Edward Feldman was unable to attend in person today but looks forward to meeting the Board soon.

This is the last Board meeting Debbie Englund will attend as she is retiring on December 1st after working for Henderson Libraries for 23 years. Marcie Smedley acknowledged the many years of service as Chief Finance Officer and Human Resource Director. Debbie Englund has helped the district see tremendous growth and has stewarded district finances both as downturns were weathered and growth was capitalized on. Marcie Smedley expressed appreciation for Debbie Englund's contributions through the years and said she will be missed.

New Business

1. Discussion and possible Board action regarding The Coffee Press lease

David Ortlipp said 2 years ago the district entered into a lease with Ben Carvalho for The Coffee Press. There was an option to renew the lease for 2 more years with no changes to the terms of the lease. Ben Carvalho is exercising the option to renew for 2 more years.

David Ortlipp asked for public comment. There was none.

Gerri Schroder thanked Ben Carvalho for The Coffee Press being here. That's been breakfast after the Board meetings. Gerri Schroder said she is glad he wants to stay, he has a great restaurant/coffee shop. The food is really good! Ben Carvalho thanked everyone for their support. James Green thanked Ben Carvalho for staying through the hard times. Jennifer Andricopulos said it is a great opportunity for the community and the staff to have a café in the building. She is glad Ben wants to continue the lease. Ben Carvalho said he is very proud of the steps taken, building his brand, over the past few years. James Green asked for verbal clarification that the option is for 2 years. David Ortlipp said yes. Gerri Schroder asked if the lease is still \$1 per square foot. David Ortlipp said yes, the terms remain the same and in 2 years a new lease will be negotiated. James Green asked if the lease begins on January 1, 2024. David Ortlipp responded yes starting on January 1, 2024, through December 31, 2025.

James Green made a motion to approve extending The Coffee Press lease for 2 years. Jennifer Andricopulos seconded the motion. The vote was unanimous.

2. Presentation of Independent Auditors Report and Fiscal Year 2023 Annual Comprehensive Financial Report

Tawana Keels presented the Independent Auditors Report and Fiscal Year 2023 Annual Comprehensive Financial Report. HintonBurdick CPAs & Advisors were engaged to complete the audit for FY23, the year ended June 30, 2023.

On page 7, HintonBurdick reports that the financial statements present fairly, in all material respects, the respective financial position of Henderson District Public Libraries.

On pages 83-86, the auditors' report states they did not identify any deficiencies in Henderson Libraries' internal controls, that the District followed Nevada Revised Statutes, and that there were no compliance findings for fiscal year 2022 or fiscal year 2023.

To summarize the District's financial position, the government-wide financial statements show a net position of approximately \$15.2 million as of June 30, 2023. This was an increase of approximately \$2 million from the previous fiscal year. This change is due to increases in ad valorem and consolidated tax revenues, increased investments, and investment earnings, increases in pension liability, an increase in OPEB [Other Post-Employment Benefits] liability, and increases in salaries, wages, and benefits.

In the fund financial statements, the General Fund had an ending fund balance of approximately \$4.9 million. Ad valorem revenues, the District's main revenue source, was \$7.8 million, an increase of \$421,000 from FY22.

Consolidated taxes, the other main revenue source, came in at \$3.4 million which was an increase of \$124,000 from FY22.

Salaries and benefits were \$6.3 million, an increase of \$494,000 from last fiscal year. Services and supplies came to \$1.5 million, an increase of \$141,000. Capital outlays were \$927,000, a decrease of \$693,000 from last year. The transfer to the Capital Construction fund was \$3 million this fiscal year. All of these contributed to the net decrease of \$495,000 in the General Fund.

The Construction Fund had an ending fund balance of approximately \$7.3 million, which is an increase of \$2.6 million. This is due to the \$3 million transfer from the General Fund. Major projects included the purchase of a new rooftop HVAC unit at Gibson Library, a new cooling tower and boiler at Paseo Verde Library, Automated Materials Handling units added to Gibson, Green Valley, and West Henderson Libraries, and Radio Frequency Identification [RFID] gates added to Gibson, Green Valley, West Henderson, and Paseo Verde Libraries.

The Contributions and Grants Fund had an ending fund balance of approximately \$356,000, an increase of \$31,000 from the previous fiscal year.

The combined fund balance is approximately \$12.57 million, which is an increase of \$2.18 million from the previous fiscal year.

The Governmental Accounting Standards Board [GASB] issued Statement No. 96, Subscription-Based Information Technology Arrangements [SBITAs], effective for financial statements with the fiscal year ending June 30, 2023. The objective of this Statement is to provide guidance on the accounting and financial reporting for SBITAs requiring recognition of right-to-use subscription software as an intangible asset and a corresponding liability. Implementation of this Statement resulted in a \$2,909 restatement of the fiscal year 2022 net position.

Tawana Keels expressed appreciation to the staff at HintonBurdick CPAs & Advisors for their efficient completion of this audit, and Veka Grinstead for her valuable assistance in the preparation of this report.

Debbie Englund was thanked for her leadership and contributions to the FY23 audit and for 23 years of service to the District.

Tawana Keels asked the Board to accept the Independent Auditors Report and Fiscal Year 2023 Annual Comprehensive Financial Report.

David Ortlipp asked for public comment. There was none.

David Ortlipp thanked Tawana Keels for the presentation and Debbie Englund for laying a solid foundation in the finance department of the district. Gerri Schroder made a motion to accept the Independent Auditors Report and Fiscal Year 2023 Annual Comprehensive Financial Report. Angela Brommel seconded the motion. The vote was unanimous.

3. Discussion and possible Board action regarding amendment to Self-Funded Medical and Dental Benefits Preferred Provider Organization (PPO) Plan

Henderson Libraries' medical and dental benefit plans are administered through Clark County. These self-funded group plans provide health and dental benefits to the employees and require accepting amendments for changes and signing the interlocal agreement.

Changes to the PPO Plan includes the addition of children under legal guardianship, removal of the \$72,000-benefit limitation and age mandate from autism benefits, the addition of a 3rd tier pharmacy benefit for approved weight loss medications, the addition of gene/cell therapy coverage, and the addition of residential treatment center coverage.

Board approval is requested regarding the amendment to Self-Funded Medical and Dental Benefits Preferred Provider Organization (PPO) Plan. Plan changes are effective January 1, 2024.

David Ortlipp asked for public comment. There was none.

Kip Noschese asked if staff were advised of the changes before this meeting. Tawana Keels responded yes, during the open enrollment period staff was made aware of the changes. James Green asked about the weight management portion, asking Tawana Keels to expound on the new coverage. Tawana Keels said she can send that portion out. In the open enrollment there was discussion about people using Ozempic as a weight loss drug and that after the first of the year a drug similar to the weight loss portion of Ozempic will be available. Ozempic will only be available to people with diabetes after January 1, 2024. James Green said last week the FDA [Food and Drug Administration] approved a new weight loss drug. It is still very expensive, but people will flock to it. It will cost \$1,000 a month if you don't have insurance and probably \$500 if you have insurance. It's a big deal and should reduce the need for diabetes medication, heart medication, etc., reducing other drains on the system when people lose weight. James Green asked who the library district's insurance coverage is modeled after. Tawana Keels said the library district is under Clark County's insurance. Gerri Schroder read the section with the new weight loss changes: GLP-1 approved weight loss medications will be covered 25% coinsurance up to a maximum amount of \$250 per prescription. \$3,000 per Plan Participant which does not accumulate to the prescription out-of-pocket maximum. James Green said the drug that the FDA recently approved is Zepbound, a weekly injectable drug targeted to treat obesity. The medication contains tirzepatide, the same active ingredient that is also present in the diabetes drug Mounjaro.

Jennifer Andricopulos made a motion to approve the amendment to Self-Funded Medical and Dental Benefits Preferred Provider Organization (PPO) Plan. James Green seconded the motion. The vote was unanimous.

4. Discussion and possible Board action regarding amendment to Self-Funded Medical and Dental Benefits Exclusive Provider Organization (EPO) Plan

The EPO plan includes the same changes as the PPO Plan.

Board approval is requested regarding the amendment to Self-Funded Medical and Dental Benefits Exclusive Provider Organization (EPO) Plan.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos made a motion to approve the amendment to Self-Funded Medical and Dental Benefits Exclusive Provider Organization (EPO) Plan. Angela Brommel seconded the motion. The vote was unanimous.

5. Discussion and possible Board action regarding amendment to Interlocal Agreement for Self-Funded Benefits PPO and EPO plan rates

The rates for the Self-Funded Benefit PPO and EPO plans are being increased 5% for the EPO plan and 5% for the PPO plan. Rate increases will be effective January 1, 2024.

5% was budgeted for both plans.

Last year the PPO plan increase was 2% and the EPO plan increase was 1% for calendar year 2023.

Board approval is requested regarding the Interlocal Agreement for Self-Funded Benefits PPO and EPO plans rates.

David Ortlipp asked for public comment. There was none.

Jennifer Andricopulos asked if 5% is typically budgeted for healthcare increases. Debbie Englund responded yes, ever since Obamacare started. Jennifer Andricopulos made a motion to approve the amendment to the Interlocal Agreement for Self-Funded Benefits PPO and EPO plan rates. Angela Brommel seconded the motion. The vote was unanimous.

Announcements

The next Board meeting will be **December 21, 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 8:11 am

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 9, 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