



**MINUTES**  
**Henderson District Public Libraries**  
**Board of Trustees**

**Date:** March 20, 2025

**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.zoom.us/webinar/register/WN\\_Sqd-6yaDSJ2h6VXKigIWDQ](https://hendersonlibraries.zoom.us/webinar/register/WN_Sqd-6yaDSJ2h6VXKigIWDQ)

*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**

The meeting was called to order by Vice Chair Jennifer Andricopulos at 7:45 a.m.

**Roll Call**

Board present: Jennifer Andricopulos, Katie Gehrke, Jodi Gilliland, James Green, Gerri Schroder, Bette Silverman

Board present (via Zoom): None

Board absent: Angela Brommel (excused)

Staff present: Marcie Smedley, Tawana Keels, Sean Hill, Elaine Estrada, Markita Dawson, Leslie Doyle, Shakita Kirkland, Viveca Grinstead, Christina Ayala

Others present: None

Staff present (via Zoom): None

Others present (via Zoom): None

**Approval of Agenda**

James Green made a motion to approve the agenda, and Jodi Gilliland seconded the motion. The motion passed unanimously.

**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 Review of Minutes**

January 16, 2025  
February 20, 2025

**CA-2 Review of Paid Invoices**

February 2025

Gerri Schroder made a motion to approve the consent agenda, and James Green seconded the motion. The motion passed unanimously.

**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 opened the meeting by introducing Shakita Kirkland, the newly promoted Customer Service Director. This promotion was announced at the previous month's Board meeting, and Shakita Kirkland has an update to provide regarding the ongoing developments within the Customer Service Department.

Shakita Kirkland took the podium to reintroduce herself and share her background. While the role of Customer Service Director is new to her, Shakita Kirkland has been with Henderson Libraries for 10 years, having served in various capacities. Shakita Kirkland began her career as a librarian at the Gibson Library, then became the head of Adult Services at Green Valley Library, and most recently, served as the Branch Manager at the district's newest location in West Henderson. Over the years, Shakita Kirkland has had the privilege of working closely with many members of the Henderson Libraries team, our volunteers, and the communities we serve.

In her new role, Shakita Kirkland will focus on enhancing the customer service approach to align with the organization's strategic goals. This includes providing targeted training to support the customer service team, boosting their confidence in navigating the multi-service model, and fostering growth and development. Shakita Kirkland emphasized the importance of building trust and staying focused on the library's core mission: serving the community.

The department has already implemented several initiatives to improve efficiency and teamwork, including a buddy system to ensure the safety of our team members, adjustments to the desk scheduling template to allow for staff and coordinator training, and the reinstatement of monthly team meetings. Additionally, relationship-building activities have been introduced for the customer service management team.

Shakita Kirkland also acknowledged the challenges arising from the recent organizational restructuring, particularly regarding team dynamics, workflow adjustments, and the adoption of new systems and processes. The goal, she emphasized, is to foster a culture of collaboration and active support as we navigate these changes. Shakita Kirkland expressed her excitement to continue learning and growing with the customer service team and looks forward to working alongside our coordinators to elevate service standards and uphold the organization's mission.

Marcie Smedley expressed her enthusiasm about having Shakita Kirkland in this new role, noting the valuable support she provides both to the management team and the front-line staff. Marcie Smedley shared how rewarding it has been to have Shakita Kirkland involved with the executive team, working alongside leadership to advance the district's goals. Marcie Smedley concluded by thanking Shakita Kirkland for the insightful update.

Marcie Smedley announced that Bette Silverman's term on the Board will be expiring in June. As Bette Silverman is currently in her second term, she is ineligible for reappointment by the Clark County Commission. Bette Silverman's last meeting will take place in May, and the vacancy has already been posted on our website. If anyone knows of a potential candidate interested in serving on the Board, they can share the link to the posting. Marcie Smedley also mentioned that we will be sure to celebrate Bette's contributions in May.

Gerri Schroder inquired about the differences between the appointment processes for Clark County and the City of Henderson. In response, Marcie Smedley explained that five members of the Board are appointed by the Clark County Commission, each serving two terms of four years. Commissioner James Gibson, as Henderson is in his district, oversees these appointments.

For the City of Henderson, two members are appointed by the City Council, with terms lasting three years. The City of Henderson does not impose a term limit. Typically, the Mayor makes the recommendation, and the City Council votes to approve the appointment.

Marcie Smedley announced the date for the upcoming annual volunteer luncheon, which will take place on Wednesday, April 16th, at Wildhorse Golf Club. Invitations will be sent out shortly. Marcie Smedley expressed appreciation for the strong relationship we have with the team at Wildhorse Golf Club, and thanked Dr. Leslie Doyle for coordinating the event, as her role includes overseeing the volunteers. We are excited to celebrate with all of our volunteers next month. Please mark your calendars, and we look forward to seeing everyone there.

Marcie Smedley provided updates from a legislative standpoint. On Friday, March 14th, an executive order titled "Continuing the Reduction of the Federal Bureaucracy" was issued by the President. This order identifies the Institute of Museum & Library Services (IMLS) as one of the seven federal agencies that "should be eliminated to the maximum extent consistent with applicable law."

The IMLS is a key source of federal funding for our programs, particularly through the Library Services and Technology Act (LSTA). This includes annual grants and funding for some of our databases.

We are currently awaiting further developments, as the elimination of this funding could affect our ability to apply for future LSTA grants. These grants are critical for several of our key initiatives, such as space planning and strategic planning. For example, we currently have a \$50,000 space planning grant, and last year, we used an additional \$50,000 grant for our strategic planning efforts. Additionally, we regularly receive \$10,000 mini-grants, which we can apply for up to twice per year. These mini-grants support programs like Summer Reading, and we can incorporate them into our regular budget if necessary.

If funding is eliminated, we would likely need to delay larger projects that we typically apply for grants to support, such as planning-related initiatives.

Marcie Smedley also mentioned that libraries have the opportunity to apply for up to \$75,000 per year in competitive grants, which would no longer be available if the funding is eliminated. The most significant impact would likely be on the databases provided by the State Library through LSTA funds. We are currently evaluating the usage of these databases and determining how we would adjust our budget to absorb the costs for those we want to keep. Some of the key databases funded by LSTA include LinkedIn Learning and the EBSCO database series. We will need to identify which of these databases we can continue funding through our general operations.

While the State Library remains hopeful that these funds will continue to be available (as LSTA is written into federal statute), there is still uncertainty regarding how the Office of Management and Budget will interpret that statutory requirement. It's unclear whether they will uphold the funding or align with the intent of the executive order and eliminate the agency.

Marcie Smedley is closely monitoring the situation, and the State Library is keeping us updated. The Board will be informed of any developments.

Another piece of federal funding we rely on is e-rate funding, which is administered by the Federal Communications Commission (FCC). This funding helps support schools and libraries with their data communications expenses and is tied to the number of students in a school district who are eligible for free or reduced lunches. Currently, we receive a 90% reduction on our data communications rates, meaning we only pay 10% of the bill and the rest is refunded back to the vendor with federal funds. If this funding were cut, it would create a significant financial burden.

At this time, we have no information on whether e-rate funding will be reduced. The hope is that e-rate funding will not be subject to any cuts. Jennifer Andricopulos emphasized that this funding is critical, as it essentially covers the libraries' WAN (Wide Area Network) connection to the internet. This is not a discretionary utility; it is an essential service. Without the e-rate reimbursement, libraries would have to cover the full cost, which would be unsustainable within the constraints of our current budget.

James Green asked about the approximate monthly cost, and Sean Hill responded that, on average, we pay \$200 per month (\$2,400 per year) for the internet connection and an additional \$180 per month (\$2,160 per year) for dark fiber.

Marcie Smedley noted that Sean Hill is already planning for the possibility of losing e-rate funding. During our budget meetings, we have been considering potential expenses that may need to be covered if the funding is eliminated. While we hope the funding remains unchanged, we are preparing for the possibility that it may be reduced. Marcie Smedley also mentioned that she will keep everyone informed as more information becomes available.

Marcie Smedley expressed disappointment over the sentiment that public libraries are not viewed as important, especially considering the vital role they play in their communities. Despite this, we will continue our work and seek other opportunities for grants and funding as needed. Adjustments to the budget will be made accordingly.

Bette Silverman shared that the American Library Association (ALA) sent out a letter last week highlighting the importance of libraries as the heart of the communities they serve. The letter emphasized the role libraries play in assisting seniors with technology, helping them complete forms, and offering reading programs. Bette Silverman explained that the letter, spanning 2–3 pages, detailed the many ways libraries serve the community and their continued relevance. She added that it is disheartening that the public doesn't fully recognize the value libraries bring.

James Green asked Marcie Smedley to clarify whether the executive order applied solely to the agency or also to the associated funding. James Green believed the funds might be transferred to another department rather than being automatically eliminated.

Marcie Smedley stated she did not have a definitive answer but reread the relevant portion of the executive order, which indicated that the agency "should be eliminated to the maximum extent consistent with applicable law."

James Green reiterated that this language pertains specifically to the agency itself and does not imply that the associated budget would simply disappear. Noting that much of the funding could potentially be absorbed by other agencies, though this remains uncertain.

Marcie Smedley agreed, emphasizing that this remains an area of uncertainty, and added that, based on current understanding, agencies referenced in the executive order issued on Friday, March 14th, have until Friday, March 21st, to submit their justifications to the Office of Budget and Management. These justifications should outline which functions are statutorily required and how they intend to continue implementing them.

Marcie Smedley noted that the situation is still developing and emphasized the importance of keeping everyone informed with the most current information available. Marcie Smedley also commended the State Library for its continued communication with IMLS, which acts as the pass-through agency for federal funding.

The LSTA funds are directed to the State Library, which then distributes them to libraries throughout the state. As updates become available, they will be shared to ensure everyone remains informed.

Joy Gunn, Deputy Director, and Marcie Smedley will be in Carson City on Thursday, April 10th to meet with State Legislators and advocate for the importance of libraries. Their visit coincides with “Take Action for Libraries Day,” part of National Library Week—an ideal time to highlight the critical role libraries play in our communities. It was noted that funding for libraries included in the Governor’s budget remains stable, with no reported decreases, which is a positive sign. Additionally, there are a few pieces of state legislation in the bill draft phase that could impact libraries. While the overall direction appears favorable, staff will continue to monitor these developments closely.

## **New Business**

### **1. Discussion and possible Board action regarding the Executive Director Evaluation**

Jennifer Andricopulos provided an overview of the upcoming evaluation process for Executive Director Marcie Smedley. A formal survey containing evaluation questions will be distributed towards the end of April by Joy Gunn. The survey will be sent to Marcie Smedley for her self-evaluation and to all Board members, as well as members of the Executive Leadership Team.

Adequate time will be allotted for completion of the survey. Once responses are collected by May 9, a subcommittee of Board members will review the feedback and prepare a recommendation. This recommendation will be presented for discussion at the June Board meeting.

Jennifer Andricopulos emphasized the need for at least three Board members to serve on the evaluation subcommittee. Gerri Schroder, Jodi Gilliland, and Katie Gehrke volunteered to serve in this capacity. The timeline allows sufficient time for the survey to be completed, for Marcie Smedley to provide her self-assessment, and for the subcommittee to review all responses and formulate their recommendation.

Jennifer Andricopulos concluded by noting that no formal action is required at this time and expressed her appreciation to the participating Board members.

### **2. Discussion and possible Board action regarding Amendment #1 of the Interlocal Cooperative Agreement with the City of Henderson to exercise the first renewal option of this agreement**

Marcie Smedley provided an overview of Amendment #1 of the Interlocal Cooperative Agreement with the City of Henderson. This agreement establishes an alignment between the Library District’s service area and the boundaries of the City of Henderson. So, whenever the City of Henderson annexes any land, that becomes part of the service area for Henderson Libraries as well. Also, this agreement allows for the appointment of two additional Board members by Henderson City Council.

The agreement has been in place for some time and was most recently updated in 2019. It has a six-year term and is set to expire on June 30, 2025. The City of Henderson has submitted a proposed amendment to exercise the first renewal option, thereby extending the term of the agreement for an additional six years, as permitted under the original terms.

Jennifer Andricopulos opened the floor for public comment; no comments were received.

Jennifer Andricopulos then invited a discussion from the Board. Board Member James Green expressed his appreciation for the City of Henderson, stating it is a great partnership. Board Member Katie Gehrke noted she had no concerns with the amendment, provided that the City is not proposing any significant changes to the existing agreement.

Marcie Smedley affirmed the value of the partnership, emphasizing that the Library District has greatly benefited from the City of Henderson’s ongoing support over the years, and expressed gratitude for the relationship noting that the agreement further solidifies the importance of this collaboration to Henderson Libraries.

Katie Gehrke made a motion to approve Amendment #1 of the Interlocal Cooperative Agreement with the City of Henderson, and James Green seconded the motion. The motion passed unanimously.

**Old Business**

None

**Announcements**

The next Board meeting will be **April 17, 2025**, 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.*

None

**Adjournment**

James Green made a motion to adjourn the meeting, and Gerri Schroder seconded the motion. The motion was passed unanimously. The meeting was adjourned at 8:09 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries’ Board of Trustees was posted by March 14, 2025. Posted at hendersonlibraries.com, Paseo Verde Library, Green Valley Library, James I. Gibson Library, and West Henderson Library.*