



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: August 21, 2025 | **Time:** 7:45 a.m.

Place: James I. Gibson Library
100 W. Lake Mead Parkway, Henderson, NV 89015

Please note that due to the location this meeting will not be accessible via Zoom

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 Chair Angela Brommel at 7:46 a.m.

Roll Call

Board present: Jennifer Andricopulos, Angela Brommel, Katie Gehrke, Jodi Gilliland, James Green, Aaron Harris, Gerri Schroder

Board present (via Zoom): None

Board absent: None

Staff present: Marcie Smedley, Christina Ayala, Markita Dawson, Ed Feldman, Joy Gunn, Sean Hill, Betsy Johnson, Tawana Keels, **Marshá Wells**

Others present: None

Approval of Agenda

Angela Brommel asked if there was a motion to approve the agenda. Jennifer Andricopulos made a motion to approve the agenda. Gerri Schroder 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

June 26, 2025

CA-2 Review of Paid Invoices

June - July 2025

Katie Gehrke made a motion to approve the consent agenda. Jodi Gilliland seconded the motion. The motion passed unanimously.

Executive Director’s Report

Possible Board discussion of reports summarizing staff and administrative activities since the last meeting.

Executive Director Marcie Smedley welcomed the Board's newest member, Aaron Harris, and turned the meeting over to Betsy Johnson, Youth Programming Coordinator, for an update.

Youth Programming had a busy summer. The Summer Reading Bookmark Contest received 158 entries. Between May 15 and July 31, Youth Programming hosted 194 programs with 7,732 attendees across all age groups. Notable events included two End of Summer Lock-ins for 6-11-year-olds who completed the Summer Reading Challenge: 99 children attended at Paseo Verde Library and 66 at James I. Gibson Library.

Summer Reading participation totaled approximately 1,500 completions. Participants were required to read for 30 days during the summer. Community sponsors supported the program by donating items. Eligible participants received:

- A free new paperback book from the prize cart
- A brag tag featuring the summer reading theme
- A sponsor-provided coupon

Marcie Smedley inquired if this was the first or second year that the Summer Reading Program has been tracked by days rather than hours. Betsy Johnson confirmed that this is the second year the program has been tracked by days, which has made it easier for families to monitor participation.

Gerri Schroder asked whether some parents found it difficult to get their children to the library to participate in the Summer Reading event due to busy work schedules. Betsy Johnson explained that reading could be completed at home and logged in to the Beanstack application. The children did not need to be in the library to read and participate in this program.

Jennifer Andricopulos and Marcie Smedley praised Betsy Johnson and the Youth Programming team for their amazing events, their efforts in securing sponsor-donated prizes, and their contribution to students' summer learning and reading levels.

Marcie Smedley noted that studies show students often lose reading comprehension over the summer and commended the Youth Programming team for making the program engaging, helping students maintain their reading skills.

Gerri Schroder reported that the Dollywood Foundation expressed interest in partnering with the library and will be reaching out. Marcie Smedley confirmed that communication with the foundation is underway, though a meeting date has not yet been set. Marcie Smedley noted that the foundation is a strong organization that provides free books to young children, supports home libraries, and contributes to early childhood literacy.

Marcie Smedley notified the Board that Henderson Libraries has scheduled Staff Day for Friday, November 7th. The Board previously approved one library closure per year for staff training, so no action item is required. This serves as notification of the upcoming closure. Once the Staff Day schedule is finalized, it will be shared with the Board members for attendance as schedules permit.

At the September 18th Board meeting, legal counsel Jennifer Gaynor will provide Open Meeting Law training immediately following the meeting. The session is expected to be brief and will ensure the Board and the organization remains in compliance with Open Meeting Law requirements.

Marcie Smedley concluded the Executive Director's report.

New Business

1. Discussion and possible Board action regarding the Security Camera Policy.

Marcie Smedley addressed the Board regarding the implementation of security cameras and expressed appreciation to Sean Hill and the IT Department for testing cameras and identifying locations for the first phase of installation. Prior to installation, a Security Camera Policy is required to outline camera functionality, access to footage, and related procedures. A draft policy was reviewed by legal counsel, who provided feedback, and James Green assisted by gathering sample policies from the City of Henderson for reference. The policy was considered comprehensive and sufficient. A second component related to employees is still in development; however, Board approval of the Security Camera Policy was requested by Marcie Smedley to proceed with the first phase of installation. Cameras will be positioned to capture activity at both public and staff entrances.

James Green provided contact information from the City of Henderson and the Police Department who handles neighborhood and public safety to assist with identifying camera placements. The project is planned to be completed in phases.

No public comment was offered. Angela Brommel asked the Board for discussion. Gerri Schroder inquired about the timeframe for deleting camera footage and whether the retention period would be six months or twelve months. Sean Hill responded that the cameras would encrypt footage on the devices, where it would remain for 30 days, after which older footage would be overwritten. Gerri Schroder expressed concern regarding footage being overwritten during investigations that might be three months old. Marcie Smedley explained that the policy does not specify a timeline due to equipment variances or potential equipment upgrades, which would require revision of the Security Camera Policy. In addition to the Security Camera Policy, procedures were established for staff, outlining actions to take if questions arise regarding the policy. Footage could be reserved if needed.

James Green stated that the goal is to maintain at least 30 days of footage, which aligns with common practice among law enforcement agencies, but noted that evolving technology could allow for longer retention with less equipment. James Green asked Sean Hill whether storage could be implemented using a cloud-based program. Sean Hill explained that the planned system, Verkada, would encrypt all footage on the cameras, preventing unauthorized viewing if a camera were stolen. Any event triggering an alert in Verkada could result in the corresponding footage being stored in the cloud. The cameras are intended to be integrated with the new alarm system, so that if the building alarm is triggered, the footage would be sent to the cloud. This system is expected to ensure that footage remains available even in cases of attempted camera tampering.

Sean Hill mentioned that Verkada currently offers cameras with storage capacities ranging from 30 to 90 days on the device. However, due to potential changes by technology companies, all cameras could eventually have a standard 60-day storage period, which is why no specific timeframe was included in the policy.

Sean Hill mentioned that if a security event is triggered, police and first responders can be granted access to all security cameras remotely via a mobile device, without the need to be on-site.

Marcie Smedley commented that, in case of an emergency, the policy specifies that access may be granted to the proper authorities. If footage is requested outside of an emergency situation, that request would need to be via a court order in accordance with Nevada Revised Statutes. James Green inquired whether the employee policy would address situations in which an employee changes roles that might involve access to the cameras. James Green stated that, in the event of an emergency, local police and dispatch operators should be informed of the designated library contacts.

Gerri Schroder made a motion to approve the Security Camera Policy. James Green seconded the motion. The motion passed unanimously.

2. Discussion and possible Board action regarding the authorization to purge patron accounts inactive for more than three (3) years, along with all associated fines, fees, and materials held by said patrons .

Sean Hill explained that the IT Department conducts an annual patron purge, removing all patrons inactive for three years. Any fines associated with purged accounts have already gone through the collection process, ensuring that the library has taken all steps to collect outstanding amounts. Maintaining an updated patron database allows purged individuals to receive a new library card if they return.

Sean Hill addressed that the unused funds in the report represents money added to library cards for payment of services. The average balance is approximately \$1.86, which is effectively used as a donation to the library. Sean Hill concluded his report.

Angela Brommel noted that no public comment was offered and asked if there was any Board discussion. Jennifer Andricopulos asked, for the benefit of new Board members, why older dates appear in the Patron Purge report. Sean Hill explained that patrons who are inactive but associated with an active patron's card, such as a parent linked to a child's card, remain active. This explains the presence of older dates in the annual Patron Purge report.

James Green made a motion to approve the authorization to purge patron accounts inactive for more than three (3) years, along with all associated fines, fees, and materials held by said patrons. Jodi Gilliland seconded the motion. The motion passed unanimously.

3. Discussion and possible Board action regarding the early closure of the Paseo Verde Library at 4:00 p.m. on December 5, 2025 , for the Library Tree Lane Gala.

Marcie Smedley noted that the library closed one hour early last year for the Library Tree Lane Gala to allow time for event setup and requested the same adjustment this year. No negative public feedback was received regarding last year's early closure. When the date for the 2025 event was selected, the scheduling of a Henderson Silver Knights game at Lee's Family Forum on the same evening was not known. The proposed earlier closure would allow the event to begin sooner and ensure attendees are accommodated prior to increased traffic from the hockey game.

Angela Brommel noted that no public comment was offered and asked if there was any Board discussion. Angela Brommel stated that the Library Tree Lane Gala is a favorite event and generates a significant amount of funding for the library. Angela Brommel further noted that it would be preferable if the event did not coincide with the City of Henderson's Winterfest, as that conflict prevents elected officials from attending the gala. The potential impact of this conflict on fundraising results is unknown. Although the scheduling is determined by the Friends of Henderson Libraries and not subject to Board action, the matter may warrant mention for future consideration.

Gerri Schroder made a motion to approve the early closure of the Paseo Verde Library at 4:00 p.m. on December 5, 2025. Katie Gehrke seconded the motion. The motion passed unanimously.

4. Discussion and possible Board action regarding the authorization of Building Automation System hardware upgrade.

Marcie Smedley reported that the topic had been under discussion among staff for the past year and a half and had been included in the budget briefings for the FY25 and FY26 budgets. The HVAC automation controls were outdated and operated on legacy software. The vendor, Schneider

Electric, required a software upgrade in order to continue servicing the HVAC controls. To run the new software, corresponding hardware upgrades were also required at the Paseo Verde, Green Valley, and Gibson libraries. Schneider Electric was identified as the sole source provider for this system; therefore, a bid process was not required since the project involved upgrading the existing system rather than installing a new one.

The upgrades included installation of a new controller, wiring and networking, programming the controller, and integrating the system into the central plant, rooftop units, fan coil units, and VAVs where applicable. The new system provides centralized access to controls for all libraries through one site and increases overall functionality.

The costs for the Green Valley and Gibson Libraries were \$97,088 and \$93,868 respectively, which fell within my \$100,000 purchasing authority. The Paseo Verde Library, being the largest facility, required Board authorization due to a project cost of \$174,058.

Marcie Smedley explained that in the course of business all three contracts, including the one for the Paseo Verde Library, were signed last year. Since the Paseo Verde contract exceeded the \$100,000 purchasing authority, it should have been brought to the Board for approval. Marcie Smedley acknowledged the oversight, apologized, and noted that new processes, including a contracts checklist, were being implemented to prevent similar errors in the future. The work at the Paseo Verde Library has been completed, and although the proper procedure was not followed, the matter was being presented to the Board in full transparency with a request for ratification of the contract.

Angela Brommel noted that no public comment was offered and asked if the Board had any discussion. Jennifer Andricopulos inquired whether a copy of the contract was included in the Board packet. Marcie Smedley stated that a copy of the contract could be forwarded to the Board for review. Angela Brommel commented that mistakes happen, but handling of such situations demonstrates leadership, and the disclosure of the matter to the Board was appreciated. Angela Brommel further requested notification when the contracts checklist procedure is implemented to ensure similar mistakes are avoided in the future.

James Green made a motion to ratify the contract. Jodi Gilliland seconded the motion. The motion passed unanimously.

Old Business

1. Discussion and possible Board action regarding the Biennial Review of the Board Bylaws .

Angela Brommel asked if any members of the subcommittee wished to present the review. Jennifer Andricopulos stated that the Board Bylaws had been distributed to Board members over a month ago for review. Thirty days’ notice is required to make any changes to the Bylaws, and no edits or comments were received from Board members. The only changes were minor, including title updates, formatting adjustments, and ensuring that the verbiage accurately reflects the Nevada Revised Statutes (NRS). No complete rewrite of the Bylaws was required.

Katie Gehrke commented that there were no material changes to the Bylaws, it was mostly clarifications.

Angela Brommel noted that no public comment was offered and asked if there was a motion. Aaron Harris made a motion to approve the Biennial Review of the Board Bylaws. James Green seconded the motion. The motion passed unanimously.

Announcements

The next Board meeting will be **September 18,2025**, at the **Paseo Verde Library , 280 S. Green Valley Parkway , 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.

Angela Brommel called for public comments; none were presented.

Adjournment

James Green made a motion to adjourn the meeting. Jennifer Andricopulos seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:17 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries Board of Trustees was posted by August 15, 2025. Posted at the Nevada Public Notice website, hendersonlibraries.com, Paseo Verde Library, James I. Gibson Library, Green Valley Library, and West Henderson Library.