



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: December 18, 2025 | **Time:** 7:45 a.m.

Place: Paseo Verde Library
280 S. Green Valley Parkway, Henderson, NV 89012

Also accessible via Zoom

Click here for information on accessing the video conference:

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 Board Chair Angela Brommel at 7:46 a.m.

Roll Call

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

Board present (via Zoom): None

Board absent: James Green

Staff present: Marcie Smedley, Christina Ayala, Markita Dawson, Dr. Leslie Doyle, Elaine Estrada, Ed Feldman, Viveca Grinstead, Joy Gunn, Sean Hill

Others present: None

Others present (via Zoom): None

Approval of Agenda

Angela Brommel requested 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

November 20, 2025

CA-2 Review of Paid Invoices

November 2025

Angela Brommel requested a motion to approve the consent agenda. Jodi Gilliland made a motion to approve the consent agenda. Jennifer Andricopulos 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 shared that the Henderson Libraries received a large donation from the Amin Family. After the tax initiative did not pass last year, the Amin Family pledged \$25,000 over two years to support the library, recognizing its importance as a community resource. Last year, the Amin Family made an initial donation of \$12,500, earlier this year contributed \$2,500, and last month donated the remaining \$10,000 to fulfill the \$25,000 pledge.

The donation is designated for youth programming, and the Youth Programming Team is using the funds for programming, supplies, and honorariums to bring various presenters to the library. Executive Director Marcie Smedley noted that the Amin Family initially had one small child and now has two, making this contribution a meaningful community impact.

Marcie Smedley noted that a review of contracts has been undertaken to ensure compliance with established procedures and authorities. A new business item on the agenda involves the approval of a contract that was not processed through the appropriate review process; however, the contract was invalidated by Xerox due to timing and will be addressed during the new business discussion. As this is the second contract identified as not having been handled appropriately, a comprehensive review of all current contracts is being conducted.

The Board packet includes a comprehensive list of vendors currently utilized for Professional and Contract Services. Hinton Burdick CPAs & Advisors serves as the District's auditor, with a total contract amount of \$27,000. Although this amount falls within the Executive Director's signing authority under state law, the Board of Trustees is required to designate the auditor and approve the contract.

The next vendor listed is Endunamo Consulting, which provides Human Resources consulting services. The current contract is \$18,000 annually; however, effective January 1, 2026, the contract will be expanded to an annual amount of \$60,000. The contract does not obligate the District to a full year of services, as utilization will depend on future decisions regarding the CFO/HR Director position. If the positions are separated and external services are utilized, the contract allows termination with 30 days' notice.

Greg Wilken of Endunamo requested that the original start date of the expanded contract be delayed due to a family emergency involving the assigned HR consultant, which required international travel. The delay was requested to ensure that the District receives the full benefit of having the HR consultant on site. This contract falls within the Executive Director's signing authority, and authorization to execute the contract is permitted.

Regarding Allied Security, annual rate negotiations are conducted, and a new contract is not typically executed each year. This practice is currently under review against best practices to determine whether executing an annual contract would be advisable to ensure mutual understanding and alignment of expectations. Additionally, a review is underway of other vendors with multiple separate contracts that individually fall within a specific signing authority but collectively exceed that threshold. Historically, these agreements have been executed as individual contracts due to the services being specific to different

facilities. As part of a broader review of best practices, consideration will be given to evaluating the aggregate value of these contracts and, if appropriate, presenting them to the Board as an action item.

Marcie Smedley noted that expenditures for Allied Security services typically total \$73,528 annually at Gibson Library, \$59,007 annually at Green Valley Library, and \$63,024 annually at Paseo Verde Library. No security services are currently provided at the West Henderson Library, as there is no identified need at this time.

The next vendor on the list is RBM Services, Inc., which provides janitorial services. These services are contracted through individual agreements, and when considered cumulatively, remain within the Executive Director's purchasing authority. The annual janitorial contract amounts are \$42,496 for Gibson Library, \$42,930 for Green Valley Library, and \$10,458 for West Henderson Library.

An RFP process was conducted to select a janitorial service provider for the Paseo Verde Library, and Best Janitorial was selected. It was later identified that, although operations were conducted in accordance with the terms presented and accepted through the RFP process, an initial signed contract with Best Janitorial was not on file. An amendment reflecting the second-year rate increase, which was permitted within the scope of services outlined in the RFP, has since been executed by the Executive Director, with an annual contract amount of \$79,666.

Additionally, the District maintains a contract with J. Gaynor Law for legal services, with annual costs of approximately \$11,400. This contract falls within the Executive Director's signing authority.

Lastly, the District has a contract with FocusCFO for fractional CFO services to be used on an interim basis during the CFO vacancy. The contract cost is \$13,500 per month and allows for termination at any time. Current estimates anticipate utilizing these services for approximately three months. A higher level of support is required at the outset to bring financial software up to date and to review revenue streams and expenditure processes so there is a good understanding to better support the District. As the engagement progresses into the second and third months, a reduction in hours is anticipated, which would correspondingly reduce costs, should that approach be implemented.

In addition to providing interim CFO oversight during the vacancy, FocusCFO is assisting with a review of the District's contract matrix and related procedures to ensure a clear and consistent process for contracts and purchasing approvals. FocusCFO brings experience working with a variety of organizations, which will support the District in identifying best practices, strengthening compliance, and mitigating risk to ensure operations align with established procedures and governance requirements.

In addition to reviewing current contracts, contact has been made with the City of Henderson Purchasing Manager, who shared the City's purchasing processes. Based on this information, a more defined process will be adopted to ensure appropriate review of contracts upon receipt, including clear identification of authorization and execution responsibilities. Additional contracts remain under review and will be brought forward to the Board as the review process continues.

Marcie Smedley asked if the Board had any questions. Gerri Schroder inquired whether contracts brought forward to the Board after review would include detailed scopes of work, including clarification of services provided and how funds are allocated. For janitorial services contracts, clarification was requested regarding included services. For security services, clarification was requested regarding the number of

hours worked, specific duties performed, and whether responsibilities include interior and exterior patrols.

Marcie Smedley responded that executed contracts do include this information and stated that copies of contracts presented to the Board for approval can be provided, along with a summary, if helpful. Gerri Schroder indicated that this information would be appreciated due to the variance in pricing, particularly for security services, and asked why some locations incur higher costs than others and why costs are not consistent across all locations.

Marcie Smedley explained that the same hourly rate is paid to all security guards; however, staffing hours vary by location. At Gibson Library, security coverage is provided from opening to closing each day. At Paseo Verde Library, security coverage begins later in the day, with staffing levels determined by the frequency of incidents at the facility. Green Valley Library has lower security service costs than Gibson and Paseo Verde Libraries because the location is closed on Mondays, resulting in fewer total security hours. Security guards at Green Valley Library are present from opening to closing Tuesday through Saturday. Additionally, due to library programming on Mondays and discussions with code enforcement regarding encampments and individuals sleeping on the property, security patrols are conducted on Sundays and Mondays. These factors help explain the differences in expenses by location.

Jennifer Andricopulos asked why, during the RFP process for janitorial services, a different vendor was selected for Paseo Verde Library instead of the company originally chosen. Marcie Smedley explained that the decision was based on cost considerations. Best Janitorial was not selected initially because their bid was higher for the other locations but lower for Paseo Verde Library, making them the most cost-effective option for that site. Marcie Smedley also noted that performance issues have recently been identified with RBM Services, Inc., which provides janitorial services at the other three branches.

Marcie Smedley noted that Best Janitorial originally provided services for all District locations, but due to rising costs, they were retained only for the Paseo Verde location. The District is currently requesting quotes and considering a change in service provider, as multiple instances of incomplete cleaning have occurred, and discussions with the current supervisor have not produced the desired results. It is likely that a new janitorial service contract will be presented for Board approval in January.

Jennifer Andricopulos inquired whether legal counsel would have the opportunity to review contracts to ensure there are no potential issues. Marcie Smedley responded that some contracts have been reviewed by legal counsel, but not all contracts can be confirmed as having undergone legal review. Jennifer Andricopulos asked if legal review could be considered as part of the ongoing contract review process.

Marcie Smedley stated that legal review will be considered as part of the contract review process. Standard contract language is reviewed internally from a business perspective to ensure compliance with established policies and procedures. When contract language deviates from these standards, the matter is escalated for legal review. If legal review of all contracts is determined to be best practice, that approach will be implemented.

Marcie Smedley concluded the Executive Director's report.

New Business

1. Discussion and possible Board action regarding the Xerox Business Solutions Sales and Service Agreement.

Marcie Smedley noted that this contract updates and replaces existing contracts for Xerox copiers. The contract was initially provided for signature at the end of last year, with a requirement to sign by year-end to lock in rates. At the time of signing, there was an understanding between the Library and Xerox that testing was required to ensure the machines could support the paper print software used on public machines. This software interfaces with copiers to apply printing and copying charges to library card accounts.

Xerox delivered and installed staff copiers for Gibson and Paseo Verde Libraries in early February. These machines were not tested by the IT team prior to delivery. Public copiers were held by Xerox pending confirmation of compatibility with the Library's paper print software. Xerox indicated that the required upgrade was expected to be available; however, confirmation was required before full deployment could proceed.

The remaining six public copiers were not installed until July 30, 2025. During discussions with Xerox in the prior month, Xerox indicated that because the copiers were delivered significantly later than the original agreement date, a new contract was required. Operations continued under the original agreement during this period. At that time, Marcie Smedley reviewed the contract and determined the total contract value. The new contract includes nine new copiers, all of which have now been installed across the District.

A key change to the new contract is the implementation of a flat monthly rate per copier, with no per-copy charges. This pricing structure allows for greater budget consistency and more predictable copier-related expenses.

The cost of the contract is comparable to the expenses incurred under the previous agreement, which included lease payments, maintenance, service, and copy charges. The new agreement provides the same services under a flat-rate structure. The total monthly lease payment for all machines is \$2,460.50. The lease term is 63 months, resulting in a total contract value of \$155,011.50. Marcie Smedley requested Board authorization to execute the contract.

Angela Brommel asked whether there was any public comment; none was received. The floor was then opened for Board discussion. Gerri Schroder asked whether all copiers were new and noted that the contract includes a \$3,900 refund for the return of old equipment under the existing agreement. Marcie Smedley explained that the District entered into the new lease prior to the expiration of the previous lease and that not all machines were covered under the same agreement. One copier was returned under the prior lease, generating a credit that offsets the associated cost and results in no net financial impact.

Jennifer Andricopulos inquired whether the District has historically leased copiers, to which Marcie Smedley responded affirmatively. Jennifer Andricopulos then asked whether an assessment has been conducted to determine if purchasing copiers outright and paying for maintenance services would be more cost-effective, or whether alternative vendors or suppliers have been evaluated. Marcie Smedley stated that it was unclear when that analysis was last conducted. Jennifer Andricopulos then asked when the District determines that a service or purchase should be issued as a Request for Proposals (RFP) and whether that determination is made internally.

Marcie Smedley explained that RFPs are issued based on the type of service or product, such as professional services or maintenance. If the District were purchasing copiers outright, the process

would apply to the product only. According to legal counsel, if professional services are provided, the District may enter into a contract with the service provider in accordance with state purchasing rules. Because the Xerox contract covers services and maintenance, a formal bid process was not required.

Jennifer Andricopulos inquired why janitorial services were subject to an RFP while the Xerox contract was not, questioning whether the inclusion of equipment influenced the decision. Jennifer Andricopulos emphasized the importance of maintaining flexibility and avoiding long-term reliance on a single vendor or product. Jennifer Andricopulos also noted that other vendors may offer comparable services compatible with the District's infrastructure and suggested that these alternatives be explored in the future, acknowledging that cost information is not currently known.

Jennifer Andricopulos commented positively that all toner supplies and drums are included in the Xerox flat-rate contract. Marcie Smedley stated that consideration of an RFP will be noted for future contracts and explained that this contract was executed on an expedited basis to lock in favorable rates, based on the understanding at the time. As the contract approaches expiration, Marcie Smedley will include the RFP on the finance calendar. Jennifer Andricopulos noted that utilizing an RFP process can also encourage current vendors to offer more competitive pricing in order to retain the District's business.

Angela Brommel expressed interest in the outcomes of the best practices approach to the contract review being conducted by Marcie Smedley and requested clarification on the routing process for contracts. Angela Brommel also noted that there may be opportunities for improvement related to obtaining quotes and processing invoices.

Aaron Harris asked when the Xerox contract takes effect and when it expires, noting that the term is 63 months and that the copiers were delivered earlier in the year. Marcie Smedley stated that the effective date is still being confirmed, as lease payments on the prior machines continued during the transition period. While reviewing invoicing with Joy Gunn and Viveca Grinstead, it was noted that an invoice for a returned machine had been held, which has contributed to the need to clarify what has been paid as the District does not want to overpay.

Marcie Smedley explained that the renewed review and execution of the Xerox contract was prompted by a service call during which it was discovered that certain serial numbers for the new copiers were not reflected in Xerox's system, as the machines were still associated with the prior contract. Steps are currently underway to correct this issue. Marcie Smedley stated that an exact effective date for the new contract could not yet be confirmed, as reconciliation is ongoing to determine payments made under the prior contract versus the new agreement. Aaron Harris asked whether the cost under the previous contract was known. Marcie Smedley stated that the prior contract averaged approximately \$100 less per month than the new contract, reflecting the inclusion of new equipment.

Aaron Harris asked whether sufficient revenue is generated to offset the cost of the copiers. Marcie Smedley explained that several factors are considered in evaluating the service, including the cost of the copiers, paper, paper print software, and staff time, which represent the primary cost components associated with providing printing and copying services to patrons. Marcie Smedley stated that there is no current need to adjust pricing for printing and copying services. Aaron Harris clarified that the question was not intended to suggest a price adjustment, but rather to gain an understanding of current revenue levels and how they relate to overall costs.

Angela Brommel called for a motion of approval. Katie Gehrke made a motion to approve the Xerox Business Solutions Sales and Service Agreement. Jennifer Andricopulos seconded the motion. The motion passed unanimously.

Old Business

- 1. None**

Announcements

The next Board meeting will be **January 15, 2026**, 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 provided.

Adjournment

Angela Brommel requested a motion to adjourn. Jodi Gilliland made a motion to adjourn the meeting. Aaron Green seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:05 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries Board of Trustees was posted by December 12, 2025. Posted at the Nevada Public Notice website, hendersonlibraries.com, Paseo Verde Library, James I. Gibson Library, Green Valley Library, and West Henderson Library.