



**MINUTES**

**Henderson District Public Libraries  
Board of Trustees**

**Date:** January 15, 2026 | **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](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 7:45 a.m.

**Roll Call**

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

Board present (via Zoom): None

Board absent: Gerri Schroder

Staff present: Marcie Smedley, Christina Ayala, Markita Dawson, Dr. Leslie Doyle, Elaine Estrada, Ed Feldman, Viveca Grinstead, Joy Gunn, Sean Hill, Caroline Hoover, Betsy Johnson, Shakita Kirkland, Shannon Light, Lisa Phelan, Lori Richardson

Others present: Valeria Valle

Staff present (via Zoom): Jessica White

Others present (via Zoom): Jennifer Gaynor, Greg Wilken

**Approval of Agenda**

Angela Brommel requested a motion to approve the agenda. Jennifer Andricopulos made a motion to approve the agenda. James Green 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**

December 18, 2025

**CA-2 Review of Paid Invoices**

December 2025

Angela Brommel requested a motion to approve the consent agenda. Jennifer Andricopulos made a motion to approve the consent agenda. Katie Gehrke 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 provided a brief update on the vacant Chief Financial Officer (CFO) position and stated that work is ongoing to finalize the job description and posting. Marcie Smedley indicated that Human Resource (HR) functions are planned to be separated from finance functions moving forward. Over the next several months, Marcie Smedley plans to work with the expanded Endunamo contract, and as updated budget figures become available, the District will be better positioned to evaluate and account for an internal HR position. The proposed position would not be at the director level and would be supported by the existing Endunamo contract, which is anticipated to be less expansive than the current agreement.

Marcie Smedley noted that there have been considerable discussions regarding the merging of the CFO and HR Director positions, noting that combining the roles can create conflicts between employee needs and the financial interests of the organization. This presents an opportunity to reevaluate the positions as two separate roles. Additional work remains to complete the job description, with a goal of posting the position by the end of the month.

Marcie Smedley informed the Board that a review of contracts was initiated last month. Due to the holidays and other time-sensitive projects, additional contracts were not presented this month. The contract review will continue, and more contracts will be shared with the Board in the coming months.

Marcie Smedley concluded the Executive Director's report.

**New Business****1. Discussion and possible Board action regarding janitorial contracts.**

Marcie Smedley provided background regarding janitorial services. The District solicited proposals through a Request for Bid Proposals (RFB) in May and June 2024. The RFB was published in the Las Vegas Review-Journal and posted on the Henderson Libraries website. Six vendors participated in the mandatory pre-bid proposal conference and walk-throughs, and five of the six vendors submitted proposals.

Based on the proposals, Best Janitorial was selected for Paseo Verde Library, having previously provided services for all District branches. RBM Services, Inc. (RBM) was selected for Gibson, Green Valley, and West Henderson Libraries. The primary factor in this decision was cost. RBM's proposal was significantly lower for servicing all three branches, while Best Janitorial offered the lowest cost for Paseo Verde Library.

A few months into the new contracts, which began in July 2024, various issues with RBM were noted and not addressed satisfactorily. From November 2024 through November 2025, records indicate instances of poor communication and repeated follow-up by branch coordinators to RBM management to correct deficiencies. Reported deficiencies included unvacuumed floors, unemptied trash receptacles, infrequently cleaned front doors, and, in some cases, failure to arrive for scheduled cleaning. Additional issues included a reported biohazard that went four days without response, inadequate provision of contractually required janitorial supplies such as toilet paper, toilet seat covers, and paper towels, and a lack of consistency and longevity among janitorial teams. Branch coordinators addressed these issues with site supervisors, management, and company ownership; however, deficiencies persisted.

As a result, the District is requesting Board approval to transition janitorial services for Gibson, Green Valley, and West Henderson Libraries to Best Janitorial. While the proposed costs are higher, Best Janitorial has demonstrated a consistent and satisfactory level of service, which will help ensure that District libraries remain clean, safe, and welcoming for the community and staff.

Marcie Smedley contacted the Purchasing Manager for the City of Henderson for guidance on changing service providers selected through the RFB process. The recommendation was to amend the existing contract to include all locations, rather than returning to the bid process, as this was determined to be the clearest and most efficient approach.

The contracts presented are for the period of February through June to align with the District’s fiscal year. The individual and combined amounts are within the Executive Director’s purchasing authority; however, upon renewal in June for the new fiscal year, the total value of the contracts will exceed this authority. Board approval is requested to enter into new contracts that may be renewed annually under the terms of the agreement through FY2029, at which point the services will be subject to a new competitive bid process.

Angela Brommel inquired whether any public comment was received; none was offered. Angela Brommel then opened the floor for Board discussion. Jennifer Andricopulos thanked Marcie Smedley for providing a thorough overview and inquired whether the contract with RBM had been terminated and whether proper protocol had been followed. Marcie Smedley informed the Board that a notice of intent to cancel was provided at the end of December. In accordance with the contract, RBM requires a 30-day notice of cancellation, resulting in termination of the contract by the end of January.

Katie Gehrke inquired whether the cancellation would be free of fees if conducted within the 30-day notice period. Marcie Smedley stated that the District was responsible only for payment of services through the end of the contract period and that no additional fees were assessed.

Angela Brommel called for a motion of approval. James Green made a motion to approve the janitorial contracts as presented. Aaron Harris seconded the motion. The motion passed unanimously.

**Old Business**

- 1. None

**Announcements**

The next Board meeting will be **February 19, 2026**, at the **Green Valley Library**, 2797 N. 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, either in person or online; none were received.

**Adjournment**

Angela Brommel requested a motion to adjourn. James Green made a motion to adjourn the meeting. Jodi Gilliland seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:55 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries Board of Trustees was posted by January 9, 2026. Posted at the Nevada Public Notice website, hendersonlibraries.com, Paseo Verde Library, James I. Gibson Library, Green Valley Library, and West Henderson Library.*