



MINUTES

**Henderson District Public Libraries
Board of Trustees**

Date: February 19, 2026 | **Time:** 7:45 a.m.

Place: Paseo Verde Library
2797 N. Green Valley Parkway, Henderson, NV 89014

**Please note that due to the location this meeting was not 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 Board Chair Angela Brommel at 7:45 a.m.

Roll Call

Board present: Jennifer Andricopulos, Angela Brommel, Katie Gehrke, Jodi Gilliland

Board absent: James Green, Aaron Harris, Gerri Schroder

Staff present: Marcie Smedley, Christina Ayala, Alicia Bridgewater, Markita Dawson, Ed Feldman, Viveca Grinstead, Joy Gunn, Sean Hill, Betsy Johnson, Kate Peraza

Others present: Julie Buckley, Diane Collins, Alexandra Costa, Leslie Finzer, Andrea Frazier, Jennifer Gaynor, Cindy Vallar, Greg Wilken

Approval of Agenda

Angela Brommel requested a motion to approve the agenda. Katie Gehrke made a motion to approve the agenda. Jennifer Andricopulos 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 15, 2026

December 18, 2025 – correction

CA-2 Review of Paid Invoices

January 2026

Angela Brommel requested a motion to approve the consent agenda. Jodi Gilliland 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 introduced Julie Buckley of the Friends of Henderson Libraries, Chair of the Library Tree Lane Committee. Julie Buckley and committee members presented a check in the amount of \$43,200 to Henderson Libraries and provided an overview of the 2025 Library Tree Lane Gala. The event was reported as a success, with positive feedback overall. Attendance was lower than the previous year; however, the atmosphere and overall experience were well received.

Marcie Smedley expressed appreciation to Julie Buckley and the Library Tree Lane Committee for years of dedication and effort in organizing the event and ensuring that it remains a meaningful and special occasion each year. Marcie Smedley noted that several Board members attended the event and shared favorable comments, along with other members of the community. Marcie Smedley concluded by thanking Julie Buckley and the Library Tree Lane Committee not only for the successful fundraising efforts, but also for bringing the community into the library during the holiday season.

Angela Brommel commented that the Library Tree Lane Gala is a favorite holiday event that is greatly enjoyed year after year and noted that the event was the first attended after moving into the neighborhood. This year, Angela Brommel brought a coworker who had never attended the Gala before and expressed excitement in observing how much the coworker enjoyed the event and that the Gala was recently mentioned again in conversation. Angela Brommel thanked the Library Tree Lane Committee for continued dedication and efforts to make the event a success.

Angela Brommel recessed the meeting at 7:50 a.m. for a photo opportunity with the Board of Trustees and the Friends of Henderson Libraries. The meeting was reconvened at 7:54 a.m.

Marcie Smedley took a moment to warmly thank Jennifer Andricopulos for dedicated service not only on the Board of Trustees, but also for generously volunteering time on the Library Tree Lane Committee. Sincere appreciation was expressed for the commitment, time, and care contributed in support of the Library and its events.

Marcie Smedley then introduced Alicia Bridgewater, Marketing Specialist, to provide a marketing update covering September 1, 2025 through January 31, 2026. Alicia Bridgewater reported that as of February 13, 109,959 subscribers are enrolled in the e-newsletter distribution list. The open rate has remained steady at 50%, with an average click rate of 1.10%. The website platform, Communico, has recently upgraded the content management system (CMS). As a result, a process of optimizing the website will take place to ensure compliance with ADA accessibility requirements and to refresh overall site functionality and design.

Alicia Bridgewater provided statistics for social media accounts. On Facebook, Henderson Libraries has 6,949 followers, reflecting a 2.3% follower growth rate. On Instagram, Henderson Libraries has 5,796 followers, with an average follower growth rate of 7.8%. The top overall social media post was the Halloween Carnival, which reached 6,280 individuals. Reels continued to perform strongly, with the Winter Reading Challenge Pup video receiving the highest number of views at 8,864. Alicia Bridgewater also recognized Marlowe Smedley, whose reel promoting the Witches and Wizards Bash ranked fourth in overall performance.

Alicia Bridgewater invited questions from the Board regarding the marketing update. Angela Brommel shared appreciation for receiving the e-newsletter and expressed enjoyment in reading about the many

happenings at the Library. Angela Brommel thanked Alicia Bridgewater for the excellent work and ongoing efforts.

Marcie Smedley shared that an email was received from a resident of one of the senior living facilities served by the Outreach Team. The resident expressed appreciation for how beautifully the e-newsletter was prepared and shared that the publication serves as a valuable resource for staying informed about the many programs and activities taking place at the Library.

Marcie Smedley took a moment to recognize the outstanding work of Alicia Bridgewater on behalf of Henderson Libraries. Marcie Smedley noted Alicia Bridgewater's background in graphic design and shared that this expertise greatly enhances the marketing and promotion of Library programs and events.

The next item for discussion was a review of contracts by Marcie Smedley as part of an internal audit to ensure compliance. The handout provided in the Board packet identified three contracts with Schneider Electric related to a regular service plan for HVAC control services. Individually, the contracts fall within Marcie Smedley's purchasing authority; however, as part of implementing best practices going forward and with upcoming renewals, the combined value of the three contracts will exceed Marcie Smedley's purchasing authority. As a result, the contracts will be brought forward as an agenda item for Board consideration.

The District is currently in the second year of a three-year contract with Schneider Electric. Schneider Electric is the sole-source provider for the equipment currently in use; therefore, the District is not required to solicit competitive bids and continues to utilize Schneider Electric for these services. Documentation is on file demonstrating that Schneider Electric is the only provider able to service the equipment currently in use, which precludes the District from going out to bid.

The next item discussed was Liberty Heating, Air Conditioning and Refrigeration, which also provides HVAC-related services. These contracts are for preventive maintenance of the actual equipment, such as rooftop units and chillers, whereas Schneider Electric provides services related to HVAC controls and software. The District currently maintains four contracts with Liberty Heating, Air Conditioning and Refrigeration—one for each library location.

West Henderson Library does not have a contract with Schneider Electric, as that location does not utilize HVAC control systems. West Henderson Library operates in a smaller space with a smaller unit, and temperature adjustments are made through a standard thermostat; however, the equipment must still be maintained in accordance with the lease agreement.

The Liberty contracts are similar to those with Schneider Electric in that each individual contract falls within Marcie Smedley's purchasing authority; however, when combined, the total exceeds that authority. As a result, the contracts will be brought before the Board for approval at the appropriate time in order to adhere to best practices.

The next item on the contract audit list was Pyro Combustion and Controls, which provides a boiler efficiency program. Under this program, Pyro Combustion and Controls maintain the boilers at Paseo Verde Library and Green Valley Library. These are single-year contracts and fall within Marcie Smedley's purchasing authority.

The next contract reviewed was Anderson Pest Control. The contract includes services for all four library locations under a single agreement and falls within Marcie Smedley's purchasing authority.

The final contracts reviewed were with Greenscapes Landscaping, which provides landscaping services at Paseo Verde Library and Green Valley Library. Greenscapes Landscaping performs all landscaping services at Paseo Verde Library and a portion of the landscaping at Green Valley Library, as the property association maintains part of the landscaping at that location. The contract amount for Green Valley Library is significantly lower due to the reduced scope of services.

At Gibson Library and West Henderson Library, landscaping is maintained by the property association and property management. The District pays Common Area Maintenance (CAM) fees to cover those services and does not maintain separate landscaping contracts for those locations, which is why you do not see landscaping services for those two locations.

Marcie Smedley asked whether the Board had any questions. Jennifer Andricopulos thanked Marcie Smedley for providing the information and commented that consolidating services into a single contract covering all locations, particularly for higher-dollar agreements, could be beneficial. Jennifer Andricopulos noted that such consolidation may assist with the bidding process and improve the efficiency of contract tracking.

Marcie Smedley noted that certain service requirements vary due to differences in building configurations and equipment; however, all locations could still be incorporated under a single service contract while accounting for the specific needs of each facility, allowing the District to benefit from greater purchasing power.

Jennifer Andricopulos inquired why the contracts had originally been executed individually. Marcie Smedley explained that some of the buildings were brought online at different times. For example, when Paseo Verde Library was constructed, the District already maintained a contract with Schneider Electric due to the equipment installed in that building. When the District assumed operations of Green Valley Library, that facility was already under contract with Schneider Electric due to the equipment in place, and the District continued that agreement.

Marcie Smedley noted that while the contracts are based on the fiscal year and could have been combined at certain points, consolidating the agreements is something the District looks forward to accomplishing in the future.

Marcie Smedley noted that additional contracts remain under review and anticipates bringing one more set of contracts to the Board along with another spreadsheet for review. Once the review process is complete, Marcie Smedley will compile all service contracts into a single spreadsheet to maintain and track the District's ongoing service agreements.

Lastly, Marcie Smedley discussed the renaming of the CFO/HR Director position to Finance Director. This change reflects the removal of Human Resources responsibilities, aligning the position title with its current finance-focused duties and the organization's operational structure. All upper-level management positions in the District are designated as director-level roles, including Deputy Director, Collection Services Director, IT Director, and Customer Service Director. The Finance Director title will be consistent with this organizational structure.

Marcie Smedley has been collaborating with the fractional CFO and members of the executive team to finalize the Finance Director job description. Marcie Smedley will also work with Greg Wilken, the HR Consultant from Endunamo, to assist with the recruitment process, with the goal of posting the position and moving forward with hiring.

Jennifer Andricopulos inquired about the District's plan for the Human Resources responsibilities previously associated with the CFO/HR Director position. Marcie Smedley stated that the District will continue using the expanded Endunamo contract, under which Greg Wilken's assistant, Valeria, provides 16 hours per week of HR support across the Library District through the end of the fiscal year.

Marcie Smedley noted that the District will budget for a Human Resources position, though not at the director level. The position will be based in the library buildings, interacting directly with staff, managing the onboarding process, and assisting with benefits administration. The team has long advocated for separating the CFO and HR functions, and the District has now reached a size that warrants an HR staff member onsite. With Dr. Leslie Doyle, the People & Culture Coordinator, managing most employee engagement programs, the HR staff member will work alongside Dr. Doyle to assist in managing those functions. The District plans to continue utilizing a human resource consulting contract to address higher-level HR matters.

Marcie Smedley concluded the Executive Director's report.

New Business

1. Discussion and possible Board action regarding designation of auditor for Fiscal Year 2026.

Marcie Smedley stated that a letter of engagement was included in the Board packet. Each year, the District is required to designate an auditor for the annual audit of financial statements. Statutory requirements mandate that the auditor be designated no later than three months prior to the close of the fiscal year, which is the end of March 2026. The District must also notify the Department of Taxation of the designation in accordance with NRS 354.624. In FY2024, the District issued a Request for Proposal (RFP) for audit services and awarded the contract to HintonBurdick CPAs & Advisors.

HintonBurdick completed the District's audits in FY2024 and FY2025. The contract includes three additional renewal options before a new RFP is required. HintonBurdick has provided an engagement letter for FY2026 audit services. The estimated cost for FY2026 is \$24,700, representing an increase of \$950, or 4%, over the prior year. The contract permits a 3–5% annual increase, provided there are no significant changes to staffing, operations, or the level of activity.

The engagement letter also references Squire, which acquired HintonBurdick effective January 1, 2026. The District will continue working with McKay Hall, as has been done for the past several years. The acquisition will not impact the FY2026 audit process.

Angela Brommel inquired whether any public comment was received; none was offered. Angela Brommel then opened the floor for Board discussion. Jennifer Andricopulos inquired about the 4% increase, noting that the negotiated contract allowed for only a 3.5% increase. Marcie Smedley clarified that the contract permits a 3–5% annual increase.

Angela Brommel called for a motion of approval. Jennifer Andricopulos made a motion to designate HintonBurdick as the auditor for Fiscal Year 2026. Katie Gehrke seconded the motion. The motion passed unanimously.

Old Business

1. None

Announcements

The next Board meeting will be **March 19, 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 received.

Adjournment

Angela Brommel requested a motion to adjourn. Jodi Gilliland made a motion to adjourn the meeting. Jennifer Andricopulos seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:10 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries Board of Trustees was posted by February 12, 2026. Posted at the Nevada Public Notice website, hendersonlibraries.com, Paseo Verde Library, James I. Gibson Library, Green Valley Library, and West Henderson Library.