



MINUTES

Henderson District Public Libraries

Board of Trustees

Date: May 21, 2020

Time: 7:45 a.m.

Due to the COVID-19 pandemic, there will be no in-person attendance at this time.

Attendance will be by videoconference ONLY.

Click here for information on accessing the video conference:

<https://hendersonlibraries.com/board-of-trustees-769>

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

Chair Mark McGinty called the meeting to order at 7:45 a.m.

Roll Call

Board present (via Zoom): Angela Brommel, Dan Doherty, James Green, Mark McGinty, Kip Noschese, David Ortlipp, Bette Silverman

Board absent: none

Staff present: Marcie Smedley, Sean Hill, Debbie Englund, Joy Gunn

Staff present (via Zoom): Rachelle Basso, Lauren Dahlgren, Dana Friesen, Viveca Grinstead, Betsy Johnson, Jillian Keith, Candace Kingsley, Bethany Lafferty, Melissa LaPorte, Chad Lenzini, Carla Mason, Michelle Mazzanti, Kate Peraza, Lisa Phelan, Lori Richardson, Jeffrey Salinas-Jenni, Nicole Thomas, Vivian Tufano, Justin Viskoc, Leona Vittum-Jones, Kristina Wang, Marsha Wells

Others present (via Zoom): None

Approval of Agenda

James Green made a motion to approve the agenda. Bette Silverman seconded the motion. The vote was unanimous.

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 Approval of Minutes

March 19, 2020

CA-2 Review of Paid Invoices

March and April 2020

David Ortlipp made a motion to approve the consent agenda, Bette Silverman seconded the motion. The vote was unanimous.

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 asked that any public comment be submitted by the Q&A icon, including the name of the submitter. No public comment was submitted in advance of the meeting.

Marcie Smedley introduced Carla Mason, Green Valley Library Manager, whose 1st day of work was also the first closed day of the COVID-19 pandemic. Carla jumped right in and worked with administration in all the planning and preparations needed in the past few months. It was a very nontraditional start. Coming most recently from Seattle Public Library, Ms. Mason has also worked in Southern California in a variety of management positions. Carla Mason said she is very happy to be here and loves what she has seen of Henderson Libraries so far. Marcie Smedley commented everyone is looking forward to meeting Carla Mason moving forward.

Pictures of Paseo Verde Library's new flooring were provided with the Board materials. Lisa Phelan said the old carpet was installed when the building was built in 2002 and was stained and worn, with runs that were becoming a safety concern. Lisa Phelan showed the picture of the new commercial grade carpet tile in the reading room. The upper left picture showed the extended rubber flooring in front of the restrooms and service desks. Luxury vinyl tiles [LVT flooring] were used in program room. There are many children's programs held in the program room and the flooring material must be easy to clean and durable to withstand the test of time. It looks very nice. LVT flooring was also used in the boardroom, administration area and offices. It is quiet and comfortable to walk on.

Mark McGinty said it looks great. Marcie Smedley thanked Lisa Phelan for all the hard work and the small handful of people who made it happen. 100,000 books came off the shelves and went back onto the shelves by just a few people social distanced throughout the building. Lisa Phelan was thanked for coordinating the project and all the team members who were able help. It was a big project/undertaking and it is nice to be able to complete it while the library was closed.

At the last meeting, the Board granted permission to work with Ben Carvalho, owner of the Coffee Press, over 90 days to reduce or forgive rent. Next month, in June, the 90 days will be up and if necessary, this will come back before the Board. Ben Carvalho has been trying some pick up/curbside services. It is difficult since the location is set back from the street. The rent is still being forgiven and Marcie Smedley will keep the board updated.

At the time the district closed, we were looking for an assistant director. It has been on hold. In the next couple of weeks, admin will be reviewing the applicants to see if any are still interested in the position and Skype interviews will be scheduled, or the position can be reposted to bring in new applicants.

A badly needed chiller tank was installed at Green Valley Library during the pandemic closure. It was fortuitous to be able to complete the work during the pandemic closure. Additional equipment wasn't necessary since the building wasn't open at the time.

PUBLIC HEARING

Open public hearing [7:53 a.m.]

1. Discussion and possible Board action regarding approval of the 2020-2021 (FY 21) final budget

Debbie Englund noted the board members have been briefed about the budget and said the budget was prepared taking into consideration the consolidated tax revenue was hit hard by the pandemic. In FY21, the consolidated tax is expected to be \$1.4 million less than originally projected. Fines and printing revenue will be lower. Total General Fund revenue income is expected to be \$8.2 million. It is expected to have a \$3.3 million ending fund balance. The biggest change is in salaries and benefits. Two shelver positions will be upgraded to part time circulation specialist positions to ease staffing problems created by opening on Mondays at Green Valley and Gibson Library. Those upgrades won't be made until the libraries are open again. There are 13 shelvers making less than minimum wage that will receive raises. Debbie Englund said admin would like to freeze merit raises but increase cost of living allowance [COLA] from 2% to 4%. This is \$109,000 in salaries. Services and supplies will remain at the same level as last year, \$1.63 million. The library materials budget was reduced to just under \$700,000 in the General Fund and just under \$170,000 in contributions and grants. The General Fund ending fund balance of the FY 21 budget will be \$3.3 million, which is a healthy general fund ending balance. If the economy doesn't turn around, this will have to be reexamined in FY22.

Mark McGinty asked for public comment. There was none.

Mark McGinty thanked admin for the effort in taking care of staff while making hard decisions on this budget.

James Green made a motion to approve the 2020-2021 final budget. David Ortlipp seconded the motion. The vote was unanimous.

Close public hearing [8:00 a.m.]

New Business

1. Discussion and possible board action regarding Henderson Libraries' Reopening Plans

Marcie Smedley shared the reopening plans.

Marcie Smedley has shared the reopening plans with staff. The plans fall in line with the Pandemic Policy approved at the March Board meeting. The priority is ensuring the library team and public are protected. These plans are subject to guidelines from the governor and the CDC and allow the potential for stepping back, if needed. The Heritage Park Library is within a City of Henderson building and will be subject to different timelines. Bette Silverman asked about computer wipes and if there will step-by-step signage, that is, explaining to wipe the workspace, keyboard, and mouse. Marcie Smedley said that is a good idea and maybe something visual can be created for put at each computer station. Marcie Smedley thanked Bette Silverman for the suggestion.

Marcie Smedley reviewed the reopening plans:

Reopening Plans

Potential Phases for Reopening*:

Pre-Phase One (completed prior to May 18, 2020): Preparations made for staff return to the building include deep clean and disinfection of all buildings, application of Microshield 360 treatment to all high touch surfaces in all buildings, order and receipt of personal protective equipment, cleaning and sanitation supplies.

Phase One (beginning May 18, 2020; estimated length of time – 2 weeks): Staff return to buildings, in staggered

work schedules with a percentage of hours being done in library, and a percentage of hours being done from home. Managers make work from home assignments and Henderson Libraries supports technology needs for work from home assignments as needed.

All staff will wear face coverings when interacting in person with anyone.

All staff asked to complete a self-health assessment daily before reporting to work, and anyone who is sick may not report to work.

Increased hand hygiene including frequent and thorough handwashing and/or use of hand sanitizer is required.

Increased disinfecting of high touch surfaces throughout the day.

Phase Two (expected to begin in June 2020; estimated length of time to be determined based on advise from local/state professionals): All three libraries (Gibson, Green Valley and Paseo Verde)** providing limited services – holds pick up and item returns only – no patrons in the buildings.

Curbside holds pick up offered via appointment only.

Materials return to take place in new trash bins, allowing for the bins to be closed, wheeled to a storage location, and quarantined for three days prior to checking items in.

To prevent too many staff from working too closely together, staffing schedules will continue to be hybrids of working in library and from home. Library Managers are also identifying temporary workspaces to ensure social distancing.

All staff will continue to wear face coverings when interacting in person with anyone.

All staff will continue to be asked to complete a self-health assessment daily before reporting to work, and anyone who is sick may not report to work.

Increased hand hygiene including frequent and thorough handwashing and/or use of hand sanitizer will continue to be required.

Increased disinfecting of high touch surfaces throughout the day continues.

Phase Three (time frame TBD): Libraries open to public with strict social distancing guidelines in place, including:

Limited number of patrons in buildings (based on recommendation at that time).

Limited number of computers available with reduced time (30 minutes).

Seating removed throughout building to encourage social distancing.

No in-person library programming offered.

Shelvers provided with tools to close off the aisles where they are shelving, to avoid close contact with the public.

Language and protocols established for maintaining distancing while assisting patrons at the service desk, in the stacks, and with computer use.

Limiting hand-to-hand transactions (including cash handling, passing of library cards, etc.).

Continue to consider staffing arrangements to ensure social distancing – including limiting number of staff on public service desk, number of people in office, etc.

Signage and floor decals to enforce social distancing.

All staff will continue to wear face coverings when interacting in person with anyone.

All staff will continue to be asked to complete a self-health assessment daily before reporting to work, and anyone who is sick may not report to work.

Increased hand hygiene including frequent and thorough handwashing and/or use of hand sanitizer will continue to be required.

Increased disinfecting of high touch surfaces throughout the day continues.

Phase Four (time frame TBD): Libraries resume normal operations:

*please note – timing and expectations are subject to change pending the recommendations of state/local health officials. Additionally, Henderson Libraries may move back into an earlier phase at any time pending the recommendation of state/local health officials.

**Heritage Park Library will open to the public much later as the City of Henderson has identified that they will not reopen the facility until later phases of the State plan due to the vulnerable population which it serves.

2. Discussion and possible board action regarding nominations of board officers (election to take place at June meeting)

Bette Silverman nominated the current board for another year of service. James Green seconded the motion. The vote was unanimous.

3. Discussion and possible board action regarding Executive Director's evaluation due June 26, 2020

Mark McGinty asked if, for continuity, the personnel subcommittee that served last year would continue and prepare the Executive Director's evaluation. Last year's committee was led Angela Brommel with David Ortlipp and Bette Silverman.

Mark McGinty asked for public comment. There was none.

Angela Brommel made a motion that the personnel subcommittee will include Angela Brommel, David Ortlipp and Bette Silverman. James Green seconded the motion. The vote was unanimous.

4. Discussion and possible board action regarding approval of Personnel Policy 105.9 Temporary Telecommuting Policy

Marcie Smedley said this is a new policy and permits the Executive Director to allow or require employees to work from home in the case of emergency or adverse conditions. The employees will be informed of their work at home by their managers and will sign an agreement. The employee must have an appropriate work environment. The library will not assume liability for costs associated with preparing or creating a home office, or ongoing costs such as insurance and utilities. Employees will comply with the library district's rules and policies while working from home. The employee agrees to information security. This is by agreement and when employees are needed back in the libraries, they will be called in.

Mark McGinty asked for public comment. There was none.

Kip Noschese made a motion to approve Personnel Policy 105.9 Temporary Telecommuting Policy. David Ortlipp seconded the motion. The vote was unanimous.

5. Discussion and possible board action regarding approval of Personnel Policy 111.0 Paid Time Off Policy

Marcie Smedley said the move to PTO [paid time off] is in line with what many organizations are doing. This transfers sick, personal, and vacation leave into PTO leave hours. Basically, it is transferring many types of leave into one leave pot. The policy provides that current employees will continue to accrue at the same rate. Any employee hired on or after July 1st will accrue at a slightly lower, but still generous, rate. There will be scheduled and unscheduled PTO. This will allow the manager to see if abuses occur. Scheduled PTO must be arranged in advance and may be used for any reason. Planned absences approved by the employee's supervisor in advance of the first day of leave shall be considered scheduled PTO. This shall include approved absences covered under the Family and Medical Leave Act [FMLA]. Unscheduled PTO is an absence not approved by the employee's supervisor, for example, if an employee or his/her immediate family member becomes suddenly or unexpectedly ill.

PTO may be used for bereavement purposes for up to 5 consecutive days off from regularly scheduled duty in the event of the death of an immediate family member, as defined in the policy.

PTO payouts for employees hired prior to July 1, 2020 will be a maximum of payout of 720 accrued and unused PTO hours. Employees hired on or after July 1, 2020 will receive a payout up to a maximum of 500 accrued and unused PTO hours. PTO leave payouts will be based on the employees' hourly rate of pay on the last day worked prior to separation.

PTO can be forfeited for a six-month period if it is abused. Job abandonment will terminate the eligibility to receive payment for accrued and unused PTO hours.

There is information about the sick leave bank. As employees will no longer accrue sick leave, 480 hours will be transferred from the unused sick leave into PTO. The rest of the unused sick leave will be put into a Sick Leave Bank. Employees may use the accrued and unused hours in their Sick Leave Bank for qualifying sick leave absences, longer than 3 days, as defined in the policy.

These changes will allow for more flexibility and freedom for team members to utilize their time off. PTO is in line with what a lot of other organizations are moving to now.

Mark McGinty asked for public comment. There was none.

James Green asked if this the only tier or differences between employees with different hire dates. Marcie Smedley responded there is a small group of employees grandfathered in for longevity pay in 2002. Debbie Englund said there are different accrual models/classifications in PERS, based on hire dates. Bette Silverman asked if the hours are cumulative, can they be carried one year to the next? Marcie Smedley said currently the sick hours carry over but the vacation hours cap at 240. Since current employees are not capped, they will continue to accrue without being capped. New employees will be subject to a cap of 1,000 hours.

Bette Silverman asked if the bereavement pay comes from the PTO bank. Marcie Smedley said the pay comes out of the employee's PTO bank, but the employer is required to allow the that time off from work. It is a protection for the employee.

David Ortlipp said he thinks a 1,000-hour cap is too much. It is encouraging people to save up a lot of hours. People should take a break/vacation every year. You can't tell people they have to use their time or lose it, but a lesser cap is an incentive to use it. Marcie Smedley said they way the cap will work going forward is once the 1,000 hours is reached no hours will accrue on top of that, encouraging people to use their hours. Angela Brommel said accruing leave is especially good for caregivers. If someone in their family has extended needs, hours can be banked for FMLA. David Ortlipp said a 500-hour cap will encourage people to use it. David Ortlipp said he still thinks it's too much. It should be capped at 2 or 3 years of accumulations. Those hours have to be carried on the books. Mark McGinty asked how many existing employees are at the maximum. Marcie Smedley said there is currently no cap on sick leave accrual and vacation caps at 240 hours. You can accrue more hours than 240, but they can't be carried over into the new fiscal year. Employees that have been with the district for a long time may have accrued unused sick leave. Mark McGinty said in the private world, nothing can be carried over. You use it or you lose it. This is different than the private world. Mark McGinty said he would be comfortable with a lower cap as well. James Green said the City of Henderson went through a similar transition 6 years ago. Is this modeled from other public entities? Are there examples of more than one or two employees with high payouts and wild situations putting the library district in financial jeopardy? Marcie Smedley said the policy was modeled after other organizations, including the City of Henderson, and their policies were reviewed. A lot of factors went into these decisions. Any long-term employee may have accrued the maximum hours. On new employees, regardless of how much they have accrued, their payout on leaving would be subject to a 500-hour cap. Debbie Englund said the longer staff is here, that payout is budgeted, and the district has not been hit financially. David Ortlipp said if they can only accrue 350 to 400 hours, you are also limiting their payout. Bette Silverman asked about the 1000 hours – how do these hours add up – an 8-hour day, a 24-hour cycle, how does it accrue? Marcie Smedley said accruals are based on a 40-hour week. Some employees may work 9-hour days and one 4-hour day. Most employees work 5 8-hour days. Mark McGinty asked what the City of Henderson cap is. Debbie Englund responded there are 3 tiers, 1 unlimited, a middle tier, and a lower tier for new employees. James Green said for the majority of his career he had a 1,600-hour cap, all payable, and once he went into management there was no cap. James Green pointed out that catastrophic health events can happen and said the proposed numbers are on the low side of accruals. James Green said he would even support higher accruals. Mark McGinty said he can support the policy as stated. It helps with incentives and for the same reasons James Green said.

Angela Brommel made a motion to approve Personnel Policy 111.0, Paid Time Off Policy. James Green seconded the motion. The vote was unanimous.

6. Discussion and possible board action regarding approval of changes to Personnel Policy 111.5 Leave Under the Family and Medical Leave Act Policy

Marcie Smedley said this change is due to the approval of item 5, cleaning up language. Wording is edited to remove references to sick, annual or personal leaves.

Mark McGinty asked for public comment. There was none. David Ortlipp said this a procedural thing, no big deal.

James Green made a motion approve changes as outlined to Personnel Policy 111.5, Leave Under the Family and Medical Leave Act Policy. David Ortlipp seconded the motion. The vote was unanimous.

7. Discussion and possible board action regarding approval of changes to Personnel Policy 111.8 Other Leaves of Absence Policies

Marcie Smedley said this item is also procedural. PTO replaces references to other types of leave. The exception is that part-time employees will retain 12 hours personal leave. Part time employees don't have any leaves that accrue over time; personal time is awarded once a year.

Mark McGinty asked for public comment. There was none.

James Green made a motion to approve the changes to Personnel Policy 111.8, Other Leaves of Absence Policies. David Ortlipp seconded the motion. The vote was unanimous.

Old Business

None

Announcements

The next Board meeting will be **June 18, 2020**, 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.

Mark McGinty asked if electronic books are seeing a huge uptick. Marcie Smedley said yes, some of the platforms limit users to a certain number of items per month, because we pay per use. More users are reaching their limit and moving to use other platforms. With some platforms, we pay per use. Other platforms allow a certain number of online books, or a certain number of checkouts. The budget for electronic resources has been upped over time. We may see changes with our physical collection. While safety measures are being considered, many people may not want to bring materials into their homes, which will cause an increase in the digital materials over time, and a decrease in the demand for physical materials.

Mark McGinty said Marcie Smedley has been working with the emergency management team at the City of Henderson on all these issues surrounding the pandemic. Mark McGinty thanked Marcie Smedley for getting the district through this difficult time.

James Green asked if there is an update or timeline to talk about the new hockey stadium near Paseo Verde Library and how it will affect the library. Marcie Smedley said there have been talks with Stephanie Garcia-Vause, from the City of Henderson, around traffic congestion and parking concerns. The library district is part of the stakeholder group and will be included in discussions. The plans provide for a fair amount of parking, but most is paid parking. People will generally seek out free parking before paying. The operator of the facility will need to provide some level of support to the library to man parking issues and help with that. The library will need a plan to keep parking for library patrons. James Green requested this be included in the director's report wherever appropriate.

There was no other public comment.

Adjournment

The meeting adjourned at 8:45 am.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by May 18, 2020.

For details of the agenda, or to leave public comment before the meeting, please call the administrative offices at 702-207-4298.

Posted at hendersonlibraries.com and the State of Nevada Public Notice Website pursuant to Nevada Emergency Directive 006 which modifies the rules for open meeting law, extended through May 30, 2020 under Directive 018, Section 23.