



**MINUTES**  
**Henderson District Public Libraries**  
**Board of Trustees**

Date: November 19, 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**

Vice Chair David Ortlipp called the meeting to order at 7:45 a.m.

### **Roll Call**

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

Board absent: Mark McGinty, Dan Doherty

Staff present (via Zoom): Lauren Dahlgren, Debbie Englund, Ed Feldman, Dana Friesen, Viveca Grinstead, Joy Gunn, Sean Hill, Betsy Johnson, Candace Kingsley, Carla Mason, Michelle Mazzanti, Heela Naqshband, Kate Peraza, Lisa Phelan, Lori Richardson, Marcie Smedley, Vivian Tufano, Justin Viskoc, Leona Vittum-Jones, Kristina Wang

Others present: None

### **Approval of Agenda**

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

October 15, 2020

#### **CA-2 Review of Paid Invoices**

October 2020

James Green 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 updated the Board on curbside and virtual services. Both are going well with a lot of usage. The library team is working with the City of Henderson, implementing some of the virtual library programming into the *Battle Born Kids* program, where the morning is spent helping the kids with their homework, but there is time to fill in the afternoons. The city staff are very impressed with the youth services team and are excited to be able to take advantage of the virtual programming as they provide childcare to working parents. In addition, there have also been many hits on virtual programming from home. Henderson Libraries is glad to be able to update technology and offer those services.

The automated materials handling [AMH] machine is expected to arrive in early December. It has been a long wait and staff are excited to get this going to streamline some of the back-end processes at the Paseo Verde Library, as well as looking toward ordering an AMH machine for the other locations.

### **New Business**

#### **1. Presentation of Independent Auditors Report and Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR)**

Debbie Englund presented the 2020 CAFR:

This year the government wide financial statements reflected a net position of approximately \$10.6 million, a slight decrease of \$183,000 from the previous fiscal year. This decrease was mostly due to increases in post-employment liabilities such as OBEP and PERS. These liabilities are actuarially determined and out of the control of the District.

The General Fund had an ending fund balance of approximately \$4.1 million, which is a decrease of \$85,000. Ad valorem revenues, our main revenue source, was \$6 million, up \$400,000 from FY19 and consolidated taxes, our other main revenue source, was \$2.5 million, down \$195,000 from FY19. The decrease in consolidated taxes was attributable to the economic shutdown due to the coronavirus pandemic. Salaries and benefits were \$5.9 million, up over FY19 by almost \$300,000 which was a planned increase. Services and Supplies, which was \$1.3 million, and Capital Outlay, which was \$735,000, were down a combined total of \$135,000 due to library closures during the pandemic. All of these contributed to the net decrease of \$85,000 in the General Fund.

The Construction Fund had an ending fund balance of approximately \$2.4 million, which is an increase of \$479,000. This increase is attributable to a transfer of \$1 million from the General Fund for current and future capital projects.

The Contribution Fund had an ending fund balance of approximately \$423,000, an increase of \$16,000 from the previous fiscal year. Due to library closures related to the coronavirus pandemic, the District was unable to put on planned programming and events which resulted in reduced expenditures and the increased fund balance.

The combined funds had an ending fund balance of approximately \$6.9 million, which is an increase of \$410,000 from the previous fiscal year.

On page 7, the auditor reported that the financial statements present fairly the District's financial position. On pages 75-78, they reported that they did not identify any deficiencies in our internal controls, that the District complies with the Nevada Revised Statutes, and that there were no compliance findings in FY19 or FY20.

David Ortlipp asked for public comment. There was no public comment

James Green said the CAFR is a wonderful document and he loved seeing the results. Asking about page 76 of the .pdf (page 66 written page number) could there be a layman's explanation for what "direct and overlapping government activities debt" means. James Green would like to be able to explain it to people. Debbie Englund replied the first line is Henderson Libraries debt, which is 0. Henderson Libraries has no debt. The rest lists other entities that Henderson Libraries patrons also pay taxes to – Clark County, Clark County School District, City of Henderson. Those entities' debt is shown since Henderson Libraries patrons also pay those taxes. James Green summarized that Henderson Libraries debt is 0. Clark County (15% of Henderson Libraries patrons pay those debts), proportionately, \$110 million, Clark County School District, proportionately, \$407 million, and City of Henderson \$171 million. The total has a relationship to Henderson taxpayers. Debbie Englund said these are governmental activities debt, other activities', such as the water district, are not included. The debt total of \$3.5 trillion is for the entire valley, not solely Henderson residents. James Green commented it is a great job, keeping Henderson Libraries at zero debt.

David Ortlipp said 6 months ago, there were uncertainties about the real estate market, but it seems robust. Since much of the library district revenue is dependent on ad valorem taxes, we are not seeing a decrease. Debbie Englund said the situation is being watched closely because ad valorem deficits would not show up for another year or two.

Marcie Smedley thanked Debbie Englund for the effort she puts into the consistency and accuracy of the CAFR. Year after year there are no there are no problems, discrepancies, or negative comments from the auditors. Debbie Englund was thanked for all she does.

## **2. Discussion and possible board action regarding library reopening plans**

Marcie Smedley said the library team is working diligently on reopening plans. Things change quickly and often, but here is where things stand right now. Pursuant to the pandemic policy, the district is closed anytime the City of Henderson is closed (pursuant to their emergency policies), or mandate order or recommendation for closure is issued by public health or government officials on the local, county, state, or federal level. The libraries were on track to open at the end of this month when Governor Sisolak came out and strongly recommended staying home and using curbside services, delivery, etc. for the next two weeks. Reopening would be going against the governor's directive.

Henderson Libraries is currently in phase 2 of the reopening plan. This includes virtual programming, contactless curbside pickup service, and accepting returns with a 72-hour quarantine period. The reopening target date is on hold, waiting for direction from the governor. If the governor tightens his orders Henderson Libraries will remain in phase 2; If a stay at home order is given, curbside pickup services likely would close to allow staff to stay at home. If restrictions are lifted the reopening plan will be adjusted, and the district will move ahead with opening to the public offering limited express services. This will allow patrons to enter the buildings to pick up holds, use computers on a limited basis (30- or 60-minute usages allowed), browse and check out their items. Occupancy limits would be at 25% of capacity. All furniture would be removed, and study/meeting/program rooms will remain closed to discourage patrons from staying. Curbside pickup will still be offered for those wishing to utilize the contactless service. Pictures of the plexiglass installed at the Paseo Verde Library were shown to the Board. The Gibson Library Plexiglas is in the works right now. Plans were being made to use Green Valley Library's tech center for limited services as the plexiglass for that library is not yet installed. Patrons can enter the tech center without going into the rest of the library. The district's facility technician, Edson Navarro, has been doing a great job with the installation. The plexiglass installation has been very professional and looks nice. This is an important part of moving forward. When the libraries move to reopen, face coverings and social distancing will be required for anyone in the building. The team is working on language and signage, so it is very clear how we are enforcing these requirements. It is important to proceed in a way that is that is responsible for the public and the library team. No action is required on this item, as the district is still operating under the pandemic policy already approved by the Board. The team is planning to move into Phase 3 when possible. The City of Henderson has reopened some programs in a modified way, but not the senior centers. The library district will plan to move into the next level, when safe to do so, and regulations indicate it is allowable. Marcie Smedley offered to answer any questions or receive feedback.

David Ortlipp asked for public comment. There was no public comment

David asked about computer usage, going into phase 3. Will the computers have dividers between them? Marcie Smedley said there will be a limited number of computers available, not only for social distancing but also to keep the building occupancy low. Those computers that are not being used will be covered/closed to comply with safety protocols. In the Green Valley Library tech center, there will be a few computers moved into that limited space to provide some access until library services can move into the larger space.

Marcie Smedley said plans need to be flexible. As plans are made, there are good reminders that the plans will change. There cannot be many solid plans that will go off without having to make adjustments.

Managers are now working in the buildings for 100% of their time, preparing to move into phase 3. Most employees are working 75% in the buildings and 25% at home. Team members are spread throughout the buildings to allow for social distancing. There are no longer groups of people in offices. The workflow has changed, it really is all staff "hands on" helping with curbside. Programming is being done virtually; staff is very talented and have developed professional editing and programming. A few employees have left the organization, 3 part time positions are open, and will not be filled right now. David Ortlipp said when everyone goes back to work and businesses go back to being open, it will be interesting to see how the way we fundamentally work changes. It will be interesting from a socio-perspective how it pans out in the workforce. Marcie Smedley said curbside pickup service may continue forever. It provides a great level of customer service and can be a huge benefit for people with mobility problems, a car full of kids, or people who just want to get in and out quickly. The virtual programming can reach so many more people in a way that is so much more convenient. Possibly the future will be a hybrid of in person and virtual programs. There is a lot of innovation coming out of this situation and we are learning how to serve the community more conveniently. David Ortlipp said it has shown the relevance of libraries. While the physical buildings are closed, the libraries are not closed. A great level of service is being given to the community and it makes a great difference.

Kip Noschese said he was very impressed with the creative programming when libraries were open. There is opportunity for a lot of creative programming come out of this, too, even outdoor programming. The interpersonal aspect is never the same in a virtual setting. Coming together is important, being able to see each other face-to-face is important, even if it is at a distance. Kip Noschese is looking forward to how that looks and will bring people together in the future. Marcie Smedley said Henderson Libraries has a creative team. It has been fun to see the accomplishments this far, and there will be a lot more innovation moving forward.

### **Announcements**

The next Board meeting will be **December 17, 2020**, at the Paseo Verde Library, 280 S. Green Valley Parkway, Henderson, Nevada. Unless announced otherwise, this will be a virtual meeting.

### **Public Comment**

David Ortlipp asked for public comment. There was no 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.*

### **Adjournment**

David Ortlipp made a motion to adjourn the meeting. James Green seconded the motion. The vote was unanimous. The meeting adjourned at 8:14 a.m.

*Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by November 13, 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 indefinitely under Directive 018, Section 23, until the emergency is over or otherwise specifically addressed in a future directive.