



MINUTES
Henderson District Public Libraries
Board of Trustees

Date: September 16, 2021

Place: Paseo Verde Library

280 S. Green Valley Parkway, Henderson, Nevada

Also accessible via Zoom

Time: 7:45 a.m.

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

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

Roll Call

Board present: Jennifer Andricopulos, Kip Noschese, David Ortlipp, Bette Silverman

Board present (via Zoom): Angela Brommel, James Green

Board absent: Patricia Iannuzzi

Staff present: Dana Friesen, Debbie Englund, Sean Hill, Betsy Johnson, Michelle Mazzanti, Heela Naqshband, Lisa Phelan, Marcie Smedley

Staff present (via Zoom): Viveca Grinstead, Joy Gunn, Candace Kingsley, Shakita Kirkland, Bethany Lafferty, Kate Peraza, Leona Vittum-Jones

Others present: None

Approval of Agenda

Jennifer Andricopulos made a motion to approve the agenda. Kip Noschese 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

August 19, 2021

CA-2 Review of Paid Invoices

August 2021

Kip Noschese 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 shared that there is a new partnership with Henderson Silver Knights; a branded library card will roll out on September 25th. The design has been kept under wraps, but Marcie Smedley shared a sample of the card with the Board. It is very exciting to offer a new card in partnership with the Henderson Silver Knights. There will be an event from 9:00 a.m. to 12:00 p.m. on Saturday, September 25th featuring a variety of activities. Games will be offered outside including Jenga, a giant Connect 4, and cornhole. Inside there will be a hockey shootout and make/take craft activities. The Henderson Silver Knights' mascot Lucky will be there, as well as some members of the cheer team, the Jesters. Friends of Henderson Library gave \$500 to waive the replacement card fee for everyone on that Saturday. The Dollar Loan Center gave a \$250 sponsorship to purchase the craft supplies. There will be a *Lucky Reads Fall 2021 Reading Challenge* that will run from September 25th to October 31st. It is open to all ages. The Henderson Silver Knights provided signed hockey sticks for

prizes. For every 5 hours read a ticket will be earned for a drawing to win a cool Henderson Silver Knights prize pack including a signed hockey stick! Registration can be done through the free Beanstack App. Advertising is starting now with efforts by the library and the Henderson Silver Knights. The press will be invited to come. Pictures from the event will be shared with the press. There will be a large replica of the library card on display in the building, as well as balloons to draw attention and provide a backdrop for picture taking. Hopefully this will create a buzz in the community. Everyone is looking forward to it.

The tax initiative was originally set for 2020 but was tabled when feedback advised it would not be a good time. Marcie Smedley has had conversations with the Board Chair, as well as people who are experienced when it comes to ballot issues, and it has been likewise advised that 2022 is too soon coming out of the pandemic. It has been decided to target 2024 as the year to put the tax initiative on the ballot. There will be more information and discussion to come. The tax initiative is being forecast out a little further to align with what's going on in the world and what the experts think makes sense from a political perspective.

Following up on previous discussions, next month there will be a presentation about Henderson Libraries' marketing efforts, community partnerships and demographics.

New Business

1. Discussion and possible board action regarding revision to Henderson District Public Libraries Pandemic Policy

Marcie Smedley said the pandemic policy was put together at the beginning of pandemic; having never been through a pandemic before there was no policy. Understanding now how the library is affected, there are some suggested updates and edits. This version also reflects correct policy numbers. Since the policy was created, the employee handbook was updated and some of the numbers changed. In the original iteration of the policy, it was indicated that if any Henderson school shuts down, the library would stop in-person programming. This is something that needs to be left a little more discretionary. If one school closes, do we need to stop all the programming in Henderson? It is suggested to modify the policy to say if a school discontinues in-person learning due to a pandemic illness, the libraries will remain open and may cancel children's programming. This gives the flexibility to closely monitor the situation and react appropriately going forward. If there is a health risk the decision can be made to shut down those programs. The decision can also be made on a more localized basis, if there are outbreaks in one community the programming at the library that serves that community may be discontinued for a period. The use of children's materials was also linked to school closures. Various methods of disinfection are available and being used. The library district is getting UV [ultraviolet] boxes to use to disinfect materials. If staff is available and able to clean materials regularly it makes sense to have the items out. If staff does not have the ability to disinfect children's materials, those items will be pulled. This should not be linked to school closures but tied to the district's capacity to support what needs done to have a safe environment. That covers the suggested changes.

David Ortlipp asked for public comment. There was none.

James Green asked how the vaccine mandate will or will not affect the library. Marcie Smedley said the mandate is for private employers employing more than 100 people. The library district is not a private employer and does not have 100 employees. Marcie Smedley said she spoke to the other library directors in southern Nevada and as of right now, no libraries plan to implement mandatory COVID vaccines. Library administration will continue to monitor the information coming out, but this mandate will not affect the libraries.

David Ortlipp said he likes using the word "may" better than "shall" as it allows more flexibility. It is nice to have the options open. Bette Silverman said the way it was tightened up works quite well, allowing freedom to made decisions based on the library itself, not on what others are doing, based on attendance and usage of items. Jennifer Andricopulos agreed and said she likes to see the library remain open as a service even if other entities are closing. Perhaps the library can remain open with some of the new practices mentioned.

James Green made a motion to approve the revisions to Henderson District Public Libraries Pandemic Policy. Bette Silverman seconded the motion. The vote was unanimous.

2. Discussion and possible board action regarding The Coffee Press

Marcie Smedley introduced Ben Carvalho, owner of The Coffee Press, to share some updates with the Board. Marcie Smedley also thanked Ben Carvalho for the coffee and goodies provided for the Board this morning.

Ben Carvalho gave a brief overview of current operations at The Coffee Press. Along with all small businesses, Ben Carvalho said he is thankful for the continued support; he knows firsthand how important and vital this support and patronage is. The pandemic has been very taxing for everyone in their personal and professional lives. Like many small businesses, quite a few adjustments had to be made to stay relative, to adapt and evolve in today's world with the constant changes. There are a lot of statistics out there, not all of them have been fact checked, but the numbers are daunting. 200,000 small businesses have shuttered their business or permanently closed in the last year and a half. The restaurant industry makes up most of those numbers and was severely impacted. Ben Carvalho again thanked the Board for their support; he is grateful to be able to wake up every morning, doing what he loves, trying to bring a passion into the shop and keeping The Coffee Press alive and working toward thriving. The Coffee Press is still in a state of recovery. Sales were down 35% this quarter, compared to pre-covid sales. Some of the old familiar customers are returning, coming back into the building. The Coffee Press was always part of their routine. It also helps that in-person programming is returning. Sales are trending slowly and steadily upward.

With the increased sales, a few new faces have been added to The Coffee Press team. This allows Ben Carvalho to work *on* the business, not just *in* the business behind the counter. In the last years' time the business has gone from stand-alone pickup, curbside pickup, limited capacity dining to now having 100% capacity dining. The business has gone from 100% owner operated to a staff of 4, including Ben Carvalho part-time. The hours have increased to a 9 a.m. to 5 p.m., Monday to Saturday operation. There are no plans to extend business past 5 p.m., unless a dramatic change is seen in building activity. Late afternoon, into the 5-8 p.m. timeframe is the slowest time. Most business transacts through the morning up to 2 p.m.; occasionally there is an after school/work rush. Generally, during the later hours payroll expense outweighs sales revenue. That is the reason for the early closure to continue indefinitely.

Ben Carvalho said some coffee and goodies are provided for the Board to enjoy; The Coffee Press partners with a local bakery that's been around the Las Vegas Valley a long time. The bakery delivers items a few times a week. Ben Carvalho invited the board to try cranberry muffins, assortment of pastries and 100% locally roasted coffee. The Coffee Press partners with a coffee roaster who really tries to practice sustainable sourcing as one of their primary objectives. There is a single origin, Mexican Chiapas which is nice and dark, and a preview of the fall house blend made from coffee beans from 5 different South American countries. It is low-acid and hits a little heavier than the summer blend.

David Ortlipp asked for public comment. There was none.

David Ortlipp thanked Ben Carvalho for hanging in there. It's been tough, and the Board appreciates that Ben Carvalho stuck it out. It would have been easy to pack up and go somewhere else. Many patrons were asking when The Coffee Press was opening. There have been a lot of personal comments that people are happy the shop is open again. Ben Carvalho said everything went with the Governor's directives and business is coming back slowly, but steadily. Jennifer Andricopulos thanked Ben Carvalho and for the spread of goodies and coffee provided. Jennifer Andricopulos told Ben Carvalho that The Coffee Press is a secret treasure – word needs to get out! People get caught up in their lives and go to the commercial chains. The Coffee Press offers a really good product. Jennifer Andricopulos said she enjoys stopping into The Coffee Press after the Board meetings and when visiting the library. Kip Noschese agreed and said he really appreciates Ben Carvalho's mellow, friendly demeanor and is looking forward to a fall pumpkin latte and the special drinks made in the coffee shop. Thank you.

David Ortlipp asked how it has been going with staffing. David Ortlipp knows some people who own cafes that are having a hard time finding and retaining people. Some of the unemployment incentives are going away and that may help. Ben Carvalho said 6 months ago it was hard to find good candidates. the interview process was eye-opening; people said they don't know why they would take that job when they can make more on unemployment. Now people seem interested and for some, it is their first job. Ben Carvalho said he enjoys getting new employees from high school and training them in customer service. For most it is a steppingstone and that's fine with him. Ben Carvalho enjoys being a mentor.

Marcie Smedley thanked Ben Carvalho on behalf of the staff at Henderson Libraries. We are grateful to have you here. The willingness to partner with the library district and the level of service offered is so appreciated. Ben Carvalho said thank you and stated he loves this location.

Marcie Smedley said the coffee shop lease is up at the end of the year and will be brought back to the Board. David Ortlipp asked if a subcommittee is needed to review the lease. Marcie Smedley said the district's attorney originally reviewed the lease. When the ownership changed everything went through the attorney. If the Board wants a subcommittee, one can be formed. The reference to hours needs to be reviewed. In the lease, the coffee shop hours align with the library hours. It sounds like Ben Carvalho would like to keep the hours 9-5. Anecdotally, there have been no complaints about closing at 5:00 p.m. Marcie Smedley said it isn't necessary that the coffee shop align with the library's hours. Jennifer Andricopulos asked, pursuant to that, if the coffee shop can only be open when the library is open? Marcie Smedley said that Ben Carvalho has tried but hasn't been successful. Jennifer Andricopulos asked if the coffee shop is restricted by security access. Marcie Smedley said no, the restriction is bathroom access. Ben Carvalho said the coffee shop is governed by the Southern Nevada Health District; all operations must have a public restroom available for dine-in customers. The only bathroom is inside the library. It would be possible to do carry out or serve people on the patio before the library opens, but typically, the coffee shop needs to operate within the building hours. Marcie Smedley said the coffee shop has a separate alarm and Ben Carvalho can access his business separately from the library. Jennifer Andricopulos said she thought maybe some opportunities could be generated from the events center, outside of library hours. Ben Carvalho said a solution he is looking at, in partnership with Henderson Silver Knights, may be to have a stand-alone food cart operation.

David Ortlipp said he would like a subcommittee to review the lease and bring it to the Board but asked for suggestions from the other board members. Is a subcommittee necessary? Jennifer Andricopulos said if this was a new vendor, it would be something to review in-depth. Bette Silverman suggested leaving it to the lawyers since this is not a new vendor. The board agreed. This was left as an administrative item. There was no action needed.

Old Business

None

Announcements

The next Board meeting will be **October 21, 2021**, 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.

There was no public comment.

Kip Noschese asked for an update on the West Henderson Library. Marcie Smedley said construction is underway. Plans for the interior layout are being finalized. Because of the storm that damaged the existing structure, the timeline for occupancy will probably be March 2022. At that time, shelving and furniture will need to be moved in. Bette Silverman commented that she appreciates the way the minutes are completed every month.

Adjournment

The meeting adjourned at 8:17 a.m.

Pursuant to NRS 241.020, written notice of the meeting of Henderson District Public Libraries' Board of Trustees was posted by September 9, 2021.

Posted at hendersonlibraries.com, the State of Nevada Public Notice Website, Henderson City Clerk's Office, Paseo Verde Library, Green Valley Library, and the James I. Gibson Library.

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