

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
February 12, 2004
(approved March 11, 2004)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Clark County Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 12, 2004.

Present:

Board:	R. Barlow, Chair	M. Pohl
	K. Carter, Secretary	F. Sponer
	A. Arthurholtz, Treasurer	A. Aguirre
	L. Overstreet	

Counsel: G. Welt

Absent: E. Sanchez
V. Hoggard
T. Wong

Staff: Daniel L. Walters, Executive Director
Numerous Staff

R. Barlow, Chair, called the meeting to order at 6:01 p.m.

Roll Call All members listed above represent a quorum.

Agenda Trustee Sponer moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 8, 2004. Trustee Carter moved to approve the Minutes of the Board of Trustees Meeting held January 8, 2004. There was no opposition and the motion carried.

Chair's Report (Item IV.) Chair Barlow set an Executive Committee meeting for Tuesday, March 23, 2004 at Noon. The Committee consists of Chair Barlow, Vice Chair Sanchez, Secretary Carter and Treasurer Arthurholtz.

Chair Barlow congratulated the LVCCLD on its placement of first place for the Community Award of its float in the Martin Luther King, Jr. Day parade, while noting that his fraternity took the grand prize.

Trustee Aguirre announced that he has been elected Vice President of the Las Vegas Art Museum Board of Trustees' Executive Committee. He invited everyone to attend the museum's very first Latin American art exhibition being held on Friday, February 20, 2004 featuring artist Fernando Botero.

Chair Barlow confirmed the current Committee assignments of the Trustees.

Trustee Overstreet moved to accept Reports V.A.1-7. There was no opposition and the reports were accepted.

Executive Director's Report (Item V.A.)

Executive Director Walters announced that the District was the only public sector agency recognized by the Southern Nevada Human Resources Association last month at the Association's "1st Annual Diversity Recognition Luncheon." The District was recognized as a leader in diversity employment practices along with Caesars Entertainment, MGM Mirage, Opportunity Village, Sallie Mae, Lake Mead Hospital and Nevada Partners, Inc.

Deputy Director Nancy Ledebauer attended a meeting of the Southern Nevada Chinese Weekly Association and accepted a Certificate of Appreciation for the CALL program's ESL language classes held regularly at the Spring Valley Library.

Commissioner Yvonne Atkinson Gates presented a proclamation to Board Chair Ricki Barlow and the Executive Director that recognized the District's work in support of literacy, cultural programming and diversity initiatives. The Commissioner also recognized the work of Branch Manager Felton Thomas for his continued work at the West Las Vegas Library.

Lastly, Walters noted that one of the big surprises at the ALA midwinter conference was the notification that the District had received another *John Cotton Dana Award* for the District's "Reading Las Vegas" program.

Public Services and Security Report (Item V.A.1.)

Accepted.

Business Office Report (Item V.A.2.)

Accepted.

Human Resources Report (Item V.A.3.)

Accepted.

Technology Report (Item V.A.4.)

Accepted.

Projects Report (Item V.A.5.)

Accepted.

Marketing Report (Item V.A.6.)

Accepted.

Development Report(Item V.A.7.) Accepted.

Unfinished Business (Item VI.) None

Discussion and possible Board action regarding contracting for fundraising consulting services for a planning study for the Las Vegas-Clark County Library District Foundation's capital campaign. (Item VII.A.)

Development Director Suzanne Hackett-Morgan presented this item. Ms. Hackett-Morgan stated that it is standard practice for large institutions, particularly those embarking on their inaugural fundraising efforts, to engage the services of an outside consultant for a "planning study." Using a neutral party ensures qualified independent analysis of institutional "readiness" for fundraising and of the fundraising projects' appeal within the local community. An institution preparing for a campaign rarely conducts planning study interviews using their own development staff, as the potential exists for harming existing relationships or achieving less than candid responses from those interviewed.

The Development Office contacted four fundraising firms, one local and three in California, and requested proposals for conducting the planning study in terms of scope of work, relevant experience, timeframe, and fees.

Three proposals were received, all outlining essentially the same scope of work to be completed in a 10-12 week timeframe. The responding firms were Capital Venture (Las Vegas, NV), Phillips & Associates (Los Angeles), and a combination proposal from Oram Group/Skystone Ryan (San Francisco and Sacramento). The fourth firm, Netzel and Associates, was unable to submit a proposal due to prior commitments. Of the three proposals received, only Capital Venture's fell within the budgeted amount. Oram Group/Skystone Ryan and Phillips & Associates fees and expenses were 50-100% higher, respectively.

There are additional resources (\$9,000) in the Development Department's budget that can be used for the project and the contract can be negotiated to fall within the revised budget if consensus leans toward selecting the Oram Group/Skystone Ryan.

Hackett-Morgan stated that she recommends the selection of either Capital Venture or Oram Group/Skystone Ryan with her first choice being the Oram Group/Skystone Ryan. Each firm brings different strengths to the project, such as Capital Venture's familiarity with the Las Vegas philanthropic community and Oram Group/Skystone Ryan's broad experience working in the library field on projects of similar size and scope. Either would be qualified to conduct the planning study and work with the Development Office and Foundation to position the campaign for success.

Trustee Aguirre asked about the extra expense involved if the Oram Group/Skystone Ryan firm was chosen. Ms. Hackett-Morgan responded

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that their fee was \$10,000 more than Capital Venture plus travel expenses from northern California. Executive Director Walters added that Counsel Welt would put together a contract specifying the exact number of visits, etc. It was Trustee Wong who had requested that the search include firms with library experience as well as local firms when going out for proposals. Walters stated that he would go along with Ms. Hackett-Morgan's recommendation to hire Oram Group/Skystone Ryan. Trustee Sponer agreed. Chair Barlow was also in agreement, but requested a future meeting with Ms. Hackett-Morgan where the process and scope of work of the consultants would be explained in detail. He suggested that the funding plan be discussed at the retreat.

Trustee Pohl stated that it is his sentiment to support staff but that he is uncomfortable spending more money for out of state consultants when the service can be obtained locally.

Trustee Aguirre moved to authorize the Executive Director to contract for fundraising consulting services for a Foundation campaign planning study with Oram Group/Skystone Ryan for a fee not to exceed \$33,000. Trustee Pohl opposed. The motion was approved.

Discussion and possible Board action to approve a proposed amnesty program for fines and fees not to exceed \$25.00 per cardholder during National Library Week, April 18-24, 2004. (Item VII.B.)

Deputy Director Ledeboer presented this item. There were no questions from the Trustees. Trustee Carter moved to approve a proposed amnesty program for fines and fees not to exceed \$25.00 per cardholder during National Library Week, April 18-24, 2004. There was no opposition and the motion was approved.

Discussion and possible Board action regarding a Resolution acknowledging Dorothy W. Jackson for her gift of art work to the Library District in support of the District's African American cultural heritage programming and collections. (Item VII.C.)

Development Director Suzanne Hackett- Morgan and Gallery Services Coordinator Denise Shapiro presented this item.

On September 13, 2002, Dorothy W. Jackson made a gift to the Library District of several pieces of artwork. Among the donated pieces were two paintings by African American artist Hale Woodruff.

Trustee Overstreet moved to pass a Resolution acknowledging Dorothy W. Jackson and to present her with a copy of the Resolution and a Recognition Award. There was no opposition and the motion was approved.

Discussion and possible Board action regarding selection of an

On behalf of the Finance and Audit Committee, Trustee Arthurholtz announced that it was the Committee's recommendation that Piercy, Bowler, Taylor & Kern be given a contract for auditing services for the

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**auditor and
contracting for
auditing services for
the fiscal year 2003-
04. (Item VII.D.)**

fiscal year 2003-04, with options to extend the contract for the two subsequent fiscal years. Deputy Director, C.F.O. Fred James was available to answer any questions from the Trustees. Trustee Aguirre asked for clarification on the hourly cost of each firm culminating in the total cost of the contract. Mr. James explained that the total cost was based on the amount of hours each firm would be expending. Kafoury, Armstrong & Co. had a higher cost/hour with a lower total cost than Piercy, Bowler, Taylor & Kern. However, Piercy, Bowler, Taylor & Kern is giving more hours to the job.

Trustee Sponer moved to authorize the Executive Director to execute a contract for auditing services for the fiscal year 2003-04 with Piercy, Bowler, Taylor & Kern in the amount of \$22,220.00, with options to extend the contract for the two subsequent fiscal years. Chair Barlow disclosed that Piercy, Bowler, Taylor & Kern does business with the City of Las Vegas where he is employed. Piercy, Bowler, Taylor & Kern was also the fiscal agent for Councilman Weekly's campaign in which he was involved but that did not put him in a binding or biased position or prevent him from voting on this item. There was no opposition and the motion was approved.

**Announcements
(Item VIII.)**

The Retreat will be held March 12 and 13. The Executive Committee Meeting will be held March 23. The next Board Meeting will be held Thursday, March 11, 2004 in the Las Vegas Library Auditorium at 6:00 p.m.

**Public Comment
(Item IX.)**

None

**Adjournment (Item
X.)**

Trustee Carter moved to adjourn the meeting at 7:45 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Ken Carter, Secretary