

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
May 20, 2004
(approved June 10, 2004)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, May 20, 2004.

Present: Board: E. Sanchez, Vice Chair F. Sponer
K. Carter, Secretary V. Hoggard
A. Aguirre L. Overstreet
T. Wong

Counsel: G. Welt

Absent: M. Pohl
A. Arthurholtz, Treasurer

Staff: Daniel L. Walters, Executive Director
Numerous Staff

E. Sanchez, Vice Chair, called the meeting to order at 6:15 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, April 8, 2004, Executive Committee, March 23, 2004, Finance and Audit Committee, April 8, 2004 and Board Retreat, March 12-13, 2004. Trustee Carter moved to approve the Minutes of the Board of Trustees Meeting held April 8, 2004. There was no opposition and the motion carried. Trustee Sponer moved to approve the Minutes of the Executive Committee held March 23, 2004. Trustee Wong abstained from voting. There was no opposition and the motion carried. Trustee Overstreet moved to approve the Minutes of the Finance and Audit Committee held April 8, 2004. Trustee Carter abstained from voting. There was no opposition and the motion carried. Trustee Hoggard moved to approve the Minutes of the Board Retreat held March 12-13, 2004. There was no opposition and the motion carried.

Chair's Report (Item IV.) Executive Director Walters announced that he had received a letter of resignation from Board Chair Ricki Barlow effective May 14, 2004. Mr. Barlow filed to run for Assembly District 1, and his new residency precludes his serving on the LVCCLD's Board of Trustees. Mr. Barlow had planned to attend the meeting tonight and report on the ALA Legislative Day in Washington D. C., but was unable to do so. Felton Thomas also attended Legislative Day events on Capitol Hill and came forward with a brief synopsis of those meetings. A Nevada contingent of approximately ten people met with legislators Reid, Ensign, Gibbons, Berkley and Porter. The legislators were all supportive of what the District has accomplished and were open to hearing more

about future plans.

Vice Chair Sanchez asked Trustees to check their calendars to see if a performance review for the Executive Director could be scheduled within the next few weeks. After discussion, it was decided to have the review on Tuesday, June 22 from 11:00 a.m. to 1:00 p.m.

Before moving to the Executive Director's report, Trustee Sanchez offered congratulations to him for being elected Vice-President, President-Elect of the Public Library Association. After expressing his appreciation, Walters acknowledged Salvador Avila who has been elected to the ALA Council. He acknowledged and expressed his appreciation to Ricki Barlow for all the hard work and leadership that he brought to the position of Chair for the last 22 months, in particular for his help during the bond issue and his personal support of the Executive Director.

Walters also acknowledged Ann Lagumina, Rainbow YPL; Deanna Causey, Whitney YPL; Jon Tilly, Green Valley Circulation, and Tam Anderson, West Charleston Reference who will receive their MLIS degrees during the month of May.

Lastly, congratulations were offered to Melissa Peters who completed her Master's Degree in Organizational Development and to Bud Pierce who is now certified as a Senior Professional in Human Resources.

Trustees expressed congratulations and Trustee Aguirre requested a report on the academic theses or related coursework pursued by candidates.

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

Executive Director Walters had no additional comments to his written report.

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

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.

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Projects Report Accepted.
(Item V.A.5.)

Marketing Report Accepted.
(Item V.A.6.)

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

Unfinished Business None
(Item VI.)

Public Hearing on Deputy Director, C.F.O. Fred James presented this item. NRS. 354.596
the Las Vegas-Clark requires that a Public Hearing on the Las Vegas-Clark County Library
County Library District Proposed Budget be held on the third Thursday in May.
District's Proposed

Budget for Fiscal The Tentative Budget was filed with the State Department of Taxation on
Year 2004-2005. April 15, 2004, following review and discussion by the Finance and Audit
(Item VII.A.) Committee and Board of Trustees on April 8, 2004. A Public Hearing
must be held on the Proposed Budget before the Board adopts the Final
Budget.

Assisting Mr. James with the Public Hearing were Nancy Ledebor, Robb
Morss, Marie Cuglietta and Steve Rice.

Referring to the Proposed Budget document, Mr. James stated that All
Funds revenues are discussed on page 8. He noted that the
variance is funded from the 2003-2004 ending fund balances of all
funds. All Funds budget is balanced utilizing a net of \$1.2 million in
reserves.

Last year's combined tax rate was \$.0977. The current overall tax rate
is nearly 2% lower than the prior year.

CTX revenue, as a percentage of the General Fund, is nearly the same
as the prior year. This reverses the downward trend experienced in
recent years.

Deputy Director Nancy Ledebor and Public Services Director Robb
Morss discussed Public and Support Services' proposed budget
requests. Salaries & Benefits are the largest expenditure category. All
urban branches are open seven days a week for a total of 72 hours.

As with any service organization, personnel costs are a significant part
of the total operating budget of the District.

An increase of 3.4 FTE positions includes four pages and four part-time
Circulation Assistants at various branch libraries.

The Equipment budget would cover public copy machines, printers for
various children's services departments, and furnishings for Clark

County, Las Vegas, Rainbow, and Summerlin libraries.

Collection Development Director Marie Cuglietta stated that the collection is designed to meet the needs of the public by providing materials most often sought by patrons, but also to provide a collection that is balanced and diverse by purchasing materials in a variety of topics, formats and languages. Ms. Cuglietta noted that priorities include books, audio visual materials, homework support, electronic resources and a variety of formats and languages.

General Services Director Steve Rice spoke regarding the building repairs which included HVAC repairs, exterior painting, furniture reupholstering, parking lot sealing, interior lighting enhancement and elevator repair for Clark County. The building repairs and minor improvements are budgeted at \$347,000. The Proposed Budget includes \$34,000 to fund increased security for the Clark County Library. A second security guard is needed due to an increased number of security incidents at that branch. Other budget requests included sound and recording equipment for the Clark County theater and a lighting and dimmer system for the Summerlin Library. In addition, the Facilities Department needs \$18,000 for equipment and an equipment trailer. Design work for redevelopment projects and space planning at the Las Vegas and Clark County libraries will cost approximately \$40,000. Hosting traveling exhibits in the galleries requires \$10,000, and to address OSHA compliance issues, \$89,000 has been requested.

Of the available funds in the Capital Projects Fund, \$2.9 million is budgeted for expenditure during 2004-2005. Unappropriated funds will be budgeted in future years based on Board priorities.

C.F.O. James ended the presentation by explaining Other Financing Sources and Uses, and Transfers to Other Funds. He stated that the ending fund balance from the General Fund budget is \$2.5 million or 5.7% of the 2004-2005 expenditures.

**Public Comment
Regarding Proposed
Budget (Item
VII.A.)**

None

Trustee Carter moved to close the public hearing. There was no opposition and the motion carried.

**Adoption of the Las
Vegas-Clark County
Library District's
Proposed Budget for
Fiscal Year 2004-
2005. (Item VII.B.)**

Trustee Hoggard moved to adopt the Proposed Budget for Fiscal Year 2004-2005. There was no opposition and the motion carried.

Discussion and possible Board action regarding the Chair's call for nominations. (Item VII.C.)

In accordance with Article 5 of the Bylaws of the Board of Trustees, at the first regularly scheduled meeting in May the Chair is to call for nominations to a Nominating Committee consisting of at least one officer of the Board and any other two Board members and designate one of the members to act as the chair of the committee. The Nominating Committee is to prepare a recommended slate of proposed officers for the next term of office consisting of one candidate each for the office of Chair, Vice Chair, Secretary and Treasurer. Due to Ricki Barlow's resignation, Vice Chair Sanchez led this discussion.

Trustee Sponer nominated Louis Overstreet. Trustee Carter nominated Elaine Sanchez. Trustee Sponer nominated Mel Pohl. Trustee Hoggard moved to accept the names. There was no opposition and the motion carried. Vice Chair Sanchez appointed Dr. Overstreet to act as Chair of the Nominating Committee.

Discussion and possible Board action regarding the award of printing and mailing services contracts. (Item VII.D.)

Marketing and Community Relations Director Pat Marvel presented this item. The District's collateral materials have evolved with the changing needs of the patrons and the District's goals and the existing bid specifications no longer accurately reflect the actual materials being produced. Therefore, an Invitation to Bid was issued before the end of the second existing contracts' renewal periods. The Invitation to Bid was advertised in accordance with purchasing policies, including outreach to minority bidders. Four items were specified in Bid No. 04-02 that reflect the general categories of the Marketing Department's required services. The prices quoted for each representative sample under each item were averaged to determine the lowest average bidder for each item category.

The lowest average bidder for Item 1, one and two color short run jobs, is A & B Printing, a woman owned business since 1981 and included on the Woman Owned Business and Minorities list. This is a new vendor for the Library District.

The lowest average bidder for Item 2 is Berlin Industries, which currently prints the Highlights newsletter. There will be no additional charge for delivery to the mail house.

The lowest average bidder for Item 3 is Las Vegas Color Graphics. This vendor is the District's current printer for high-end, full color pieces. Their service and quality are excellent.

The lowest average bidder for Item 4, mailing services, is another new vendor for the Library District, Passkey Systems.

The bid documents provide for an initial term of one year with the option to extend the contract for up to three additional one-year periods provided that funds are available and that the contractor's performance remains satisfactory.

Trustee Wong asked how many bids were submitted. Ms. Marvel indicated there were nine bids for Item 1, four bids for Item 2, 10 bids

for Item 3 and seven bids for Item 4.

Trustee Aguirre inquired about minority contractors and Ms. Marvel indicated that A & B Printing is a woman-owned business.

Trustee Carter asked if the proposed vendors were the lowest bidders, and Ms. Marvel confirmed they were, based upon the averaging of the quotes for individual items.

Trustee Sponer asked what the total value of the awards were. Ms. Marvel indicated that she did not have those numbers immediately available, as the awards were proposed not on a total value basis, but on the low average of the quotes provided for specific projects.

Trustee Aguirre asked how long the award period was. Ms. Marvel indicated the awards were for an initial term of one year with the option to extend the contract for up to three additional one-year periods.

Trustee Carter moved to authorize staff to award printing and mailing services contracts to the lowest average responsive and responsible bidders for Items 1, 2, 3 and 4 as specified in Bid No.04-02 and to authorize staff to extend the contracts in subsequent years subject to funding being available and the contractors continuing to meet performance standards outlined in the bid documents. There was no opposition and the motion carried.

Discussion and possible Board action regarding an employment agreement for Deputy Director, Chief Operating Officer Nancy R. Ledebor. (Item VII.E.)

Human Resources Director Bud Pierce presented this item. Deputy Director, COO Nancy R. Ledebor was recruited in the spring of 1999 through a nation-wide search. A five year contract was negotiated including provisions for annual performance review and compensation.

The Executive Director conducted a performance review in March, 2004 and awarded Ms. Ledebor a merit increase at that time. That review was the final session under the existing contract, and the Executive Director is recommending that a new proposed contract be approved for Ms. Ledebor.

The proposed contract is essentially a renewal of the previous contract with the following changes: The currently approved merit increase is set as the new base compensation to take effect June 7, 2004; the monthly car allowance is increased from \$150 per month to \$400 per month as a result of a comparative study of such allowances paid to City and County executives; the proposed term is five years, consistent with the contract for the District's other Deputy Director, Fred James, and the expiration date for the term is also set at five years from the expiration of the current contract; provisions pertaining to the previous moving allowance have been eliminated. All other terms and conditions remain the same.

Trustee Sponer moved to approve the proposed employment agreement for Nancy R. Ledebor for the position of Deputy Director, Chief Operating Officer subject to the review and approval of legal

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counsel. There was no opposition and the motion carried.

Discussion and possible Board action regarding Amended Resolution 2004-02 providing certain administrative changes to Resolution 2004-02 as requested by the Nevada State Department of Taxation. (Item VII.F.)

CFO Fred James presented this item. An Amended Resolution is necessary to change language in Resolution No. 2004-02, adopted at the regular Board Meeting on April 8, 2004, to correct the reference from NRS 354.615 to NRS 354.598005 as requested by the Department of Taxation. The change consists of rephrasing "ending fund balance of the General Fund for the year ended June 30, 2003" to "beginning fund balance of the General Fund for the year ending June 30, 2004."

Trustee Hoggard moved to adopt Amended Resolution 2004-02. There was no opposition and the motion carried.

Announcements (Item VIII.)

The July 8 meeting will be moved to July 15 because of the ALA Conference in Orlando.

Trustee Hoggard asked that the West Las Vegas Library be put back in the Board Meeting rotation and other Trustees concurred.

The next Board Meeting will be held Thursday, June 10, 2004 at the Sahara Library at 6:00 p.m.

Public Comment (Item IX.)

Mr. Ryan Briggs of 828 Temple View Drive, expressed his concern regarding the nature of the materials displayed in the lobby of the Sunrise Library. It was his opinion that the subject matter on the cover of some of the publications was not appropriate for children to view. He referred to a copy of the *Las Vegas Weekly*. He asked the Board to examine its policy regarding the display of materials in places where children may view them.

Vice-Chair Sanchez acknowledged that as a mother herself, she appreciated Mr. Briggs' concerns and thanked him for sharing his viewpoint with the Board.

Adjournment (Item X.)

Trustee Aguirre moved to adjourn the meeting at 7:15 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Ken Carter, Secretary