

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**LAS VEGAS, NEVADA**  
**February 10, 2005**  
**(approved March 10, 2005)**

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, February 10, 2005.

**Present:** Board: E. Sanchez L. Overstreet  
V. Hoggard K. Carter  
A. Arthurholtz A. Aguirre  
T. Wong K. Benavidez  
M. Pohl

Counsel: G. Welt

Absent: F. Sponer

Staff: Daniel L. Walters, Executive Director  
Numerous Staff

Guests: Samuel and Charlotte Fisher  
Tom Harper, Wackenhut of Nevada, Inc.  
Bonnie Dalley, Wackenhut of Nevada, Inc.

E. Sanchez, Chair, called the meeting to order at 6:05 p.m.

**Roll Call** All members listed above represent a quorum.

**Agenda** Chair Sanchez moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Approval of Proposed Minutes Regular Session, January 13, 2005. (Item III.)** Chair Sanchez moved to approve the Minutes of the Board of Trustees Meeting held January 13, 2005. There was no opposition and the motion carried.

**Chair's Report (Item IV.)** Chair Sanchez announced that April 19, 2005 will be Library Legislative Day in Carson City and that attendance by Trustees would be beneficial. She also noted that there might be other items of interest that would require Trustee attendance and that a five-day advance notice might be all that the Executive Director could give them.

Trustees Arthurholtz and Davis-Hoggard briefed the Board on their attendance at the ALTA portion of the ALA Midwinter conference in Boston. They both voiced their disappointment in the organization of the trustee group. Out of 60,000 trustees in the U.S., approximately 6,000 belong to ALTA.

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

Trustee Davis-Hoggard moved to hear the Executive Director's report, the Human Resources Report and the Security Report and then to accept in their entirety the remainder of Reports V.A. 1-7. There was no opposition and the motion was accepted.

Executive Director Walters called attention to ongoing security issues that are being experienced at Whitney and Spring Valley libraries.

General Services Director Steve Rice referenced several incidents at Spring Valley Library and noted that there is now 24/7 security at Clark County Library, West Las Vegas Library and Las Vegas Library.

Human Resources Director Bud Pierce announced that the District was honored to receive the Southern Nevada Human Resources Association's *Community Leader Award* for its comprehensive diversity initiatives including Board policies, annual review of recruitment and retention, mentoring and training. Six private, non-profit and governmental organizations were nominated for the award.

The other firms recognized for outstanding diversity programs included HSBC Card Services (formerly Household Finance), IGT (International Gaming Technology), Opportunity Village, Shred-it and University Medical Center.

**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.

**General Services Report (Item V.A.5.)**

Accepted.

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

Accepted.

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

Accepted.

**Public Comment (Item VI.)**

None

**Unfinished Business**      None  
**(Item VII.)**

**Discussion and possible Board action regarding Resolution No. 2005-02 acknowledging Samuel and Charlotte Fisher's gift of a substantial art book collection to the Library District in support of the District's fine art collections and other activities. (Item VIII.A.)**

Development Director Suzanne Hackett-Morgan introduced this item.

Chair Sanchez and the Board of Trustees presented Samuel and Charlotte Fisher with a gift and formal Resolution recognizing their donation of a fine art book collection of 151 titles, including several rare and antiquarian volumes.

Mrs. Fisher spoke briefly about her 13 years of using the Summerlin Library and wished the District continued success. Chair Sanchez moved to pass Resolution No. 2005-02 acknowledging Samuel and Charlotte Fisher and to present them with a copy of the Resolution and a Recognition Award. There was no opposition and the motion carried.

**Discussion and possible Board action regarding a contract award for security guard services to Wackenhut of Nevada, Inc. (Item VIII.B.)**

General Services Director Steve Rice presented this item and introduced Tom Harper, Area Manager and Bonnie Dalley, Business Development Representative from Wackenhut of Nevada, Inc. to answer questions from the Board.

Trustee Wong asked what criteria are used in the selection of employees. Ms. Dalley answered that once an application is filled out, a background search, state by state, is completed. A drug test is given and site specific training occurs. There is no physical testing at the level of security needed by the Library District.

When asked about diversity initiatives in hiring, Mr. Harper answered that although the company is appreciative of a diverse workplace, Wackenhut of Nevada, Inc. hires only those people most qualified to perform the duties.

Trustee Davis-Hoggard moved to authorize staff to award a contract to Wackenhut of Nevada, inc. for security guard services in accordance with RFP NO. 05-03 and to authorize staff to extend the contract in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the request for proposal documents. There was no opposition and the motion passed.

Acting Deputy Director, Robb Morss presented this item.

**Discussion and possible Board action to approve a proposed amnesty program for fines and fees not to exceed \$25 per cardholder during**

The proposed amnesty week will provide patrons an opportunity to return overdue items and return their library account to good standing. The current circulation policy charges fines for overdue materials up to a maximum of \$4 per item. Once a patron's account has \$4 in fines, the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned.

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**National Library Week, April 10-16, 2005. (Item VIII.C.)**

Amnesty Week allows patrons an opportunity to return materials and have the fines waived up to \$25 per cardholder. This allows many families to return their cards to good standing so that they may resume borrowing library materials.

The benefit to the library is that many items are returned during the program. In past years, over 20,000 overdue items have been returned during Amnesty Week. A postcard promoting the amnesty program will be mailed to all patrons with overdue items just prior to the week. This promotion invites patrons who may have blocked library cards to come back to the library, return over due items and return their account to good standing.

Trustee Carter moved to approve amnesty program for fines and fees not to exceed \$25 per cardholder during National Library Week, April 10-16, 2005. There was no opposition and the motion passed.

**Presentation of a report from the staff Diversity/Competitive Workplace Committee regarding the District's 2004 Diversity Action Plan and possible Board discussion regarding the Action Plan for 2005.**

Human Resources Director Bud Pierce presented this item. He was assisted by Diversity/Competitive Workplace Committee members Melissa Peters, Assistant Human Resources Director; Felton Thomas, Regional Branch Services Director and Jennifer Schember, Sunrise Library Assistant Branch Manager.

Mr. Pierce acknowledged the other committee members including Salvador Avila, Community Outreach and Adult Services Coordinator; Michele Black, Human Resources Trainer; Art Cabrales, Las Vegas Library Branch Manager; Lorinda Soto, Summerlin Library Adult Services Librarian and Evelyn Walkowicz, Youth Services Outreach Librarian.

The District's Diversity Plan has been in place for four years. The Plan calls for annual monitoring and reporting of diversity initiatives undertaken throughout the previous year. This reporting is based on the goals and objectives listed in the Diversity Action Plan that is also updated annually.

Mr. Pierce stated that the Committee met on January 20, 2005 to review District accomplishments with respect to its 2004 Diversity Action Plan.

He discussed Goal 1 of the plan, regarding advocacy, which was accomplished in its entirety. All new hire employees are provided a copy of the Diversity Plan and briefed during orientation, which is scheduled prior to their reporting for duty in a branch or administrative department. New employees must then complete the Diversity Awareness training during their original probationary period or risk having their probation extended or being non-confirmed. This is an ongoing action item.

The development of a diversity network to ensure that diversity initiatives and information are distributed throughout the organization was accomplished in its entirety. An update of outreach activities and staff demographics is included in the Human Resources Director's

report each month to the Board of Trustees. Also, a variety of activities celebrating diversity are listed on the District web site including heritage months, visiting authors, parades, etc. The Committee decided that due to the detailed information available to staff on the District web page that it would be an unnecessary burden to duplicate this information on Voyager. However, the Committee is investigating the placement of a link on Voyager to take staff to this material on the web page.

New supervisors and managers will be provided training by an external diversity trainer on how to manage diversity in the work environment.

Monitoring the Diversity Plan accomplishments is an ongoing process and the Committee is developing an Action Plan for 2005.

A District-wide position of Community Outreach and Adult Services Coordinator was established and filled during the past year. To complement information relative to heritage months and other activities available on the District's home page on the Internet, there are specific Info Guides available on-line. Library patrons and staff can access this information by starting from the District's home page, select "Research" and then "Info Guides" which will take them to a page that includes a section entitled "Cultural Diversity." The Diversity Plan and 2004 Diversity Action Plan are also posted on the District's web site under "About the Library," "Library Publications & Policies." The Committee's goal of creating a Web Info Guide specifically dedicated to diversity was not accomplished. Due to the redesign of the web page, the all inclusive Info Guide is still a goal.

Staff Day 2004 was held on Friday, June 18 at the Texas Station Hotel & Casino and included a host of diverse speakers. The keynote for the day was Richard Rodriguez, who discussed his life experiences and the "browning" of America. Additionally, one of the breakout sessions was led by Dr. Kim Ventus-Darks who offered a no-nonsense approach to resolving conflict and regaining life balance.

Felton Thomas gave a detailed report about Goal 2 regarding recruitment. The ongoing partnership with UNT last year resulted in nine staff members graduating from the first Nevada Cohort and receiving their Master's of Library and Information Science (MLIS) degrees. All of the graduates seeking a professional librarian position from this group have since been promoted. The partnership with UNT, the State Librarian and the University of Nevada Las Vegas that resulted in a \$360,000 grant from the Institute of Museum and Library Services in late 2003 was put to good use in 2004. A second Nevada Cohort of 40 students began their MLIS program in September 2004, which included 12 Library District staff members. The "Mining the 21st Century Librarian" grant had goals for underrepresented groups, disciplines within the library field and a broad geographic dispersment of recipients. The partners very proudly reported that almost all goals were reached, and at this writing students are already in their second semester of classes.

Although only one request during the year was received for an internship from a non-staff UNT student, the District stands ready to assist in such requests from any university.

The District continues to support the Latin Chamber, the Urban Chamber, and the Asian Chamber by attending monthly meetings and special events. Also, the District supports the Southern Nevada Hispanic Employment Program (SNHEP) Council by attending monthly meetings and through its sponsorship of SNHEP's annual training conference and job fair. This past year the District sent five staff members to this event that was attended by 2,000 job seekers. The District also maintained its relationship with the Clark County School District through participation in an after school career development curriculum, attending job fairs and assisting students in their job seeking skills at Western High School. Staff from the Human Resources Department also attended job fairs at the University of Nevada Las Vegas, the Community College of Southern Nevada, through LasVegasJobs.com and other opportunities throughout the year.

The District offered job-shadowing opportunities to local high school students through its participation in the Latin Chamber of Commerce Career Day in November of 2004 by hosting five Latino students for the day to introduce them to the library profession as a viable career option. Internships were offered to the University of North Texas Nevada Cohort participants that completed their Master of Library and Information Science degrees last year. Also, the District hosted 22 students from Western High School for a career day at the library in November 2004.

Over the past year, the District exhibited and recruited at the annual ALA Conference in Orlando, the ALA Midwinter Conference in Boston, at the Southern Nevada Hispanic Employment Program Training Conference, UNLV and CCSN in Las Vegas. We also participated in four job fairs at Palace Station with LasVegasjobs.com, had a booth at the annual *Las Vegas Review-Journal/Sun* job fair at the Stardust, and participated in job fairs at four local high schools. District staff made presentations at the Nevada Library Association's annual conference on mentoring, the Oregon Library Association, the Mountain Plains Library Association, and for the San Diego Public Library system. Members of the Committee also presented a mentor training workshop to Utah IMLS mentors in Salt Lake City.

Regarding additional staff to participate in presentations, the Committee added another member to its ranks with the filling of the Community Outreach and Adult Services Coordinator position, and continues to include at least one more District employee as an "ad hoc" member, utilizing his assistance at job fairs where bilingual skills are a necessity.

An upgraded recruitment kit has been developed and is ready for printing. It is a comprehensive information packet that includes

information on the District, application procedures, benefits and other material of interest to persons applying for employment with the District.

Jennifer Schember presented Goal 3 regarding retention. All Library Assistant positions were polled to determine the staff interest in participating in a mentoring program. Fifteen affirmative responses were received, and their program will begin with a brown bag informational lunch on March 3, with at least four group training sessions scheduled through the first of August. Additionally, Circulation staff is currently being contacted to determine interest in a mentoring program of a similar nature.

The evaluation of the effectiveness of a mentoring program for Pages based on a pilot project initiated during the Librarian mentoring program was discontinued when the person conducting the project was promoted several months ago. However, the Committee has taken up the challenge of this project and plans to address a mentoring program for Pages upon completion of the one for paraprofessional staff.

Under the partnership agreement with UNT, UNLV and the Nevada State Librarian, the mentoring portion of the 21st Century Librarian program is patterned after the Graduate Student Mentoring Program developed and used previously by the District. District staff and Committee members specifically are responsible for ensuring the mentoring part of the grant is successful. The mentoring program for the 21st Century Librarian will be monitored by the grant partners and the Committee throughout the UNT educational program.

The Committee reviewed the District's tuition eligibility requirements for part-time staff, and found that the years of service requirement before a part-time employee was eligible for tuition assistance was reduced from five years to three years in late 2002. However, a substantial number of tuition reimbursements continued to go unused. As a result, a proposal was recently made and approved by the Board of Trustees to further reduce the amount of time to 18 months for a part-time staff member to qualify for tuition assistance. The Committee also intends to review the upcoming budget to determine if there are sufficient funds to offer additional tuition reimbursements at the graduate student level.

Melissa Peters presented Goal 4 regarding statistical reporting. She distributed addendums that illustrated visual comparisons.

Addendum 1 contained applicant flow (applicant tracking) information, including an overall chart of all applicants and individual charts for each of the six (6) job groups the District utilizes. Information regarding new hires was moved to Item 3 below to be included with employment activity.

Addendum 2 contained an analysis of District demographics, broken down by job group, as of December 31, 2004. This data is compared

with District demographics as of December 31, 2003 and with census 2000 information for Clark County.

Addendum 3 contained employment activity including new hires, and internal applicants that received transfers and promotions. This data is presented by gender and broken down by job group. The remainder of the graphs in Addendum 3 show a comparison of hiring activity between 2003 and 2004 by gender, race and ethnicity; a comparison of promotion activity between 2003 and 2004 by gender, race and ethnicity; a comparison of transfer activity between 2003 and 2004 by gender, race and ethnicity; and a comparison of termination activity between 2003 and 2004 by gender, race and ethnicity.

Updates on grievances and complaints are provided to the Executive Director whenever new ones are filed or existing ones change. This happens on an as-needed basis, which is more often than semi-annually.

Successful diversity initiatives occur District-wide and are the result of the efforts put forth by all; they are not solely driven by the staff Diversity/Competitive Workplace Committee. While the Committee did initiate many of the projects and programs listed in the Diversity Action Plan, others were the result of successes that are the natural by-product of an institution that has embraced diversity as a cornerstone of its business processes.

Trustee Davis-Hoggard congratulated the Executive Director and staff on their efforts. Other Trustees were in agreement.

**Announcements**  
**(Item IX.)**

The next Board Meeting will be held Thursday, March 10, 2005 in the Clark County Library at 6:00 p.m.

**Adjournment (Item**  
**X.)**

Chair Sanchez adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Ken Carter, Secretary