

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
March 10, 2005
(approved April 14, 2005)

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, March 10, 2005.

Present: Board: V. Hoggard M. Pohl
K. Carter L. Overstreet
F. Sponer K. Benavidez
A. Arthurholtz A. Aguirre
T. Wong

Counsel: G. Welt

Absent: E. Sanchez

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Ron Dubberly

V. Davis-Hoggard, Vice Chair, called the meeting to order at 6:10 p.m.

Roll Call All members listed above represent a quorum.

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

Approval of Proposed Minutes Regular Session, February 10, 2005 and Executive Committee Meeting, February 10, 2005. Trustee Aguirre moved to approve the Minutes of the Board of Trustees Meeting held February 10, 2005. There was no opposition and the motion carried

Trustee Arthurholtz moved to approve the Minutes of the Executive Committee Meeting held February 10, 2005. There was no opposition and the motion carried.

Chair's Report (Item IV.) Due to a medical emergency Chair Sanchez was unable to attend. No report was given.

Executive Director's Report (Item V.A.) Executive Director Walters presented updated information regarding the dispute over Henderson's desire to establish new boundaries between HDPL and LVCCLD. He noted that the terms outlined in Chair Sanchez's last letter to HDPL's Board Chair were essentially agreed to, i.e. a reconfiguration so that the boundaries would be co-terminus

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with the city of Henderson. If the city of Henderson annexed any land in the future, HDPL would serve that area as well. One major change would be that no unincorporated land would be annexed in the future. The new Henderson District Public Libraries would include the area where the Green Valley Library is located as well as the bulk of its service area. The major aspect of negotiation would be the timing of when the shift would occur. A joint Board meeting with LVCCLD and HDPL is being proposed to discuss and adopt a joint resolution to address all issues. Subsequently, resolutions of support would be presented before the Las Vegas City Council and Clark County Commission. Decisions regarding the boundaries need to be made by May, in order for the Assessor to make the boundary changes.

Trustee Sponer questioned whether a new Interlocal Agreement would be honored more now than the previous one. Counsel Welt answered that the new Interlocal Agreement would be an enforceable contract and be backed by resolutions from the governmental entities.

Trustee Aguirre asked about legislative activities and whether Trustees would be able to talk with legislators on Legislative Day, April 19, in regard to the library's importance in the community. Executive Director Walters answered that arrangements would be made for Trustees to be on the floor of the Assembly and Senate to sit and chat with the respective representatives, with the opportunity for meetings in their offices.

Trustee Overstreet moved to hear comments on Reports V.A. 1-3 and to accept Reports V.A. 4-7 in their entirety. There was no opposition and the reports were accepted.

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

Acting Deputy Director, C.O.O. Robb Morss thanked the Human Resources Department for providing "Violence in the Workplace" training to encourage and train staff to deal with any security problems that arise. He also noted that the transition to Wackenhut Security went smoothly and that security incidents have declined in the last month.

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

Deputy Director, C.F.O. Fred James speculated that the legislature might arbitrarily put a cap on property tax and that would create a real challenge for the proposed budget. He asked that the Finance Committee be postponed until April so that revenues could be better projected. It was agreed that a committee meeting will precede the April Board meeting.

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

Human Resources Director Bud Pierce and Assistant Human Resources Director Melissa Peters provided comparative statistics as to the improvements that have been made by the District in expanding diversity.

Trustee Sponer asked if there were any internal objectives or goals to

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increase the number of minorities on the staff. Mr. Pierce answered that the objective is to get good representation throughout the District.

Trustee Aguirre asked if there was a male/female statistical breakdown. Ms. Peters answered that LVCCLD is an Equal Opportunity Employer but not a mandated Affirmative Action Employer. The District has a Diversity Plan but not an Affirmative Action Plan.

**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.

**Unfinished Business
(Item VI.)**

None

**Discussion and
possible Board
action regarding
authorization to
extend the
appointment of the
District's current
auditor, Piercy
Bowler Taylor &
Kern, for auditing
services for fiscal
year ending June
30, 2005. (Item
VII.A.)**

Deputy Director, C.F.O. Fred James presented this item. He noted that in February 2004, the Board approved Piercy Bowler Taylor & Kern as the District's auditors with two one-year renewal options. He acknowledged that the services provided by the firm are exemplary, and he would like the District to extend their contract.

Trustee Sponer moved to authorize staff to contract with Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2005. There was no opposition, and the motion carried.

**Discussion and
possible Board
action regarding the
lawsuit Godbey v.
Las Vegas Clark
County Library
District and a report
and
recommendations
by Counsel
pertaining to the**

Counsel Welt presented a report regarding a proposed settlement of a lawsuit regarding Godbey v. Las Vegas-Clark County Library District and recommended that the Trustees consider and act upon a settlement.

In accordance with counsel's recommendation and as a result of the court directed mediation, Trustee Sponer moved that the lawsuit Godbey v. the Las Vegas-Clark County Library District be settled by the payment of \$41,000, which is four months' severance which equals the severance provisions of Godbey's employment contract.

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court directed mediation and recommendation to settle. (Item VII.C.)

There was no opposition, and the motion carried.

Discussion and possible Board action regarding contract award for photocopiers and coin-operated mechanisms with Imagistics for three years with options to extend the contract with four (4), one-year renewals. (Item VII.D.)

Deputy Director, C.F.O. Fred James presented this report. The District will initially purchase ten public copiers for the fiscal year ending June 30, 2005 and subsequent purchases will be budgeted in the appropriate fiscal year. Staff completed evaluation of bid proposals and recommended that a contract be awarded to Imagistics who was the lowest qualified bidder.

Trustee Carter moved to authorize staff to award a contract to Imagistics to provide photocopiers and coin-operated mechanisms for three (3) years and to authorize staff to extend the contract for four one-year renewals in subsequent years subject to funding being available and the vendor continuing to meet specifications as outlined in the contract documents. There was no opposition and the motion carried.

Presentation and discussion to the Board regarding the Strategic Service Plan for the years 2005-2008 for the Las Vegas Clark County Library District. (Item VII.B.)

Planning consultant Ronald Dubberly of Dubberly Garcia Associates, Inc. presented findings to the Trustees of the "Final Draft" *Strategic Service Plan for the Years 2005-2008 for the Las Vegas-Clark County Library District*.

Mr. Dubberly began the report by congratulating Trustees and staff for accomplishing dramatic service increases and for being responsive to the community and becoming nationally award winning in the process.

He noted that the proposed "Final Draft" reflects the service priorities which are the result of extensive interaction with customers in branch meetings and information gathered through in-library surveys and random telephone surveys that included non-users.

His findings included the fact that among the 20 libraries used for comparisons, LVCCLD ranked #2 in customer satisfaction, and staff is 73% satisfied with their jobs. There has been improved productivity and increased financial reserves, with reserves now about 24% of the operating budget.

Because of the cumulative effects of increases in population and library use, without corresponding increases in libraries and staffing, current buildings and processes are reaching their productivity limits. This creates an extremely challenging environment.

In the strategic planning for the next three years, there are significant, but manageable, hurdles to overcome. These include avoiding service quality deterioration, finding alternatives to increasing staffing levels, not placing additional strain on traditional work processes, improving technology capabilities of buildings, creating more efficient layouts for branch interiors and meeting the needs of underserved residents who do not have easy access to a

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branch library or are served by an undersized branch. All of these hurdles can be managed by implementing the *Strategic Service Plan* and following Dubberly Garcia Associates, Inc. recommended priorities for efficiencies and spending.

Service priorities include Current Topics and Titles, Lifelong Learning, Formal Learning Support, Commons, Cultural Awareness and Basic literacy.

The District cannot grow its services and facilities indefinitely and maintain present service quality levels unless it receives a large, continuing infusion of tax dollars or invests now in a substantial efficiency program. The need to construct facilities to serve growth areas and the need to address increasing service demands in existing libraries can be managed through a series of projects to achieve efficiencies yielding significant long-term cost.

Major efficiencies will help contain growth in operating costs and the savings can be allocated to meet increasing service demands fueled by continuing population growth. Delaying efficiency improvements in work processes and space use will lead to even greater workload issues and declining customer satisfaction with long service lines and library layouts. The *Strategic Service Plan* should guide the allocation of District financial resources, as well as its staff time, collection priorities, technology deployment, and use of space.

Efficiency opportunities include implementation of an integrated library system (ILS), self-checkout of materials, material item labels (RFID tags), reference services staffing, high-demand audio-materials storage, returned materials handling, self-service reserves, combined service desks and improved facility layouts.

In conclusion, Mr. Dubberly stated that during the 2005-2008 period of the *Plan*, the District can continue to increase service activity levels at a sustainable pace, maintain outreach services to target audiences, increase literacy service with additional support from gifts and grants, plan and implement efficiencies in work process and services, revamp branch layouts and plan new buildings for underserved residents. Success will depend on using a holistic approach in prioritizing and organizing efficiency improvements and related facility changes ahead of large increases in service activity levels and the construction of new facilities.

This item was for Board consideration and discussion only. Trustees were in agreement in congratulating the Executive Director and the Staff Planning Committee for a job well done. Trustee Sponer asked if there is a plan to visually track the date-sensitive proposed tasks. Walters stated that date-specific targets will be listed in the proposed budget that comes before the Board in May. Also, annually, the Board is presented with a report on the objectives and conformance of the *Plan* and reasons why previously stated objectives either work or are not tenable.

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The *Plan* that is adopted brings with it an obligation from Administration and staff to provide annual reports so that adjustments can be recommended if needed. However, special meetings can always be scheduled or reports can be assembled if that is the desire of the Trustees.

Announcements
(Item VIII.)

The next Board Meeting will be held Thursday, April 14, 2005 in the West Las Vegas Library at 6:00 p.m. Congratulations were extended to Nancy Hutchinson who is the new Branch Manager of the West Las Vegas Library.

Public Comment
(Item IX.)

None

Adjournment (Item
X.)

Trustee Aguirre moved to adjourn the meeting at 8:35 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Ken Carter, Secretary