

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
September 8, 2005
(approved October 11, 2005)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, September 8, 2005.

Present: Board: E. Sanchez L. Overstreet
V. Davis-Hoggard F. Sponer
A. Arthurholtz A. Aguirre
T. Wong K. Benavidez
K. Carter L. Harala

Counsel: G. Welt

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Rafael Romano, President
Best Janitorial Services of Nevada

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, July 14, 2005 and Risk Management Committee Meeting, July 14, 2005. Chair Sanchez moved to approve the Minutes of the Board of Trustees Meeting held July 14, 2005. There was no opposition and the motion carried. Chair Sanchez moved to approve the Minutes of the Risk Management Committee Meeting held July 14, 2005. There was no opposition from Committee members and the motion carried.

Chair's Report (Item IV.) Chair Sanchez shared with the full Board the topics discussed at the Executive Committee which met prior to the Board meeting. She stated that the Committee proposes that the next two Board meetings deviate from its regular schedule and be held on Tuesday, October 11 and on Thursday, November 17. Also, if possible, the Finance and Audit Committee would meet just prior to the October Board meeting to review the proposed audit in order to recommend its acceptance to the Board. CFO Fred James will present preliminary information on projections of available revenue and General Services Director Steve Rice will present information on the escalating construction costs for proposed projects. Staff's presentations will give the Board basic information to be considered in order to move forward in November

with extensive Capital and Planning Goals discussion.

Committee assignments for FY 05-06 were discussed. Assignments are as follows:

Executive Committee: Elaine Sanchez, Chair; Verlia Davis-Hoggard, Vice Chair; Kelly Benavidez, Secretary; Andi Arthurholtz, Treasurer (meet every 4 months)

Finance/Audit Committee: Elaine Sanchez, Board Chair; Andi Arthurholtz, Committee Chair, Tim Wong, Louis Overstreet, Francie Sponer, Kelly Benavidez

Bylaws Committee: Louis Overstreet, Chair; Ken Carter, Andi Arthurholtz, Larry Harala and Counsel Gerald Welt

Employee/ Management Relations Committee: Elaine Sanchez, Chair, Andi Arthurholtz, Verlia Davis-Hoggard, Francie Sponer, Kelly Benavidez

Risk Management Committee: Ken Carter, Chair, Andi Arthurholtz, Francie Sponer, Aldo Aguirre

Las Vegas Art Museum Board Representation: Aldo Aguirre; Kelly Benavidez

The Legislative Committee will be "sunsetting" for the next year, but the Trustees will maintain an active interest in what is going on regarding legislative matters.

Trustee Arthurholtz noted that if the normal audit schedule is accelerated and finalized prior to the October meeting, the Finance & Audit Committee can review the proposed audit the same day of the Board meeting and, if there are no substantive changes, be able to recommend its acceptance to the Board.

The performance review for the Executive Director will be scheduled within the next few weeks.

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

Executive Director explained that since his report was distributed just prior to the meeting, he knew the Trustees had not been able to read it thoroughly. He noted in particular that the Innovative Interfaces, Inc. contract had been concluded since the last Board meeting.

Deputy Director Morss reported on LVCCLD involvement with assisting the local Katrina evacuees:

- Patrons who have relocated from the Gulf Coast can come into the libraries and apply for a card to check out materials and to access computer services.
- The Virtual Branch Staff has developed an Info Guide that appears on the District's web page for patrons looking for information and resources pertaining to Hurricane Katrina and

its victims.

- Staff has been in contact and will do outreach visits to the Fertitta Community Center which has been designated as the Hurricane Relocation Center in the Las Vegas Community.
- The District has donated 100 portfolios to students who have been relocated and will be registering at the Clark County School District. Portfolios contain paper, pens, and information about library services for students affected by the Hurricane to help support their educational needs.

After brief comments from Trustees Overstreet, Sponer and Wong, Chair Sanchez 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.)

Trustee Wong asked about the room-use fees and inquired as to whether it was time to consider raising the rates. Executive Director Walters answered that staff does not recommend any change in the policy at this time, but Trustees can determine whether it needs to be put on the agenda for discussion. Trustee Davis-Hoggard said that she would like to have the question put on the agenda for a discussion item.

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

Accepted.

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

Trustee Overstreet asked for a clarification on Clark County employment statistics. Human Resources Director Pierce will look into the discrepancy.

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.)

Trustee Sponer asked what an E-rate is. Development Director Hackett-Morgan explained that as an example, on everyone's telephone bill, there is a listing for "Universal Service Fund," and is normally about a \$2.00 charge. This money goes to a federal program that returns reimbursements to the public schools and public libraries on their telecommunication charges. LVCCLD has been participating in the program for the last three years and it represents approximately \$200,000 back to the District on its telephone wide-area network.

Trustee Sponer also took the opportunity to remind the Board of the Foundation's upcoming events. The first will be held on Monday, September 12, from 6-8 p.m. at the Summerlin Library. On November 9, Marta Beckett will be appearing at the Clark County Library. A private cocktail party will be held before her presentation.

Unfinished Business None
(Item VI.)

Consent Agenda:

1. Discussion and possible Board action to approve additional expenses to Joseph Ford & Associates, Inc. of \$1,877.56 plus reimbursables for completion of contract negotiations with innovative Interfaces, Inc.

Trustee Davis-Hoggard moved to approve the Consent Agenda, approving additional expenses to Joseph Ford & Associates, Inc. of \$1,877.56 plus reimbursables for completion of contract negotiations with innovative Interfaces, Inc.; providing employer-paid long term disability insurance for Executive Director Daniel L. Walters effective September 1, 2005 and increasing car allowance from \$250/month to \$500/month effective October 1, 2005; continuation of workers compensation insurance purchased from Sequoia Insurance Company; and, approving the days of closing for calendar year 2006. There was no opposition and the Consent Agenda was approved.

2. Discussion and possible Board action to provide employer-paid long term disability insurance for Executive Director Daniel L. Walters effective September 1, 2005 and to increase car allowance from \$250/month to \$500/month effective October 1, 2005.

3. Discussion and possible Board action to approve the continuation of workers compensation insurance purchased from

Sequoia Insurance Company.

4. Discussion and possible Board action to approve the days of closing for calendar year 2006.(Item VII.A.1-4)

Discussion and possible Board action regarding contract awards for janitorial maintenance services. (Item VII.B.)

General Services Director Rice presented this item and recommended that the contracts be awarded to Best Janitorial Services of Nevada for the seven branches noted. Rafael Romano, President of Best Janitorial Services of Nevada was on hand to answer any questions that the Board might have.

Trustee Aguirre moved to award the janitorial maintenance services contracts to Best Janitorial Services of Nevada. There was no opposition and the motion was approved.

Discussion and possible Board action regarding contract awards for landscape maintenance services. (Item VII.C.)

General Services Director Rice presented this item. A total of four bids were received with three of those bids non-responsive and subsequently rejected. TruGreen LandCare was the lowest responsive and responsible bidder on the seven outlined locations.

Trustee Overstreet asked about the non-responsive bids. Rice answered that in one case, the bid proposals were not signed. Others just did not follow through on all of the requirements.

Executive Director Walters added that prior to bids that might be very complicated, a mandatory pre-bid conference (workshop) is held to thoroughly explain to the contractors how to submit complete bid proposals according to Nevada law. A check-list is included in the bid documents so that all necessary steps can be checked off as the bid is prepared for submittal.

Trustee Carter moved to award TruGreen LandCare the contracts for landscape maintenance services. There was no opposition and the motion was approved.

Discussion and possible board action to declare fines and fees totaling \$733,950.84 that are five years old, dating from the year 2000, as uncollectible and purge from District

Deputy Director, C.O.O. Morss presented this item. He mentioned that this is not a "forgiveness" campaign since several notices have been sent out trying to collect the fees. The District has a contract with Unique Management, Inc. to pursue the collection of delinquent fines and fees. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt. The cost of referring the accounts to Unique is estimated to be greater than what they anticipate recovering.

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records.

Chair Sanchez moved to declare fines and fees totaling \$733,950.84 that are five years old, dating from the year 2000, as uncollectible and purge from District records. There was no opposition and the motion was approved.

Announcements
(Item VIII.)

Trustee Benavidez announced that in honor of Hispanic Heritage Month, Councilman Lawrence Weekly and the City of Las Vegas will be hosting the Las Vegas Hispanic Youth Leadership Summit on September 30 in the West Las Vegas Library.

Trustee Sponer congratulated Chair Sanchez on her article published in the *Las Vegas Sun*.

Trustee Aguirre announced that the Latin Chamber of Commerce voted to give the Award of Distinction for Community Service to Kelly Benavidez. This will be presented on October 8th at the Annual Awards Gala held at Paris Las Vegas.

The next Board Meeting will be held Tuesday, October 11, 2005 in the Las Vegas Library at 6:00 p.m.

Public Comment
(Item IX.)

None

Adjournment (Item
X.)

Chair Sanchez moved to adjourn the meeting at 7:00 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary