

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING**  
**LAS VEGAS, NEVADA**  
**March 9, 2006**  
**(approved April 13, 2006)**

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 9, 2006.

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

Counsel: G. Welt

Staff: Daniel L. Walters, Executive Director  
Numerous Staff

Guests: Charles E. Dorsey, CIC, CRM  
Johannes O. Flemington, Design Director, JMA Architecture Studios

E. Sanchez, Chair, called the meeting to order at 6:10 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, February 9, 2006 and Executive Committee Meeting, February 9, 2006. (Item III.)** Chair Sanchez moved to approve the Minutes of the Board of Trustees Meeting held February 9, 2006. There was no opposition and the motion carried. Chair Sanchez moved to approve the Minutes of the Executive Committee Meeting held February 9, 2006. There was no opposition from Committee members and the motion carried.

**Chair's Report (Item IV.)** Chair Sanchez reminded Trustees going to the PLA conference in Boston that their packets, distributed at the meeting, contained their badges and registration and hotel information.

**Executive Director's Report (Item V.A.)** In addition to his written report, Executive Director Walters informed the Board about his meeting with Councilman Ross to brief him on the District's plans for Centennial Hills. When Councilman Ross asked how the City could help, Walters mentioned that getting plans through the plan check is the biggest hurdle.

In addition to the money received from the State Legislature for the Homework Help Center, the District has been notified that it also

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received an "Innovative Grant" from the State Library LSTA in the amount of \$100,000, which is also committed for the Homework Help project. Trustee Davis-Hoggard asked that there be a report next month on the Homework Help Center project.

Deputy Director Robb Morss gave an update on the migration to the new Integrated Library System. Trustee Wong commended the Deputy Director and the transition team for a job well done.

Trustee Carter 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.

**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, 2006. (Item VII.A.)**

Deputy Director, C.F.O. Fred James presented this item. There were no questions from the Board.

Trustee Sponer moved to authorize staff to extend the appointment of Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2006. There was no opposition and the motion was approved.

**Discussion and possible Board action regarding the appointment of Broker of Record for the District's property and casualty insurance coverage. (Item VII.B.)**

Trustee Ken Carter reported on the recommendation of the Risk Management Committee to appoint Acordia, Inc. as Broker of Record for property and casualty insurance for the policy year commencing on July 1, 2006.

General Services Director Steve Rice presented this item. He introduced Charles E. Dorsey, Senior Vice President of the Commercial Insurance Division of Acordia to the Board, noting that Mr. Dorsey previously had 19 years of experience in Las Vegas with Marsh USA, the District's current broker.

The current appointment for the District's Broker of Record for property and casualty insurance expires on June 30, 2006. A Request for Statement of Qualifications for Broker of Record was advertised in accordance with purchasing policies. A pre-submittal conference was held on February 3, 2006 with the submittal deadline on February 13, 2006. A total of six (6) submittals were received. A panel comprised of representatives from Public Services, Business Office, Human Resources, and General Services performed the evaluation process. The process included a scoring of each submittal based on established criteria and assigned point values and an interview. After scoring the submittals, four (4) brokers were selected to continue in the process with an interview.

The appointment will be for the policy year commencing on July 1, 2006. The initial appointment will be for one year with three optional one-year extensions. The Broker of Record receives no direct remuneration from the District. Remuneration is typically received from the insurance company(s) in the form of a commission.

Trustee Wong inquired about the evaluation and selection criteria. Mr. Rice answered there is a maximum of 100 points that can be amassed from eight different categories:

- |   |           |
|---|-----------|
| 1. Profile, Qualifications and Experience of Broker | 30 points |
| 2. Managerial and Staffing Capacity                 | 10 points |
| 3. Service Philosophy and quality Commitment        | 10 points |
| 4. Claims Processing Capability and Procedures      | 10 points |
| 5. Risk Management Services                         | 20 points |
| 6. Premium Cost Control Strategies                  | 10 points |
| 7. Potential Insurance Companies                    | 5 points  |
| 8. Anticipated Commission Rate                      | 5 points  |

Acordia, Inc. was ranked first based on the technical review and also ranked first based on the interview. Counsel Welt asked Mr. Dorsey if

there are any "non-compete clause" or "trade secret" commitments with Marsh USA that would affect his ability to acquire various insurances for the District. Mr. Dorsey answered that there is nothing to prevent him from doing business with any insurance company.

Trustee Wong moved to authorize staff to appoint Acordia, Inc. as Broker of Record for property and casualty insurance coverage for the policy year commencing on July 1, 2006 and to authorize staff to extend the appointment in subsequent years subject to funding being available and the broker continuing to meet performance standards outlined in the request for statement of qualifications documents. There was no opposition and the motion was approved.

**Discussion and possible Board action regarding selection of architects as outlined in RFQ No. 05-07, Architectural Services – projects from July 1, 2005 through June 30, 2008. (Item VII.C.)**

General Services Director Steve Rice presented this item. A Request for Statement of Qualifications (RFQ) for Architectural Services for projects from July 1, 2005 through June 30, 2008 was advertised in accordance with District purchasing policies. A total of nineteen (19) submittals were received.

Executive Director Daniel L. Walters and General Services Director Steve Rice conducted a thorough preliminary review of the submittals received. Based on the criteria outlined in the RFQ, eight (8) firms were selected for further consideration and invited to make a presentation regarding the firm and proposed team. Firm representatives were also required to respond to a series of interview questions. One (1) firm subsequently withdrew. The interview panel was comprised of Executive Director Daniel L. Walters, General Services Director Steve Rice, Deputy Director, CFO Fred James, Marketing and Community Relations Director Pat Marvel, and Information Technology Director, CIO Al Prendergast.

The interview panel conducted interviews on February 13 and 14. Representatives of each firm were required to present an overview of the firm and its capacity and experience to undertake the District projects. The panel considered each firms' staff size/capacity, design experience, public project experience, experience and qualifications of their proposed team, quality and relevance of presentation content and interview question responses, experience with the LVCCLD, and other pertinent factors relevant when evaluating the firms for the various projects.

Following the interviews, the committee met to evaluate and rank the prospective teams based on each firm's presentation, proposed team members, and review of the variety and depth of relevant design experience including library projects. Library experience was considered as one aspect of overall design capability given a variety of factors including the movement of personnel between firms, making it difficult to determine which team members of which firm worked on which library project, and when those projects were completed, among other factors.

The team also considered recent experience working with the LVCCLD

and all firms' approaches to budget and construction management during this period of rapid construction inflation and difficult bidding climate. The panel paid critical attention to how important it is that the firm selected for the Centennial Hills project has the capacity to work with the District in a manner that can expedite the design and completion of contract documents in the timeliest manner.

In light of the critical timeline issues reviewed with the Board at its November 2005 retreat, the interview panel recommends that the District only designate architects for the Centennial Hills and West Las Vegas homework Help Center/Efficiency projects at this juncture. Based on the criteria outlined in the RFQ and discussed in this report, the interview panel recommends that the following two firms be approved for these designated projects:

1. JMA Architecture Studios--Centennial Hills
2. Winston Henderson Architects--West Las Vegas Homework Help Center and efficiency projects

The remaining ten efficiency remodeling projects are recommended to be assigned to the following firms after completion of the programming work being undertaken by Aaron Cohen and Associates:

1. Welles Pugsley Architects, LLP
2. Domingo Cambeiro Corporation
3. Lucchesi, Galati Architects, Inc.

After Trustee discussion, Chair Sanchez moved to approve the architect selection as recommended by the District's interview panel in accordance with RFQ No. 05-07. There was no opposition and the motion was approved.

**Discussion and possible Board action regarding contract award for Library Materials & Debt Collection Services with Aargon Agency, Inc. for one year with options to extend the contract with four (4) one-year renewals. (Item VII.D.)**

Deputy Director, C.F.O. Fred James presented this item. The contract for library materials and debt collection services expires in April, 2006.

A request for bid was developed that specified the requirements for a qualified agency to provide library materials and debt collection services in a way that maximizes net return (in terms of recovering overdue materials and overdue fines), minimizes District staff involvement, and respects the relationship the District enjoys with its users.

The Request for Bid Proposal No. 06-04, Library Materials & Debt Collection Services was advertised in accordance with District policies. Bidders were requested to provide costs for rate of placement, rate per notice, rate per national change of address processing (NCOA) fee, and provide detail information for miscellaneous charges.

Three bids were submitted. Two bids were local and the third was from the current agency, Unique Management. All three companies were interviewed by a review panel consisting of Fred James, Felton Thomas, Floresto Cabias and Steve Rice. The panel recommends executing a

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contract with Aargon Agency, Inc. due to a significantly lower bid for services, which will save the District approximately \$120,000 over three years based upon recent account history.

Trustee Sponer moved to authorize the Executive Director to execute a contract with Aargon Agency, Inc. to provide library materials and debt collection services for one year 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, and to authorize staff to execute a contract with Unique Management Services to provide library material and debt collection services if the District is unable to negotiate a contract with Aargon Agency, Inc. There was no opposition and the motion was approved.

**Discussion and possible Board action to replace the existing policy on possession of weapons with a policy on the prevention and reporting of workplace violence. (Item VII.E.)**

Human Resources Director Bud Pierce presented this item. The District's policy on the possession of weapons was first adopted by the Board on November 9, 1995 and has not been amended since that time.

The proposed replacement policy expands the existing policy to address overall workplace violence. Included in the revision is the statement that the District is committed to a zero tolerance policy for incidents or threats of violence by employees, patrons or the general public. Also included is language that bans all weapons and establishes a procedure that provides staff with a clear avenue for the reporting of any threats or incidents of workplace violence.

Trustee Benavidez moved to accept the proposed workplace violence policy recommended by staff.

**Announcements (Item VIII.)**

The next Board Meeting will be held Thursday, April 13, 2006 in the West Las Vegas Library at 6:00 p.m.

**Public Comment (Item IX.)**

None

**Adjournment (Item X.)**

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

Respectfully submitted,

Kelly Benavidez, Secretary