

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
JULY 13, 2006
(approved September 14, 2006)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Sahara West Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, July 13, 2006.

Present: Board: V. Hoggard L. Overstreet
F. Sponer A. Arthurholtz
A. Aguirre E. Sanchez
K. Benavidez

Counsel: G. Welt

Absent: K. Carter
L. Harala
T. Wong

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Thomas Schoeman, CEO, JMA
Michael Crowe, Senior Project Manager, JMA
Charlie Dorsey, Acordia of Nevada, Inc.

Verlia Davis-Hoggard, Chair, called the meeting to order at 6:09 p.m.

Roll Call All members listed above represent a quorum.

Agenda Chair Hoggard changed the Agenda so that the Action items will be considered prior to the Library reports. Trustee Sponer moved to approve the Agenda as changed. There was no opposition and the motion carried.

Executive Session for labor negotiations briefing by staff and Counsel. (Item III.) Chair Hoggard moved that the Board adjourn into Executive Session for labor negotiations briefing by staff and counsel. Hoggard indicated it was to be a closed session and no action would be taken.

There was no opposition and the motion passed. The meeting was recessed at 6:10 p.m.

Chair Hoggard moved that the Board resume. There was no opposition and the motion passed. The meeting resumed at 6:50 p.m.

Approval of Proposed Minutes of Nominating Committee, June 6, 2006; Finance and Audit Committee, June 8, 2006; Regular Meeting, June 8, 2006. (Item IV.A-C) Trustee Overstreet moved to approve the Minutes of the Nominating Committee Meeting held June 6, 2006. There was no opposition from Committee members and the motion passed. Trustee Sponer moved to approve the Minutes of the Finance and Audit Committee Meeting held June 8, 2006. There was no opposition from Committee members and the motion passed. Trustee Sponer moved to approve the Minutes of the Board of Trustees Meeting held June 8, 2006. There was no opposition and the motion passed.

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Chair's Report (Item V.)

Chair Hoggard presented a pair of bookends to Trustee Sanchez to thank her for her service as Board Chair from 2004-2006 and led a round of applause for Sanchez.

Chair Hoggard then read off the list of Board committees. Hoggard announced that, with the exception of the Legislative Committee, which will be a committee of the whole, and the Executive Committee, made up of Board officers, Board members are free to volunteer for any committee. Board members should call or email Chair Hoggard.

Chair Hoggard announced the cancellation of the August Board meeting. Hoggard also announced that, due to the absence of several Board officers and counsel, the scheduled October meeting date needs to be changed in order to ensure a quorum. After discussion, Chair Hoggard moved to change the scheduled Board of Trustees meeting to Tuesday, October 10, 6:00 p.m., preferably at the Sahara West location. There was no opposition and the motion passed. The October meeting date will be confirmed in September.

Chair Hoggard asked Trustees who attended the recent ALA meeting in New Orleans to discuss their experiences. Trustee Arthurholtz reported that New Orleans welcomed attendees and appreciated their coming. She also attended the ALTA meetings at ALA. Chair Hoggard added that ALTA is restructuring its organization, but it is improved from several years ago. Hoggard also reported that Trustee Arthurholtz received a Certificate of Participation for her work and has agreed to serve as the Membership Chairman for ALTA. Hoggard described her impressions of New Orleans and Anderson Cooper's speech during the PLA President's Program, organized by Executive Director Walters.

Discussion and possible Board action regarding approval of the schematic design phase for the Centennial Hills Library. (Item VIII.A.)

Steve Rice, General Services Director, introduced Tom Schoeman, Michael Crowe, Mario Reyes, and Stan Indarto from JMA to present this item regarding the Centennial Hills Library construction. Each Trustee was furnished with a set of the schematic design and narrative and cost estimate information at the meeting. Mr. Schoeman and Mr. Crowe used mounted designs in their presentation of the schematic designs to the Board.

Mr. Schoeman began by describing the site location and where the building will be located on the Centennial Hills site, which is part of a park area with a community center, amphitheater, and Metro substation. The library itself is on the north side of the District's site, with the park on the north side and library parking on the south side of the District's lot. There are several reasons for this; the library will have a view of the park outside, and the library parking is now clearly defined as separate from the parking for the park and other facilities in the area. The parking is closer to the intersection of Buffalo and Desert Springs with the building on the quieter side of the site.

The library building itself will be separated into the branch area which will be approximately 25,000 square feet, and the District operations

center of approximately 15,000 square feet. The operations center also serves as a space for the future expansion of the library space.

Mr. Schoeman also showed plans for the performing arts center, which will be a future addition to the site. Funds for the performing arts center will come from private fundraising or a future bond issue.

Mr. Schoeman discussed pedestrian access, the use of natural light, and landscaping before moving on to the floor plan of the library. Patrons enter through a central lobby/gallery that runs north/south through the center of the building and connects the library and operations center space. In the library itself, there is a central aisle that allows easy access to each separate library area. The most popular collections are closer to the entrance and central aisle. The central aisle also contains seating, an information desk, and space for self-checkout areas. Children's areas, including a story hour/craft room space, computers, and a homework center are clustered together. Adult reading areas, seating and computer areas are separated from the children's area by the central aisle.

The operations center is on the opposite side of the lobby/gallery area from the library space. The operations center side also contains some space for the library offices and workrooms, a multi-purpose meeting room, restrooms, Friends bookstore, and a possible café/gallery, all accessible from the center lobby. There is also the ability for patrons in the central lobby of the building to observe the mechanized return/sorting system in the operations center as there will be a book drop-off location with a window showing the machinery.

Trustee Overstreet was concerned about the noise from the automated sorting system. Executive Director Walters remarked that the District's plan is to handle most of the sorting during hours the library will be closed.

Mr. Schoeman continued by showing the secured parking and receiving areas for the operations center on the site plan which is obscured from view by a screen wall. Parking for library staff is in the same area so they can go directly into their staff area from the parking lot.

Trustee Sanchez questioned how much of the operations center area will be utilized for that purpose before the library can expand into the space. Mr. Walters responded that the operations center will utilize the entire space until it is centralized into a future service center. At that time, the only space required for the book returns will be the area shown on the current plan. Branch operational support space shown on the plan will relocate to different areas of the building.

Chair Hoggard wanted to confirm that Mr. Walters was speaking of an additional building when he referred to a future operations center. Mr. Walters explained that, due to the limited amount of money available for new construction and the huge rise in construction costs, it was determined at the November retreat to include an expansion area in

this branch instead of building a new branch and a new dedicated sorting center. The District does not have the funds to do both at this time. Walters continued to say that the dedicated operations service center would be funded by a future bond issue.

Mr. Schoeman then described how glass will be utilized to maximize the amount of natural light in the space. Schoeman also pointed out the skylights shown on the site cross section which are also designed to bring in light to the building.

Trustee Aguirre was concerned about the effect of direct sunlight on library materials. Mr. Schoeman replied that the use of sunshades and reflector panels will ensure the light inside the branch is indirect. This will reduce the effect of sunlight on library materials.

Trustee Sanchez expressed concern about the cost to maintain so many windows and its effect on the District's budget. Mr. Walters said that discussions had taken place regarding the tradeoff between escalating energy costs and the heat gain associated with artificial light versus providing indirect light through windows designed to reduce heat transfer and window maintenance costs. Mr. Schoeman stated that most of the building's wall surfaces will be natural materials that do not need painting. The use of natural indirect light will reduce the building's energy costs. So, the cost of maintaining the large number of windows in the design will not be an additional cost.

Mr. Schoeman then discussed the savings costs of LEED-certified buildings. Even the basic LEED-certified building usually experiences an energy savings of 30% over the life of the building. Centennial Hills is designed to be a silver-certified building and a 30-35% improvement over the energy guidelines set by the state of Nevada. Therefore, the cost of maintaining the large number of windows at the building will be outweighed by the energy savings gained by using increased natural light.

Trustee Sanchez questioned whether the outdoor seating areas would have greenery or just be a "concrete jungle". Mr. Schoeman replied that he does believe the areas should be relaxing to patrons and he envisions them with fixed and moveable seating and landscaping to soften the concrete walls.

Mr. Schoeman also showed the plans prepared for the performing arts center and described them to Trustees. The theater is designed to seat 300 people.

Chair Hoggard asked if the entire facility was ADA-accessible. Mr. Schoeman replied in the affirmative.

Trustee Aguirre asked about the use of renewable energy sources, such as solar panels, at the site. Mr. Schoeman answered that he could research the cost of adding solar panels to the design and what their effect on energy savings for the building would be. Schoeman noted, however, that the best way to use solar panels would be on a

completely flat roof. Since the roof shown on the design would have multiple skylights to use natural light, the area available for solar panels would be reduced. For example, even if the design included a flat roof, covered with solar panels, the District would only produce perhaps 20% of the energy needed.

Mr. Walters reminded Trustees of the schedule and budget concerns, specifically escalating construction costs. The schematic design incorporates many different energy saving elements at this time.

Trustee Aguirre mentioned, referring to budget concerns, his interest in pursuing partnerships with businesses in the renewable energy market. Aguirre's hope would be that these businesses would sponsor the additional costs required for these items, so there would be little or no effect on the District's budget.

Michael Crowe added the information that "green power" would be available for purchase from Nevada Power next year. Green power comes from wind power or solar-generated power. Also, in the design development phase, the design team will be conducting energy modeling tests of the mechanical systems and the natural lighting to ensure that the building does produce the 30-35% energy savings. Mr. Crowe reiterated that the building is a package, composed of many different elements, which will produce the energy savings.

In response to a question from Trustee Overstreet, Mr. Schoeman described the sunshades that will shade the south side windows and the fins that would shield the skylight windows.

Several Trustees had questions regarding input on the design once they had a chance to review the designs and budget estimates. Mr. Walters emphasized that the design is evolving and the Trustees would be able to continue to have input on design features. He reminded Trustees that JMA was hired to design on a fast-track schedule. The action item before the Board at this meeting is approval of the schematic phase, essentially, the approval of the major design proposal. That covers the orientation of the library on the site and the general design scheme.

Mr. Walters continued to say that the approval of the schematic phase can still accommodate questions of the sort raised by Trustee Aguirre. Approval does mean the design will continue to evolve along with continuing input by staff and the Board. Walters expects the interior floor plan to shift and there will be modifications as the plan proceeds through the design and development phase. Walters reminded the Board that the current schedule, included in the packet, has the design and development phase approval scheduled for the September Board meeting. In the time between now and September, there is plenty of opportunity for input.

Mr. Walters said the implication of the Board's action tonight is essentially to approve the concept. If the Board does not approve the schematic design tonight, there are implications for the rest of the project schedule and budget. If the schedule is delayed, then the

project is put to out to bid later and there will be an increase in construction costs.

Trustee Sanchez said that the concept is wonderful, but she feels uncomfortable approving the schematic phase and said she was bothered by the fact that she did not receive the materials and have a chance to review the documents prior to the meeting.

Trustee Aguirre asked about drawing many aesthetic elements from the natural landscape of the desert, yet the building design is very geometric. Mr. Schoeman explained that the idea was not to plan a referential space, but one that was timeless, different from the community center and Metro substation, more international in flavor. However, due to its desert location, Schoeman said it would be important to have the appropriate environmental references on the site and the entrances to the building. The building design is geometric to enable use of natural light and for operational control of the space.

Mr. Schoeman and Mr. Walters discussed the schematic budget that would be refined as each phase of the project proceeded. Each phase would bring more detail to the design and the budget then becomes more exact. The budget is \$16.7 million. Mr. Schoeman said that the currently, \$11.7 million is dedicated to actual costs. The budget at this time allows for a 22% contingency and 12% escalation factor. The rest of the budget covers the contractor's fee and the necessary bonds. Schoeman feels very comfortable that the contingency and escalation factor will allow the District to complete the project as designed within the budget.

Trustee Aguirre asked about the community involvement in the project so far. Mr. Schoeman and Mr. Walters discussed the meeting held in at a neighborhood school on May 22 and the questions and interest of those in attendance. There was a high level of interest in the children's programs and areas for younger patrons. Mr. Walters said that he plans to schedule additional meetings as the project develops as well as updates on the District web site.

Discussion ensued about the implications of approving a concept that was only distributed to Board members at the meeting. Mr. Schoeman apologized for not providing the information to the Board earlier. He anticipates that the situation will not reoccur. Trustees also wanted to know the extent of staff contributions to the design. Mr. Walters gave a brief background on the makeup of the staff building committee working with the design team and what their role has been. Walters suggested that if Trustees approve the concept, questions regarding specific design issues and modification to the concept can be answered at a Design Workshop with JMA to be held at a date acceptable to Trustees. Trustees concurred.

Chair Hoggard moved to approve the Schematic Design Phase for the Centennial Hills Library and to authorize the Executive Director to have JMA Architecture Studios proceed with the Design Development Phase of project design. The motion passed with Trustee Aguirre abstaining.

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Discussion and possible Board action regarding contract award for property and casualty insurance for the policy year commencing on July 15, 2006 and for public officials and employment practices liability insurance for the policy year commencing on August 1, 2006. (Item VIII.B.)

Trustee Sponer reported on the meeting of the Risk Management Committee which held its meeting immediately prior to the Board meeting today.

General Services Director Steve Rice introduced Charles Dorsey, Senior Vice President of Acordia of Nevada, and asked if Board members had any questions. Trustees did not have questions.

Trustee Sponer moved to authorize a contract for property and casualty insurance be awarded through Acordia to the Chubb Group of Insurance Companies at an annual premium of \$273,897 for the policy year commencing on July 15, 2006. The premium raises the per square foot replacement cost to \$300 per square foot for all District facilities. There was no opposition and the motion passed.

Trustee Sponer moved to authorize a contract for public officials and employment practices liability insurance be awarded through Acordia to AIG at an annual premium of \$25,691 for the policy year commencing on August 1, 2006. There was no opposition and the motion passed.

Trustee Arthurholtz thanked Mr. Dorsey for all of his work in preparing the insurance packages.

Discussion and possible Board action regarding a COLA (cost of living adjustment) for the District's non-represented employees. (Item VIII.C.)

Deputy Director, C.F.O., Fred James, and Human Resources Director, Bud Pierce presented this item. The proposal is to grant a cost-of-living-adjustment (COLA) for all part-time and full-time non-represented employees, excluding the Executive Director, effective July 1, 2006.

Mr. Pierce indicated that the proposal affects approximately 376 part-time and 25 non-represented full-time employees. It is uncertain as to when current contract negotiations will conclude; thus, staff recommends that the Board consider awarding a COLA for all non-represented employees.

In preparation for the report, Executive Director Walters, Mr. James and Mr. Pierce reviewed the compensation being given the non-represented employees who are the subject of this proposal. The intent was to maintain a highly competitive compensation package for these employees reflecting the District's commitment to them, while also maintaining the integrity of the Board's responsibility to taxpayers in consideration of any compensation changes.

The recommendation has two components: a 4% COLA for all part-time and full-time non-represented staff effective July 1, 2006; and a change to the longevity benefit offered to **future** part-time and full-time non-represented employees.

Mr. Pierce explained the longevity benefit:

- All part-time and full-time non-represented District employees receive a longevity benefit of \$100.00 per year of continuous service, payable in December of their 5th year and each year thereafter.
- The \$100.00 benefit is pro-rated for part-time employees based on

the number of hours assigned to their position.

- Currently, less than 20% of District part-time staff receive an annual longevity payment.
- There is no maximum number of years payable, so the benefit has no cap.
- Longevity payments have primarily been instituted in the past when public sector compensation lagged behind the private sector, particularly with respect to those of long-term employees.
- Given the current status of public sector benefit packages; these conditions are no longer the case.

Staff is proposing both the 4% COLA and the elimination of longevity benefits for part-time and full-time non-represented staff hired after July 31, 2006. The proposed effective date reflects the District's commitment to its current part-time and full-time non-represented staff by not changing the conditions of employment under which they were hired, which was another goal of the review. Staff did not want to adversely affect anyone already on board in one of these positions or in the hiring pipeline for one of these positions anywhere.

In consideration of eliminating the longevity benefit for future part-time and full-time non-represented employees, Mr. Pierce reported that staff looked at peer libraries across the country and found that only 1 of the 11 contacted outside of Nevada reported a similar longevity benefit.

Pierce reminded Trustees that the Library District has been recognized as a good employer. The District has received two first place and one second place awards for being one of the best places to work in Southern Nevada in the Government category over the past 5 years. The awards were based on having sound personnel practices and administration, and the proposal is not a divergence from those sound practices. The proposal anticipates a time in the future when the District must expand to keep up with the population it serves and attempts to limit the financial liability with respect to part-time and full-time non-represented employees.

Mr. James said the impact to the District's budget of a 4% COLA increase for the non-represented employees is approximately \$0.3 million, an increase from \$7.9 million to \$8.3 million.

Regarding eliminating the longevity benefit for non-represented employees, Mr. James stated that as a percentage of salary costs, it runs about 2%. James said that cost ran about \$.447 million and the effect would not begin to be felt for five years. He emphasized that eliminating the longevity benefit for non-represented employees is a long-term policy change that will reduce future labor costs when the District expands.

There were no questions from the Board.

Chair Hoggard moved to approve a 4% COLA for all part-time and full-time non-represented employees (excluding the Executive Director) of 4% effective July 1, 2006 and eliminate the longevity payment benefit

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for non-represented staff hired after July 31, 2006. The motion passed with Trustee Aguirre in opposition.

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

In addition to his written report, Mr. Walters thanked Chair Hoggard for her kind words about the PLA President's program and announced that Allison Boyer has accepted the position as his Executive Assistant.

Chair Hoggard moved to accept Reports VI.A. 1-7. There was no opposition and the reports were accepted.

Public Services and Security Report (Item VI.A.1.)

Accepted.

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

Accepted.

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

Accepted.

Technology Report (Item VI.A.4.)

Accepted.

General Services Report (Item VI.A.5.)

Accepted.

Marketing Report (Item VI.A.6.)

Accepted.

Development Report (Item VI.A.7.)

Accepted.

Unfinished Business (Item VII.)

None.

Announcements (Item IX.)

The next Board Meeting will be held Thursday, September 14, 2006 in the West Las Vegas Library at 6:00 p.m.

After discussion with Trustees, JMA and District staff, the Design Workshop was scheduled for Thursday, July 20 at 11:30 a.m. in the Las Vegas Library.

Public Comment (Item X.)

None.

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Adjournment (Item XI.)

Chair Hoggard moved to adjourn the meeting at 8:15 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary