

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
March 13, 2008
(approved April 10, 2008)

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 13, 2008.

Present: Board: V. Davis-Hoggard L. Overstreet
F. Barron (via phone) E. Sanchez (via phone)
A. Arthurholtz A. Aguirre
K. Benavidez K. Carter
J. Costello

Counsel: G. Welt

Absent: L. Harala

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Calvin Champlin, Quadrant Planning
Martha Ford, Piercy Bowler Taylor & Kern

V. Davis-Hoggard, Chair, called the meeting to order at 6:05 p.m.

Roll Call All members listed above represent a quorum.

Agenda Chair Hoggard said Item III on the Proposed Agenda would be deleted as there was nothing new to report. Trustee Barron moved to approve the Agenda as amended. There was no opposition and the motion carried.

Executive Session – Possible briefing by Counsel regarding pending litigation. (Item III.) Deleted.

Approval of Proposed Minutes - Bylaws Committee Meeting February 12, 2008, Executive Committee Meeting, February 14, 2008 and Regular Session, February 14, 2008. (Items IV.A-C) Trustee Arthurholtz moved to approve the Minutes of the Bylaws Committee Meeting held February 12, 2008. There was no opposition and the motion carried.

Trustee Aguirre moved to approve the Minutes of the Executive Committee Meeting held February 14, 2008. There was no opposition and the motion carried.

Trustee Costello moved to approve the Minutes of the Board of Trustees Meeting held February 14, 2008. There was no opposition from Committee members and the motion carried.

Chair's Report (Item V.) Chair Davis-Hoggard asked Trustee Overstreet to brief Trustees on the current situation with the Friends of Southern Nevada Libraries

(FOSNL), including a meeting he and Trustee Costello had with FOSNL representatives.

Trustee Overstreet reported that he and Trustee Costello were asked to meet with the FOSNL and discuss some of the outstanding issues relative to the nature of the working relationship between the District and the FOSNL. The issues included the FOSNL's handling of the District's discarded materials given to the FOSNL and, in return, it's donation to the District of the proceeds from the sales of these discarded materials.

Trustee Overstreet noted that it was important to establish a formal agreement with the FOSNL regarding how the two entities operate now and will operate in the future. That way, when the leadership changes at these respective organizations there will be an agreement in place. He added that he believed that it was critical given the nature of the District Trustees' custodial care of public funds and materials and the amount of money in these transactions. There should be a formal way to account for those funds and materials, as well as a guideline for future operations.

Trustee Overstreet noted at the meeting there were some general disagreements and some general agreements. Trustees Overstreet and Costello agreed to have staff take the recommendations discussed at the meeting and draft an agreement to present to the FOSNL. Trustee Overstreet said that he believed the agreement will be ready for pickup the next morning and said that Executive Director Walters would call the FOSNL representative once the agreement is ready.

Trustee Overstreet said that once the FOSNL has had a chance to review and sign the agreement, he and Trustee Costello would report back to the Board with a recommendation to the Board for adoption.

Chair Davis-Hoggard said she would expect a full report at the next meeting after the agreement has been submitted to the proper people.

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

Mr. Walters reported that staff had a busy month working on the Centennial Hills construction project under way, the design work on the efficiency remodels on the branches, the RFID project and the design preparation on the Compass Point project. Staff hopes to bring the proposed plans for Compass Point to Trustees at the April 10 Board Meeting. He said that he had also attended a State Library Director's meeting on Friday, March 7. Most of the attendees were from public libraries and one of the items discussed was the proposed cuts in the State's Library Materials Funding.

Chair Davis-Hoggard asked how the proposed Library Materials cuts will affect the District and Mr. Walters said that the proposed cuts will cost the District approximately \$320,000 in Fiscal Year 2008-2009. Walters said he commented at the meeting that the proposed cuts, which are based entirely upon population, really affect Southern Nevada as the

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bulk of the population and the library districts that serve it are in the southern part of the state.

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

Chair Davis-Hoggard commented that security guards currently working at the West Las Vegas Library seem more alert than previous guards.

Trustee Costello asked Deputy Director Robb Morss about the decrease in home page visits shown on the monthly Virtual Library Report. Morss said staff is trying to get a handle on the reason; for many years the remote visits to the District increased as the internal visits decreased. Now the situation seems to have reversed itself. Costello asked if this was the case in January and Morss said that the number had been going down more than one month. He said that for many years patrons used the website from their home but he said that now many people are in the District branches and accessing the website from the branch. He noted that giveaways and programs had increased the number of people inside the branches. Chair Davis-Hoggard commented that she was at the Las Vegas Library the prior week and it was full.

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

None.

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

Assistant Human Resources Director Melissa Peters introduced the members of the Diversity Committee in the audience. In addition to Ms. Peters, Art Cabrales, Ann LaGumina, Lorinda Soto and Felton Thomas were in attendance. Trustees applauded the work of the Diversity Committee.

Chair Davis-Hoggard asked about Staff Day, which Ms. Peters said was scheduled for Friday, June 20. Chair Davis-Hoggard asked that Trustees mark the date on their calendars.

Technology Report (Item VI.A.4.)

Trustee Aguirre congratulated IT Director Al Prendergast on his receipt, along with Regional Branch Services Director Jim Hayes, of the *Be Innovative!* Award from Innovative Interfaces Inc. Aguirre commended Prendergast and Hayes' work to make transactions for patrons easier with the automated technology.

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

General Services Director Steve Rice reported that steady progress is being made at the Centennial Hills site. All the structural steel is now on site and the contractor feels that the delay caused by the late delivery of the steel will still be made up by the end of August. Mr. Rice said the building is starting to take shape and invited everyone to pass by the site to see the progress.

Marketing Report (Item VI.A.6.)

Marketing and Community Relations Director Pat Marvel reported that her staff had been working on the April/May *Highlights*, the *Circulator*, and Reading Las Vegas Presents the Big Read. The Marketing Department has also been working on flyers, handbills, budget documents and the Staff Day invitations. Public Relations Manager Karen Bramwell issued press releases, facilitated interviews and set up

photo shoots for District programming.

Chair Davis-Hoggard commented that the District received a lot of press on the February activities and congratulated the Marketing Department on working so hard to get the word out.

Trustee Carter moved to accept Reports VI.A. 1-6. There was no opposition and the reports were accepted.

**Unfinished Business
(Item VII.)**

None.

**Discussion and
direction to staff
based on a
presentation by
Calvin Champlin, of
Quadrant Planning,
regarding the
demographic
analysis and
population
projections for the
strategic planning
period 2008-2011.
(Item VIII.A.)**

Mr. Morss told Trustees that the District's strategic planning process for 2008-2011 includes a demographic analysis and population projections report to coincide with the strategic planning period. The analysis and projections are intended, said Morss, to provide background for future decisions on facility resources and phasing criteria.

The report covers the demographics for existing libraries as well as demographics for proposed libraries in the northwest, southwest, and northeast. Mr. Morss introduced Calvin Champlin, president of Quadrant Planning and author of the report, to address the highlights of the report and to answer any questions.

Mr. Champlin began his report by noting that the District's service area covers 7,718 square miles of Clark County's 7,810 square miles and the District's urban service area covers 436 square miles of urban Clark County's 514 square miles. Champlin said his report will focus on the District's urban area, the Las Vegas Valley.

Mr. Champlin noted that approximately 419,000 people moved to Clark County between 2002-2007 and the 2007 population was originally estimated at approximately 1.997 million people. Champlin noted that Clark County demographers now believe that Clark County reached the 2 million resident mark sometime in November, 2007. He projected that approximately 484,000 people will move to Clark County between now and 2012. That will mean Clark County will have approximately 2.5 million residents. While growth is expected to slow, Champlin says the DMV consistently has reported that approximately 6,000 people surrender their out-of-state drivers' licenses each month, which does not include those too young to drive or those who do not obtain a driver's license. Most of the future growth is projected in areas not currently developed, the northwest, southwest and a portion of the northeast areas of the valley.

Prior to discussing the underserved areas, Mr. Champlin noted that the Hispanic/Latino population of the Library District's branch service areas is consistently second in size only to the white population. In addition, the branches with the highest numbers of people in the 0-19 age group are West Las Vegas, Las Vegas and Sunrise libraries which are also the areas with the highest concentrations of Hispanics/Latinos.

Mr. Champlin then described how the demographic study was put

together. The District has historically calculated the urban branch service area at a two mile radius and Champlin has continued that practice with the exception of the Northwest Study Area which was calculated at a three mile radius and the Meadows Library which was calculated at a one mile radius. The Northwest Study Area is a larger area that currently has no services in the area. The Meadows Library is located in an urban environment and closely surrounded by other libraries.

Mr. Champlin noted that each urban library branch is serving between 13,000 (Meadows Library) to slightly over 100,000 patrons (Clark County Library and Las Vegas Library). Each of the urban branches serves populations equivalent to those of a small to medium-sized city in other parts of the United States, with the highest growth in the Northwest and Southwest Study Areas.

Mr. Champlin then discussed the individual growth areas. The Northwest Study Area roughly starts at the 215 Beltway at Centennial, goes north past Moccasin to Buffalo and then to Pule Drive on the west. In 2007, Champlin reported the population of the three-mile radius area alone was approximately 38,087 people, an increase of 154% from 2000. In 2012, it is projected that approximately 166,160 people will live in the service areas of the Centennial Hills Library, Lone Mountain West and Northwest Study areas.

Champlin noted that two master planned communities will contribute greatly to population increases in the next five years, the first being the Providence Master Plan covering 1,900 acres currently under construction with 1,000 units now built and 9,000 units projected at build out. The second master planned community is the Kyle Master Plan which is currently in the design and approvals stage. It covers 1,750 acres and is projected to have 17,000 units at build out due to its urban design utilizing a greater density of units.

The Centennial Hills Library will alleviate the demand on the Rainbow Library, which is the closest facility to the area. But, Champlin said, by 2012, the Centennial Hills Library alone is projected to be serving a population of approximately 79,353 people, which will leave approximately 80,000 people underserved in the Northwest Study Area based upon the 2012 projected population of 166,160 people.

The Southwest Study area is located roughly south of Sunset, west of Valley View and west of Interstate 15, with Larson Lane as the approximate southern boundary and Hualapai Lane as the western boundary. Currently, there is an existing branch, the Enterprise Library and two planned sites for future expansion, Compass Point and Cactus Hills. The area had an estimated population of 66,521 people in 2007, which is an 85.7% growth since 2000. If the population trends continue, Mr. Champlin said that the Southwest/Enterprise Library Area will serve a population in excess of approximately 166,000 people by 2012, an increase of 123%.

The proposed Cactus Hills site in the study area is located at Cactus and

Jones, and its population increased from approximately 2,386 people in 2002 to 33,684 people in 2007, a 93.9% increase. The proposed Compass Point sub-service area of the Southwest Study area increased in population from approximately 12,847 people in 2002 to approximately 45,704 people in 2007, a 71.9% increase. The Enterprise Library in 2007 served a population of approximately 54,717 people alone. The Enterprise Library is forecasted to serve a population of approximately 73,938 people by 2012. Similar to the northwest area, one library will serve only half the projected population, showing the need for additional library facilities.

Mr. Champlin noted that the southwest area has many master planned communities such as Mountains Edge, Southern Highlands, Coronado Ranch, Rhodes Ranch and smaller subdivisions. Currently, it is the most active growth area in the county.

The Northeast Study area has roughly the same boundaries as Sunrise Manor and is served by the Sunrise Library. The Las Vegas and West Las Vegas libraries are also in close proximity. The Sunrise area has experienced steady growth over the last seven years, but at a slower pace than the other study areas, going from approximately 161,113 people in 2000 to approximately 244,000 people in 2012. Mr. Champlin projected that the Sunrise area would reach full build out by 2012 and noted that the Sunrise Library users provided an excellent snapshot of the population in the area, a fairly young population with a large number of families and a very large Latino/Hispanic population.

Mr. Champlin drew several conclusions from the demographic information and said that the areas with the largest amount of growth are also those where the District currently has limited facilities, the northwest and southwest areas. He noted that the Centennial Hills Library in the northwest and the proposed Compass Point Library in the southwest will go a long way in alleviating demand in those areas. He also concluded that the northeast area is almost fully developed and is well served by the Sunrise Library today. A site for future growth has been identified and may be needed eventually, but the Las Vegas and West Las Vegas libraries also can serve the area needs.

Mr. Champlin continued by saying that all urban libraries have experienced growth and will continue to do so while the District faces the challenges of serving an increasing diverse population within its urban/suburban areas. That population will have diverse interests and learning styles, different levels of education and may or may not have access to computers at home. Champlin concluded by saying that these characteristics will impact the District's service delivery systems, facilities and resource allocation.

Trustee Costello asked if he could get a list of each site showing how much land the District has as well as the square feet measurement of each building for the existing facilities so he could get a footprint of the District and its net acreage. Mr. Walters said that would be a useful chart to put together and he would also include on the list the proposed

sites for future expansion.

Mr. Walters thanked Mr. Champlin for his hard work.

Chair Davis-Hoggard commented on how busy each branch is, noting that she visits several branches on a regular basis and that they are always full. She encouraged Trustees to visit different libraries to see how popular they are with children and families and how available District programs services are to patrons. Davis-Hoggard noted that the Centennial Hills Library will be too small when it opens so there is a lot of work ahead for District staff to determine how to serve its growing population. She then thanked Mr. Champlin for his presentation, echoed by the rest of the Trustees.

Discussion and possible Board action regarding the selection of an auditing firm for the fiscal year ending June 30, 2008. (Item VIII.B.)

Mr. James reported that the Finance and Audit Committee met on March 5 and had an extensive discussion over the selection of the auditors. He also noted that the principal of the recommended firm, Martha Ford of Piercy Bowler Taylor & Kern, is present if Trustees have any questions.

Finance and Audit Committee Chair Aguirre said that at the meeting, the committee reviewed the qualifications of the three companies who responded to the RFQ, noting that fourteen companies received the RFQ announcement. After the qualifications were reviewed, the sealed envelopes containing each company's proposed costs were opened.

Trustee Aguirre moved to authorize the Executive Director to execute a contract for auditing services for the fiscal year 2007-08 with Piercy Bowler Taylor & Kern in the amount of \$30,700, with options to extend the contract for the four subsequent fiscal years. There was no opposition and the motion carried.

Discussion and possible Board action regarding the Bylaws Committee's proposed amendments to the Board's Bylaws. (Item VIII.C.)

Bylaws Committee Chair Overstreet reported that the Committee voted to recommend changes in the Bylaws to Trustees. Overstreet then briefly discussed the changes, which include changes in the title, clarification of Trustee attendance requirements and Board officer terms, a change to the Executive Committee meeting requirement, clean up of outdated required approvals and the addition of a list of District policies relating to the Board's commitment to providing quality library services to its diverse community.

Trustee Overstreet noted that no action can be taken on this item until it has been posted for discussion at a second Board meeting. Chair Davis-Hoggard said that at the next scheduled Trustee meeting in April the Board can take action on the proposed changes.

Announcements (Item IX.)

The next Board Meeting will be held Thursday, April 10, 2008 in the West Las Vegas Library at 6:00 p.m.

Public Comment (Item X.)

Chair Davis-Hoggard advised each speaker they had three minutes for their comments.

Connie Barricks of Las Vegas, Nevada. Ms. Barricks stated she was the

Rainbow Library Bookstore Manager and the Secretary of the Friends of Southern Nevada Libraries (FOSNL) Board of Trustees. She referenced an email sent on January 25, 2008 to FOSNL President Mary Barkan by Mr. Morss on behalf of Mr. Walters concerning the discard procedures and contract review. She quoted from the email, "the Friends also sell donated material which is not Library property." Because of the statement in the email, Ms. Barricks asked Trustees to clarify why, on March 7, a directive was sent to all branch librarians to box up all donated materials. She said, per the quote in the email, the District was holding items that were not the property of the District and the District is not a 501(c)(3) organization. Barricks said the District is not acting on behalf of the FOSNL and therefore does not have the authority to confiscate property donated to the FOSNL by private citizens.

Ms. Barricks emphasized that the agreement for disposition of the District discards is exclusive of the patron donations and has nothing to do with the FOSNL receiving and selling donated items. Therefore, Barricks requested on behalf of the FOSNL that the boxing of donated items be discontinued immediately and that the items that have been boxed up so far be returned to the bookstores for sale.

Ms. Barricks noted that if the bookstores were forced to close for lack of stock it would have a detrimental effect on area senior citizens, low-income families, children and teachers. She said the library bookstores were the only source of low-cost used material for many people as well as an important social interaction for FOSNL volunteers who staff the bookstores, many of whom are senior citizens.

Ms. Barricks concluded by asking if this is how the Library District wants to leave its mark on the community, and said that there were a lot of very upset patrons already and there would be a lot more if the current policy continues.

Teri Reynolds of 8119 Pinnacle Peak Avenue. Ms. Reynolds stated she was the Spring Valley Library Bookstore Manager and one of the several hundred volunteers of FOSNL. She also said she was one of the FOSNL representatives who met with Trustees Overstreet and Costello on February 28. She said she agreed with Trustee Overstreet's report of the meeting.

Ms. Reynolds said, however, that even with the discards being withheld, the library bookstores were still operating with donated material. Exactly one week after the meeting, Reynolds said that the directive to box up the public donations and send them to the mobile storage facility was issued. She said she was told by Mr. Morss that the donations were being kept at the storage facility until the contract was signed and was given no target date for the agreement. Yet, Reynolds said that the branches were still providing donors with receipts showing the FOSNL 501(c)(3) classification as proof of the tax-deductible donations in violation of the IRS code.

Ms. Reynolds said that if the donated material is not released

immediately, the bookstores will be forced to close, probably by the end of March. She felt that if this happens, a very worthwhile cause would just fade away. Finally, Reynolds noted that the FOSNL have committed \$53,000 to the Big Read.

Tom Matava of Las Vegas, Nevada. Mr. Matava said he represented the FOSNL and commented that he felt that the meeting with himself, Ms. Reynolds and Trustees Overstreet and Costello went very well as they exchanged information and bargained in good faith. He requested, in consideration of the bargaining in good faith, that the Trustees make a good faith gesture and release shipments of books to the FOSNL.

Mr. Matava said he heard the comments at the meeting about the economy going to pot in Las Vegas and that there will be some budget constraints. In that same light, he wondered why the District was spending money to store books which was an additional cost for the District. Matava said the twelve library bookstores and FOSNL warehouse had been generating \$7,200 a week, which has now been cut down to \$3,000 this month and will be \$0 next month. He said that money would have gone to the District and does not understand why the District is, instead, spending money to store books and foregoing the income from the FOSNL.

Mr. Matava said that the FOSNL has retained an attorney to represent the group as they will have to notify the members of what is happening. Currently, Matava said there are 1,300 past, present and lifetime members and FOSNL will be sending out a letter the next day, which the attorney is reviewing. The attorney will also review the contract, Matava said, if they ever get a contract. In addition, the attorney is planning for how the FOSNL will dissolve the group and distribute the remaining funds to charitable organizations around the city, if the situation comes to that.

After Mr. Matava concluded his comments, Counsel Welt said that if the FOSNL had retained an attorney it makes it more difficult for the District to negotiate directly with the FOSNL. Welt said that, technically and ethically, neither he nor the District could deal directly with the FOSNL, but must deal with the FOSNL attorney if one has been retained. Welt asked if Mr. Matava was instructing the District to then deal through the attorney. Matava indicated that the District should deal through the attorney. Welt then asked if Mr. Matava did not want to see the contract. Mr. Matava said to ship the books or deal with the attorney.

Chair Davis-Hoggard thanked everyone for their comments.

Adjournment
(Item XI.)

Chair Davis-Hoggard moved to adjourn the meeting at 6:53 p.m. There was no opposition and the motion carried.

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Respectfully submitted,

Kelly Benavidez, Secretary