

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' MEETING**  
**LAS VEGAS, NEVADA**  
**January 8, 2009**  
**(approved February 12, 2009)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:04 p.m., Thursday, January 8, 2009.

**Present:** Board: F. Barron, Chair K. Carter  
V. Davis-Hoggard A. Arthurholtz  
A. Aguirre E. Sanchez  
K. Benavidez R. Kirsh  
K. Crear

Counsel: G. Welt

Absent: None

Staff: Daniel L. Walters, Executive Director  
Numerous Staff

Guests: Hannah Brown, Wendy Welch and members of the One Hundred Black Women, Las Vegas Chapter  
Cameron Stuart, Clarity, Inc.

F. Barron, Chair, called the meeting to order at 6:04 p.m.

**Roll Call** All members listed above represent a quorum. Appendix A.

**Agenda (Item II.)** Trustee Aguirre moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Executive Session (Item III.)** Chair Barron said the Executive Session was not required.

**Approval of Proposed Minutes Regular Session, December 11, 2008 and Design Review Committee Meeting, December 11, 2008. (Item IV.)** Trustee Kirsh moved to approve the Minutes of the Board of Trustees Meeting held December 11, 2008. There was no opposition and the motion carried.  
Trustee Aguirre moved to approve the Minutes of the Design Review Committee Meeting held December 11, 2008. There was no opposition from Committee members and the motion carried.

**Chair's Report (Item V.)** Chair Barron asked Counsel Welt to update Trustees on the status of the litigation with Friends of Southern Nevada Libraries (FOSNL).  
Mr. Welt said that after the Trustees approved the settlement agreement proposed by FOSNL at the December Board meeting, he received a Settlement Agreement and Release of Claims from FOSNL counsel. The Agreement needed some adjustments by the District. In order to reduce the amount of time spent negotiating the settlement, the adjustments were made and the agreement was signed by District representatives and sent back to FOSNL counsel on December 30, 2008. Welt said that FOSNL signed on December 31, 2008.

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Mr. Welt said that the signed agreement includes the general terms discussed at the December Board meeting. FOSNL will disburse \$75,000 to the District to be used to purchase children's books for the Centennial Hills Library. In addition, the agreement also includes a clause that the Trustees instructed Counsel to add, in which FOSNL agreed to not hold itself out as affiliated with the District, including but not limited to, soliciting donations for the benefit of the District or making any representations, expressed or implied, that any fundraisers are for the benefit of the District.

By transmittal, Welt said that FOSNL was encouraged to do what they have indicated they would do throughout the litigation, disburse the balance of their funds to other Southern Nevada charities that are in dire need. He concluded by saying that he had a Stipulation and Order for Dismissal with Prejudice that will be sent by litigation counsel to the District Court. Once the judge signs the order, the lawsuits on either side of the litigation will be over.

Chair Barron recognized Trustee Davis-Hoggard, who introduced members of the Las Vegas Chapter of the Coalition of 100 Black Women and introduced Ms. Hannah Brown, president of the local chapter, to give a presentation.

Ms. Brown explained that her non-profit group has been using District facilities for its meetings for the last several years. To show their appreciation, she presented Chair Barron with a check for \$1,000 to be used by the District to purchase copies of "Who's Who in Black Las Vegas." The book features profiles of approximately 250 local African Americans in Las Vegas who have made contributions to the Las Vegas community. The group hopes the book would be distributed to branches throughout the District so that all patrons can learn about the achievements of local African Americans. Ms. Brown introduced Wendy Welch, the book's publisher. The group was given a round of applause.

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

Chair Barron asked Executive Director Walters to give his report.

Mr. Walters reported on a special meeting of the Executive Council in December to review the potential impact of receiving several million dollars less than budgeted in General Fund Revenue, primarily due to lower property tax and CTX tax revenues. As reported to the Board just days prior at its December meeting, Walters said that the Executive Council's task was to identify potential reductions in FY 09 Operating Fund and Capital Project Fund expenditures, as both funds rely on budgeted FY09 revenues and that it was unlikely that the District will receive all budgeted revenues. He added that it will not be possible to transfer all of the approximately \$16 million in budgeted operating funds to the *Capital Projects Fund*, affecting several projects.

The FY 09 General Fund expenditures are budgeted at 5% above FY 08 expenditure levels, and after discussion with CFO Fred James, the Executive Council set its target at identifying reductions in both funds that are equivalent to 7% less than budgeted FY 09 expenditures. Every effort was made to limit negative impacts to the District's highest priority of keeping libraries open all current hours and maintaining a quality level of new and current library materials. After a lengthy

examination of major operating and capital accounts, the Executive Council agreed to a variety of reductions in almost all divisions across the District. As a result, Mr. Walters said he approved both reductions to adopted expenditure levels in the General Fund and reductions in transfers and budgeted expenditures in the Capital Projects Fund.

When evaluating potential reductions to the Capital Projects Fund, Mr. Walters asked General Services Director Steve Rice and Information Technology Director Al Prendergast to present copies of the macro budgets projects under their oversight so the Executive Council could likewise assure that the projects would not be adversely affected. Mr. Walters said that the District has clearly benefited from tight bidding for the urban branch circulation remodels and the Executive Council was therefore able to identify \$2 million in cuts in that category. He then noted that project budgets now have very little, if any, overhead.

Mr. Walters anticipates that the FY 09 budget will be officially modified at the Board's February meeting. He noted that there was no requirement to file the modifications with the State Department of Taxation, Clark County Commission or City of Las Vegas. By officially modifying the budget, the District's budget documents will add another column showing the revised budget. The modifications will be done to acknowledge the downward pressure on revenue.

Major Categories of Proposed Reductions to FY 09 Budget

<b>General Fund</b>		
General Services	110,000	
General Services-Misc	400,000	
Executive Director	20,000	
Business Office	35,000	
Public Services	300,000	
Human Resources	115,000	
Marketing	50,000	
Information Technology	210,000	
Collections Development- Book Budget	500,000	
<b>Total General Fund</b>		1,740,000
<b>Capital Projects Fund</b>		
General Services-Remodels	2,000,000	
General Services- Bldg Repair & Maintenance	500,000	
ILS-Equipment	500,000	
ILS-Labor	440,000	
<b>Total Capital Project Fund</b>		3,440,000
<b>Total Budget Reductions</b>		5,180,000

In addition to the budget reductions, Mr. Walters reported that he had directed Human Resources Director Jerilyn Gregory to hold all vacant positions for review by the Executive Council prior to posting. While not a hiring freeze per se, all vacant positions will undergo a thorough budgetary review to determine that the position is absolutely necessary to continue current operations and only those positions deemed critical to ongoing operations will be filled. Not all current or future vacant positions will be filled and some may not be budgeted next fiscal year. These steps are necessary to avoid potential layoffs by assuring the stability of funding for current positions and to assure continued service to our community during a time when public library services are more important than ever.

Mr. Walters next congratulated Regional Branch Services Director Felton Thomas on his appointment as Director of the Cleveland Public Library. Walters said that while the District is losing one of its best leaders, he was proud of Mr. Thomas' exceptional achievements and admired how he had taken advantage of opportunities through the District for his professional development. Noting that the Cleveland Public Library was only the second library in Mr. Thomas' career, he did wonder at Mr. Thomas' decision to exchange the relatively balmy weather of Las Vegas for the chillier Cleveland temperatures.

Mr. Walters said that Mr. Thomas had been hired as a Page at age 14 for \$2.50/hour! He clearly liked the District as he was promoted to Library Aide in February of 1983 only to leave at the end of the year for UNR. Thomas was rehired as a Library Aide after he completed his studies in December of 1988 and promoted to Library Assistant II in August, 1990 and by February of 1993 he took temporary leave to pursue a MLS. By August of 1994 he was promoted to Assistant Branch Administrator at the West Las Vegas Library, and promoted to the Branch Manager position in January, 2000. He was subsequently promoted to Regional Branch Services Director in December 2004.

Mr. Walters wished Mr. Thomas and his family the best of luck in Cleveland, just down Lake Erie from Buffalo where Walters spent a few cold winters! Walters invited Mr. Thomas to make a few comments.

Mr. Thomas thanked the Board for their service, said it had been a pleasure to get to know them and commended them for their forward thinking and vision for the District.

Mr. Thomas thanked Mr. Walters for all the lessons in fiscal management and accountability he plans to incorporate in Cleveland. Thomas said that he hoped that Mr. Walters would not leave the library world completely when he retired and suggested those lessons he's learned could be passed on as a teacher in library school or perhaps, consulting for the Cleveland Public Library!

Mr. Thomas then thanked the staff which he called a bunch of "crazy aunts and uncles" but who had also had a hand in shaping the person he is today, both professionally and personally.

Mr. Thomas was given a round of applause.

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Mr. Walters then thanked the many staff who worked on both ends of the Christmas and New Year's holidays to doing everything possible to ensure that the Centennial Hills Library opened as scheduled. Walters acknowledged the intrepid Green Valley (now Centennial Hills!) staff and Robb Morss and his Public Services Team including Public Services Director Marie Cuglietta, and Regional Branch Service Directors Felton Thomas, Debbie McGuire and Nancy Hutchinson. Collection Development Director Jan Passo was on hand to assist with the collection layout and integration of materials that were purchased to supplement the opening day collection.

Mr. Walters gave General Services Director Steve Rice special thanks for his work in keeping the contractor on course and out of the Executive Director's sights. Walters noted that Assistant General Services Director John Vino and many Facilities department staff had put in extended hours. Members of the Executive Council put in shifts assisting with the collection and other assignments. Many additional staff worked on the move and other aspects of the project or held down the fort so that others could work, too many to mention. Walters said that Mr. Rice, Ms. Marvel and Mr. Morss will give a full report on Centennial Hills when Trustees take up Item VIII.C. later in the meeting.

Trustee Aguirre said that he was impressed by Mr. Thomas' path at the District from a Page to Regional Branch Services Director. He hoped that he could serve as an example to others who are interested in a career path in the library field.

Trustee Aguirre, speaking as the District's Treasurer, then thanked recent donors Ms. June Edelman and Mr. Bernard L. Haas for their gift of \$250, Mr. and Mrs. Robert H. Carlson for their gift of \$100 and Ms. Deana E. Foster and the Foster Family Revocable Trust for their gift of \$25.

Trustee Davis-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**

Accepted.

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**(Item VI.A.5.)**

**Marketing Report** Accepted.  
**(Item VI.A.6.)**

**Development Report** Accepted.  
**(Item VI.A.7.)**

**Unfinished Business** Cameron Stuart of Clarity, Inc. discussed the ALA Midwinter Meeting he  
**- Report from** will be attending later in January along with a number of Trustees.

**Cameron Stuart of**  
**Clarity, Inc.**  
**regarding executive**  
**search services.**  
**(Item VII.A.)**

At the ALA conference, Mr. Stuart asked that Trustees focus on promoting the District, Las Vegas and the Clark County area. Due to legal issues, he will not be able to set up informal interviews with potential candidates, but asked that Trustees focus on the District's legitimate optimism in the face of the current economic difficulty, that it is well-staffed with a strong vision going forward. Stuart also asked that Trustees let him know if they talk to anyone who they feel might be a strong candidate. He will know if the person they have spoken to is already a candidate, or a new individual he needs to contact and qualify as a candidate.

Mr. Stuart then discussed scheduling the final interviews for the top three candidates and making a decision on the Executive Director position for Friday, February 27 and Saturday, February 28, as several Trustees' terms will expire starting in March 2009. While the time between the end of the ALA meeting and the interviews is short, Stuart will ensure that each of the final candidates has received a thorough vetting. According to Stuart, making a selection by the beginning of March will allow time to negotiate a contract with the successful candidate as well as making sure the person is in place by the time Mr. Walters departs.

Mr. Stuart discussed the proposed format for the interviews. The three top candidates will be brought to Las Vegas. There will be tours of District facilities, opportunities for staff interaction, a preliminary interview with Trustees and a final interview with Trustees. Then the Trustees will make a final decision. All the interviews and the final discussion will be open meetings. He said the tours and staff interaction still need to be worked out but that the final details could be confirmed at the Board's February 12, 2009 meeting.

Chair Barron emphasized that all Trustees need to be a part of the final interviews and selection process. She asked Trustees to set aside time in their schedules for one-half day on Friday, February 27, understanding that several Trustees have extensive work commitments which may preclude their participation that day. Barron strongly encouraged all Trustees to set aside most of the day on Saturday, February 28 for the final interviews and selection meeting. Trustees discussed the schedule, location and interview format and requested that details be provided as soon as possible.

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Trustee Aguirre suggested bringing candidates in on Thursday, February 26 and including a dinner for available Trustees and the candidates on Friday night. There was general agreement to include a dinner on the schedule, if possible.

Trustee Kirsh asked how many candidates planned to attend the ALA conference. Mr. Stuart said that all but one of the competitive candidates planned to attend.

Trustee Davis-Hoggard asked about Trustee Kirsh's suggestion at the January Board meeting of a cheat sheet for Trustees to use at the ALA conference when talking to potential candidates. Mr. Welt said there were legal issues involved when one Trustee says one thing to one candidate and another Trustee says something else. Until the formal interviews take place, Welt said the Trustees should only advocate for the District and Las Vegas. Staff will provide Trustees with information about the District, its collection and the branches for their use. Any specific questions about the position should be referred to Mr. Stuart as a central source.

### **Consent Agenda**

**Discussion and possible Board action to decrease the mileage rate from \$0.585 cents per mile to \$0.550 for employee reimbursed mileage. (Item VIII.A.1.)**

Trustee Benavidez moved to approve the Consent Agenda which consisted of Item VIII.A.1. in its entirety:

Decrease the District mileage rate to \$0.550 cents per mile in accordance with the IRS published mileage reimbursement rates.

Chair Barron, Trustees Aguirre, Arthurholtz, Benavidez, Carter, Crear, Kirsh and Sanchez voted yes. Trustee Davis-Hoggard voted no. The motion carried (8 votes to 1 vote).

**Discussion and possible Board action regarding construction contract awards for the Clark County and Spring Valley libraries efficiency remodels. (Item VIII.B.)**

Mr. Rice introduced the item regarding construction contract awards for the Clark County and Spring Valley Library efficiency remodels. Of the 10 branches slated to be remodeled, these are #7 and #8 on the list. Each project received several competitive bids and the lowest responsive, responsible bid amounts for each project are less than the construction estimates. The proposed contractor for the Clark County Library project, Agbayani Construction Corp., is a minority contractor. He recommended that Agbayani Construction Corp. be awarded the contract for the Clark County Library project and that Brimont Construction be awarded the contract for the Spring Valley Library project.

Mr. Rice added that staff is recommending that a funding amount of 20% of each contract amount be approved for potential change orders required for the following reasons: for work required due to changes in Library District program or use requirements, when essential design work has been inadvertently omitted, to correct errors in plans and specifications, and to correct design work when concealed conditions in existing facilities are exposed and found to differ from available information. The funding amounts will be administered by staff in accordance with the Construction/Renovation Project Change Order Policy and Procedure.

Trustee Aguirre moved to authorize staff to award contracts for the Clark County and Spring Valley Libraries efficiency remodel projects to the lowest responsive, responsible bidders and approve funding for potential change orders as follows:

**Bid No. 09-06 – Clark County Library Efficiency Remodel**

Bidder - Agbayani Construction Corp.

Bid Amount - \$562,429.00

Funding for Potential Change Orders - \$112,486.00

**Bid No. 09-07 – Spring Valley Library Efficiency Remodel**

Bidder - Brimont Construction

Bid Amount - \$182,000.00

Funding for Potential Change Orders - \$36,400.00

And to authorize staff to award contracts to the next lowest responsive and responsible bidders if bidders awarded a contract fail to provide required bonds and insurance coverage.

There was no opposition and the motion carried.

**Briefing on  
Centennial Hills  
Library Grand  
Opening, January  
10, 2009.  
(Item VIII.C.)**

Mr. Rice reported that the Centennial Hills Library is substantially completed with the landscaping and the contractor's final cleanup and touchup items to be done on Friday, January 9. He said that there will be a punch list composed of items that are a combination of typical punch list items and late change orders, but nothing that an average person would notice. The furniture and library collection are in place and the IT Department is wrapping up their work. Interior signage will be in place after the opening as staff wanted to wait until all the furniture was in and see how the interior elevations looked. The opening will take place as scheduled at 11:00 a.m. on Saturday, January 10.

Mr. Rice said that one of the items which must be completed is the issuance of a temporary Certificate of Occupancy (COO) from the City of Las Vegas. Mr. Rice expected the COO to have been issued earlier. He explained that the delay is due to paperwork issues. The City will not sign off on a Quality Assurance Audit required of third-party inspectors until an inspection of some of the steel welding in the building, which all parties agree has been done, is provided for the audit. The company who performed the inspection was on site to re-inspect the welds in question and the paperwork should be provided to the City by Friday, January 9 in the morning so that the audit can be approved by midday. The contractor will then be able to call for a final building inspection on Friday, so that the building may open as scheduled.

Mr. Walters said that the lack of the COO raises the unsettling potential of a late opening but assured Trustees that contingency plans are in place to hold the ceremony as scheduled and provide refreshments for guests as well as tours of the interiors. Without a COO, no materials can be checked out. However, he does not believe the opening should be postponed. Walters said an article about the library will appear in Friday or Saturday's *Review-Journal*.

Mr. Walters discussed issues the District has had over the last two week period with the City Building Department. District staff have chosen to not contact senior management. Building department staff have said they are aware of the opening ceremony attendees. Mr. Walters said that the District wants to avoid any inference that the COO has been issued without all required items.

Trustee Kirsh asked that Trustees be notified once the COO is issued and Mr. Walters said he would send an email as soon as that occurs.

Marketing and Community Relations Director Pat Marvel described the publicity efforts and discussed the plans for the opening ceremony which will take place outside the building. Trustees and guest speakers will be seated by the podium. Chair Barron will introduce the guest speakers, who are Mayor Goodman, Commissioner Brown, Councilman Ross and Tom Schoeman of JMA.

Ms. Marvel said that following the remarks, Chair Barron will invite the Board, Tom Schoeman and Kevin King from Rafael Construction to join her in cutting the ribbon which officially will open the library to the public. She distributed a floor plan of the library to Trustees. Refreshments will be available at the far end of the lobby, and tables and chairs will be available for guests in the meeting room as well as in the café.

In answer to a question from Trustee Aguirre, Ms. Marvel said that approximately 22,000 "Save the Date" cards were sent out which required no response. Close to 350 invitations were sent out for which she has received about 53 responses. Marvel also sent emails to everyone who attended the District's community meetings on the project and she suspected a very enthusiastic turnout.

Mr. Walters asked Trustees to be there no later than 10:30 a.m. to ensure parking and to wear coats as the ceremony will be outside.

In answer to a question from Trustee Benavidez about opening day activities, Ms. Marvel explained that the ceremony, tour, visiting with the attendees and refreshments were the extent of the formal activities and were expected to end around 1:00 p.m. Mr. Walters added that, assuming the COO was issued, the library would be open until 6:00 p.m. on Saturday. Programs were scheduled for later on opening day.

Trustee Arthurholtz asked about the building's LEED rating. Mr. Rice said that it would take several months for the reports to be completed and the rating issued.

Deputy Director Robb Morss described the collection, upcoming programs and services at the new Centennial Hills Library. Mr. Morss said that the library will have a little over 161,000 items in the collection. Collection Development director Jan Passo as well as the Centennial Hills staff had been working for over two years to update and refurbish the former Green Valley Library collection for the new building. As in other District libraries, there are popular materials such as bestsellers, DVDs, and CDs. There are items supporting lifelong learning and homework help support as well as children's materials that encourage family literacy. The collection also contains materials in

other languages to support the District's ongoing Diversity efforts in the community.

During opening week Mr. Morss said that there will be numerous adult and children's programs. As stated at December's Board meeting there will be an artist's lecture by Linda Alterwitz whose art work will be on display in the library's lobby, a jazz concert, and a fung shei program for adults. Numerous family story times will take place as well which will allow staff to show off the new story room.

Mr. Morss continued to say that as with the West Las Vegas Library, the Centennial Hills Library will open with the District's new service model of having patrons check out their own items, pick up their own holds, and return items through the new materials handling solution. He encouraged Trustees to bring their library cards on Saturday and check out items to test the system.

The Centennial Hills Library will have a homework help center and youth computer lab as well as an adult computer lab. A new feature to the library will be a family learning center which is a group of dedicated computers in the Children's Library that allow parents and children to use a computer together. The library also has study rooms, a large meeting room, a dedicated gallery space and a lounge area that includes vending machines and a used bookstore. Like the District's other urban branches the Centennial Hills Library will be open 7 days a week for a total of 72 hours per week which is very significant for public libraries today.

Mr. Morss expressed appreciation for their hard work to the many Public Services staff who were working on getting the Centennial Hills Library ready to open. He thanked Branch Manager Tammy Gieseke and her staff as well as the Public Services team which included Public Services Director Marie Cuglietta, Regional Branch Services Directors Felton Thomas, Jim Hayes, Debbie McGuire, and Nancy Hutchinson, Collection Development Director Jan Passo and her team, Support Services Director Chris Britsch and Virtual Branch Manager Lauren Stokes.

Trustee Aguirre asked about staff changes with the move from the Green Valley Library to the Centennial Hills Library. Mr. Morss said that almost all staff have moved to Centennial Hills, except the pages who work a part-time schedule. With the distance between the old and new branches, it did not make sense to transfer pages. New pages have been hired for Centennial Hills and have started work. In addition, as the Green Valley Library did not have any computer labs, the District will hire 1 full-time computer center monitor and 5 part-time computer center monitors to cover both the adult and children's computer labs.

Trustee Kirsh asked if the café area in the library would be staffed. Mr. Morss said no, and explained that area has vending machines and a microwave for hot items. Staff will encourage patrons to enjoy their refreshments in that area. It is the District's first attempt and staff will monitor how it works with patrons. Trustee Kirsh also commented that the opening will be the subject of this week's blog that he writes for

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radio station KSNE 106.5 and thanked staff for providing his inspiration. The blog can be read at [KSNE.com/ron](http://KSNE.com/ron). He believed that news staff at the station will also talk about the opening on Saturday.

Chair Barron congratulated staff on their hard work to bring the Centennial Hills Library project to completion and expressed Trustees' heart-felt thanks for their efforts. Trustees gave staff a round of applause.

**Announcements  
(Item IX.)**

The ALA Midwinter Meeting will be held in Denver, Colorado January 23 – 28, 2009.

The next Board Meeting will be held Thursday, February 12, 2009, in the Las Vegas Library, 833 Las Vegas Boulevard North, Las Vegas, Nevada 89101.

Trustee Davis-Hoggard encouraged Trustees to review two articles in the January PLA magazine. The articles cover enhancing tax-supported services, the use of library meeting rooms and possible charges for meeting room use. She also suggested that Trustees review the newest ALTA (Association of Library Trustees and Advocates) newsletter and attend the ALTA meeting at the conference.

**Public Comment  
(Item X.)**

None.

**Adjournment  
(Item XI.)**

Chair Barron adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Andrea Arthurholtz, Secretary

