

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' DESIGN REVIEW COMMITTEE MEETING**  
**LAS VEGAS, NEVADA**  
**April 16, 2009**  
**(approved May 21, 2009)**

The Board of Trustees' Design Review Committee of the Las Vegas-Clark County Library District met in the Las Vegas Library, Las Vegas, Nevada, at 4:30 p.m., Thursday, April 16, 2009.

**Present:** Committee: Aldo Aguirre, Chair A. Arthurholtz  
R. Kirsh

Counsel: G. Welt

Absent: F. Barron, Board Chair (ex-officio)

Staff: Daniel L. Walters, Executive Director  
Numerous Staff

Guests: John Lansdell, Lucchesi Galati Architects  
Michele Tayengco, Pugsley Simpson Coulter Architects

A. Aguirre, Chair, called the meeting to order at 4:35 p.m.

**Roll Call (Item I.)** All members listed above represent a quorum.

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

**Discussion and possible Committee action regarding presentations from the architects on the 95% construction documents for the Phase III efficiency remodels which include the Whitney and West Charleston Libraries and possible recommendation of approval regarding proceeding with 100% construction documents and bidding for the Phase III efficiency remodels to the Board of Trustees at its April 16, 2009 meeting. (Item III.)**

Steve Rice, General Services Director explained that the Committee will be reviewing the 95% plans for Phase III of the efficiency remodels. The Whitney and West Charleston facilities are the last two libraries to undergo the efficiency remodel project. Mr. Rice introduced John Lansdell of Lucchesi Galati Architects to discuss the plans for the Whitney Library and Michele Tayengco to discuss the plans for the West Charleston Library.

Mr. Lansdell discussed the proposed plans for the Whitney Library and said that the work would include the removal of the circulation desk, expansion of the current workroom to accommodate the RFID sorting equipment, relocation of the office space and public computer stations as well the addition of a new help desk area. The design will open up the lobby area to eliminate traffic crossing and congestion. It will also separate the gallery area from the rest of the library. Electrical work will be required for the additional wiring to new staff and patron work areas and HVAC work will be required to accommodate the additional heat load from the new sorting equipment. New carpet will be installed and new paint will match the existing wall color. In addition, several interior windows will be relocated and a new rolling shutter door at the entrance will replace the current interior entry doors. The estimated cost of the Whitney efficiency remodel was given as \$149,955.

Trustee Aguirre asked about the process to completely separate the library and gallery areas as well as wanting to know about patron access during the construction process. Mr. Lansdell said that access to Whitney would remain the same during construction. The contractor would board off the areas they would be working in and would need to

stage parts of the work, such as the flooring replacement, in order to accommodate patron and staff access.

Trustee Kirsh asked how long the work is estimated to take. Mr. Rice said that once the construction begins, it is estimated to take approximately 90 days. At this time, construction is scheduled to begin June 1 which would put completion around the beginning of September.

Ms. Tayengco discussed the proposed plans for the West Charleston Library. The work will include the removal of the current circulation desk, enlargement of the existing workroom to install the sorting equipment including the installation of windows to show the equipment in operation, conversion of the current bookstore to an office due to the enlargement of the workroom and installation of walls and doors to separate the gallery and lecture hall from the rest of the facility to enable it to be used during hours that the Library is closed. In addition, a new Customer Service Desk will be installed, the HVAC system will be upgraded to accommodate the additional heat load imposed by the sorting equipment, power and data outlets for the self-check kiosks and other needs will be added as well as new shelving and carpet and paint as necessary.

Trustee Kirsh asked whether the bookstore at West Charleston was to disappear and Mr. Rice said the current location was fairly large for the use and so it would be relocated to a different location in the facility.

The estimated cost of the West Charleston efficiency remodel was given at \$369,432.00 and should take approximately 90 days once construction begins.

Mr. Rice noted that a total of \$885,000 was allocated in the Capital Projects Fund for the Phase III efficiency remodel projects. The cost estimates for construction are well within the allocation. There are, however, additional costs associated with each project, i.e. furniture and shelving, plan check fees, etc.

Mr. Rice said that he planned to bring the construction contracts for each facility to the Board at the May 21 meeting for approval with plans to begin construction as close to June 1 as possible. He noted that was a tight schedule, but he hoped to stay as close to the plan as possible. Rice added that the remodels at the Whitney and West Charleston Libraries are the last scheduled remodels and once these are completed, all the efficiency work will have been completed and the RFID components installed in the branches scheduled to receive them.

Trustee Aguirre asked about the process to design the efficiency remodels. Mr. Rice discussed the work of consultant Aaron Cohen & Associates to program traffic flow and layout of the self-service elements in each branch due to be remodeled. Once the programming was complete, the programming information was provided to the chosen architects to design. As each branch is unique, branch and

administrative staff worked with the architects to provide solutions for

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individual branches, based upon their experience.

Trustee Aguirre asked about the transition period for patrons and staff to learn how the equipment works. Deputy Director Robb Morss discussed how the process has gone in the four branches where the equipment has already been installed. Morss said that patrons generally like the changes, especially the self return when they can actually see the materials being sorted. Since the District already uses a form of self check, Morss said that patrons see the change in how materials are checked out. Instead of checking out each item individually, patrons can now place all materials on the equipment and everything is automatically checked out at once. He reported that, as the remodeling work comes to a close, branch staff are provided with a manual setting out everything they need to do in terms of information provided to the patrons and signage, etc. Staff is also trained in the operation of the new equipment. The result has been more compliments than complaints.

In response to a question from Trustee Arthurholtz, Mr. Walters discussed the number of induction chutes for self check-in planned for the different branches. The number of chutes is based upon the circulation volume projected for each branch. The cost to install the induction chutes is approximately \$150,000 per chute. The Whitney Library will initially have one and be able to go up to two chutes. West Charleston will initially have two chutes and be able to go up to three chutes. The West Las Vegas, Sunrise, Summerlin and Spring Valley Libraries will initially open with one chute with room for an additional chute. The Clark County, Enterprise, Rainbow and Sahara West Libraries will open with two chutes and have room for an additional one to two chutes. The Centennial Hills Library, due to space constraints, was designed with two chutes only.

Trustee Kirsch moved to recommend to the Board of Trustees approval of the 95% construction documents for the Whitney and West Charleston Libraries efficiency remodels and to authorize the Executive Director to approve the 100% construction documents upon completion of the Clark County and City of Las Vegas building department reviews and to proceed with the bidding phase. There was no opposition and the motion carried.

**Public Comment  
(Item IV.)**

None.

**Adjournment  
(Item V.)**

Chair Aguirre adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Aldo Aguirre, Chair