

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
July 7, 2009
(approved September 17, 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 6:00 p.m., Thursday, July 7, 2009.

Present:

Board:	F. Barron, Chair	
	V. Davis-Hoggard	A. Aguirre
	K. Benavidez	R. Kirsh
	K. Crear	L. Carrasco
	M. Saunders	C. Reese

Counsel: G. Welt

Absent:

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: Charles Dorsey, Wells Fargo Insurance Services of Nevada, Inc.
Christopher Sundstrom, Philadelphia Insurance Companies

F. Barron, Chair, called the meeting to order at 6:00 p.m.

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

Agenda (Item II.) Chair Barron advised Trustees that there was no need for an Executive Session and she would remove Item III from the Agenda. Trustee Davis-Hoggard moved to approve the Agenda as changed. There was no opposition and the motion carried.

Executive Session (Item III.) Removed from Agenda.

Approval of Proposed Minutes Regular Session, June 11, 2009. (Item IV.A.) Trustee Benavidez moved to approve the Minutes of the Board of Trustees Meeting held June 11, 2009. There was no opposition and the motion carried.

Chair's Report (Item V.) Chair Barron advised Trustees that staff had recommended the August Board meeting be cancelled as there were no business items requiring action. She asked Trustees if they had any concerns about the cancellation. No concerns were raised. Trustee Davis-Hoggard moved that the August 13, 2009 meeting be cancelled with the proviso that a meeting could be scheduled should it be required. There was no opposition and the motion carried.

Chair Barron then asked Trustees to check their calendars and discuss rescheduling the September 10, 2009 meeting as had been discussed at the June meeting. Trustee Davis-Hoggard moved that the

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September 10, 2009 Board meeting be moved to September 17, 2009. After discussion, there was no opposition and the motion carried.

Trustee Aguirre asked that a slide lecture and reception for Guatemalan artist Balam Soto, scheduled for September 17 at the Sunrise Library, be rescheduled if possible due to the Board meeting date change. Staff will reschedule the event.

Chair Barron informed Trustees that she has been discussing a retreat with Executive Director Jeanne Goodrich in order to orient new Board members, review the *Strategic Service Plan* in light of the current economic situation and discuss some issues with regard to the Foundation. Chair Barron asked Ms. Goodrich to explain further.

Ms. Goodrich said that the retreat would be a good time, since there are several new Trustees, to make sure all the Trustees are on the same page about the *Strategic Service Plan*. In addition, they can decide upon and communicate clear service priorities to the Las Vegas-Clark County Library District Foundation, as Foundation Directors are eager to move forward. Goodrich also said that she felt a retreat would be a good time to discuss the basis for the District's *Collection Development Policy* and review several intellectual freedom issues. She thought Trustees, as District representatives, would feel more comfortable understanding the background, legal ramifications, and rationale behind the *Collection Development Policy*.

Ms. Goodrich said that she would like to propose that the Trustee retreat, which will also include the Executive Council (EC), be held in conjunction with the October Board meeting at an offsite location. The regular Board meeting would be held from 10:00 a.m. – 12:00 p.m. to be followed by lunch. The retreat items would be discussed in the afternoon and the day could close with dinner for all participants. Trustees discussed potential dates and reached a consensus to hold the retreat on Thursday, October 8 from 10:00 a.m. – 6:00 p.m.

Chair Barron asked that Trustees review the current Board Committee list and indicate their interest in different committees. Trustee Davis-Hoggard asked to be added to the Finance and Audit Committee and Chair Barron requested that Davis-Hoggard serve as Chair, since she is the current Board Treasurer. Trustee Benavidez suggested that further changes should be postponed until the next meeting as she believed there would be a new Trustee present and able to indicate his interest. Trustees agreed to postpone the item until the September meeting.

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

Ms. Goodrich announced that the Clark County Commission had appointed Randy Ence to the vacant Trustee position at the July 7, 2009 meeting. Mr. Ence currently is a Mesquite City Council member and is a retired Brigadier General and educator. Goodrich said Mr. Ence was a long-time resident of both southern Utah and Nevada and looked forward to welcoming him at the September Board meeting.

Ms. Goodrich said that she had had an activity-packed several weeks since she started working for the District on June 17. The activity will continue as she continues to visit District libraries and work sites, hold orientation meetings with EC members and Trustees, and become

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acquainted with the District's services and service areas. She enjoyed the opportunity to meet so many District employees at Staff Day on June 19.

Ms. Goodrich continued her report by announcing that the Southwest Library and Service Center will be known going forward as the Windmill Library and Service Center. Goodrich said she made the decision after discussion with Deputy Director Robb Morss and the EC. The Southwest nomenclature was a placeholder and the new name is in keeping with the District's practice of naming buildings according to the street the building is located on or the name of the area in which the branch is situated. The Rainbow Library (located on Buffalo) is an exception. Staff believes there are too many branch names containing "west" and feel the Windmill name will be easier for staff, patrons and vendors to distinguish.

Ms. Goodrich also noted that the amount of time needed to respond to various services provided to patrons is behind the decision to replace the ILS server discussed in the Technology report. The server handles the numerous transactions and authentications integral to library materials circulation, the use of the online catalog, and the use of public PCs (a particular problem with the increased demand) and library databases. Staff and library customers have complained about slow response time for many months.

Ms. Goodrich reported that a number of solutions were tried without appreciable impact. Upon testing the server's performance, staff learned that indeed the server is working at capacity and the only choice is to replace it. Funds had been set aside for the replacement and steps are underway to procure and install the new server. The Labor Day closure is the target date for installation, a time selected to minimize inconvenience to staff and users.

Chair Barron congratulated Ms. Goodrich upon her first report.

Trustee Aguirre requested that the Technology Report be heard.

Trustee Aguirre then acknowledged that the memo he received from Human Resources Director Jerilyn Gregory regarding the breakdown of the ethnic groups for the District's new hires and rehires and for the resignations and terminations for the month of June 2009 sufficiently answered his question.

Trustee Davis-Hoggard moved to accept Reports VI.A. 1-3, 5-7. There was no opposition and the reports were accepted.

Trustee Kirsh asked about the reasoning behind a letter, copied to Trustees, sent to 12 homes and a monastery located on Santoli Avenue. Santoli Avenue is located behind the Windmill Library and Service Center construction site. Pat Marvel, Marketing and Community Relations Director, said that the letter was an effort to get information out to the residents most exposed to the construction site prior to the start of construction. Marvel said the District wanted to be a "good neighbor" and let them know that staff wanted to hear from residents if they had any questions or concerns. Trustee Kirsh said he thought the letter was a good idea.

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

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

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

Technology Report (Item VI.A.4.) Trustee Aguirre asked about an item in the July 2009 Technology Report. The IT Department, working with Regional Branch Services Director Jim Hayes, has established a new e-mail account to track undeliverable mailed notices. This will save the District money by not mailing notices to invalid addresses. Trustee Aguirre asked how much money the District expected to realize with the change.

IT Director Al Prendergast explained that the new e-mail account will be entered for patrons with invalid physical addresses. This will save the District money in postage, labor, and materials by flagging patrons with invalid physical addresses, to prevent the recurring mailing of notices to the invalid addresses. The District mails out notices informing patrons once their holds arrive at their chosen branch as well as collection notices. The notices are sent both daily and weekly with about 600-800 notices bouncing back, due to undeliverable addresses, on a weekly basis.

Mr. Prendergast expected that the District would save approximately \$2,000 per month on postage and forms alone. The savings in labor costs, to print, process and mail the notices will make the savings greater, but he is comfortable with the estimated amount at this time.

Trustee Aguirre thanked IT staff and Mr. Hayes for their work.

Trustee Aguirre moved to accept Item VI.A.4. Technology Report. There was no opposition and the report was accepted.

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

Marketing Report (Item VI.A.6.) Approved.

Development Report (Item VI.A.7.) Approved.

Trustee Kirsh asked to make an additional comment. He noted that June was ratings month and the District was the target of Channel 13's focus with their reports on internet access for adults. Kirsh congratulated Ms. Marvel and District staff for making the District look good on television and with the *Review Journal* and the *Sun*

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newspapers. He acknowledged that it was not an easy issue and felt that the news organizations simply needed something to talk about. Kirsh felt the issue went away very quickly due to staff's efforts.

Unfinished Business (Item VII.)

Counsel Gerald Welt reported on the current status of the Teamsters 14/EMRB dispute. District counsel is in the process of preparing a responsive brief to the Nevada Supreme Court and Welt expected it to be filed in the next two weeks.

Counsel Welt said the District is still waiting to see if the EMRB will hear anything regarding the new complaints. He said that he will track the process and keep Trustees advised if anything dramatic occurs.

Discussion and possible Board action to adopt Resolution 2010-01, authorizing the District to enter into an agreement with Wells Fargo Bank, N.A. as depository custodian for its Medium-Term bonds. (Item VIII.A.)

Deputy Director, CFO Fred James introduced the item. Mr. James explained that a favorable vote on the resolution would allow District staff to utilize the already-existing joinder relationship that Main Street Capital Advisors (MSCA) has with Wells Fargo Bank to provide custodial services for the District's Medium-Term bonds.

The Board of Trustees approved a motion authorizing staff to joinder onto Clark County's contract with MSCA for investment advisory services during the August 12, 2008 Board meeting. Clark County uses Wells Fargo Bank as the Custodian of its invested funds with MSCA.

Mr. James said the resolution would allow staff to utilize an additional investment advisor and transfer funds to the new investment advisor with the appropriate checks and balances. It will be an annual request.

Trustee Davis-Hoggard moved to adopt Resolution 2010-01, authorizing the District to enter into an agreement with Wells Fargo Bank, N.A. as depository custodian for the District's Medium Term bonds. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance commencing on July 15, 2009. (Item VIII.B.)

General Services Director Steve Rice reported on the Risk Management Committee Meeting on June 25, 2009 and introduced Charles Dorsey, the District's broker of record from Wells Fargo Insurance Services of Nevada, Inc. and Christopher Sundstrom of Philadelphia Insurance Companies.

The District's property and casualty insurance and public officials and employment practices liability insurance policies will renew on July 15th.

When St. Paul Travelers, the District's current insurer, advised the District that it was unable to provide its services for the 2009-2010 period for the same or reduced price, Wells Fargo Insurance Services of Nevada, Inc., Broker of Record, conducted a thorough review of the District's current policies and coverages, solicited competitive premium quotes, and prepared a proposed insurance package and recommendation for contract award. At the June 25 meeting, Mr. Dorsey reviewed each of the three quotes with Committee members.

Philadelphia Insurance Companies' quote was lower than the quote provided by St. Paul Travelers, the District's current insurer and Chubb, who had provided the insurance coverage for several years until St. Paul Travelers had come in with a lower bid for the 2008-2009 period. Their quote was also lower than the St. Paul Travelers cost for the

2008-2009 period. Mr. Rice said that Mr. Dorsey and his staff, not wanting to have the District be put in the same position as this year, with an insurance company coming in with a low bid, only to raise the cost in successive years, have carefully reviewed all parts of the Philadelphia Insurance Companies quote. In some areas the coverage limits are higher than in previous years. In addition, the company has also offered a three year rate guarantee, which is not typical for the industry.

Mr. Rice and Mr. Dorsey explained the three year rate guarantee. The rate guarantee covers only the property and casualty insurance coverage, not the public officials and employment practices liability insurance coverage. That is why there are two separate motions.

The rate guarantee will remain in effect unless losses paid out exceed 35% of the annual premium or, if during the three year period, the District decided to market the policies and signed with another insurer. If the District signed with another insurer and the losses do not exceed 35%, there would be a 5% (of the annual premium) penalty fee due to the Philadelphia Insurance Companies.

Mr. Rice emphasized that the rate would remain the same, but that the premium cost may increase if coverage is increased, for example if the District added another vehicle to its pool or increased the value of its business personal property such as building an addition to an existing building.

Chair Barron had questions about the three year agreement. Counsel Welt clarified that the wording of the three year guarantee was slightly different from what was discussed at the Committee meeting. The wording now guarantees the rate unless the loss ratio exceeds 35% or the District signs with another insurer, in which case the District would owe a 5% penalty fee, approximately \$12,000. There is no longer a yearly option to renew the agreement but the rate remains the same for the three year period, under the conditions outlined. If the District exceeded the 35% loss rate, the insurer could renegotiate the rates. The District could market the policy, but would only owe the 5% penalty fee if they signed with another insurer.

Staff recommended that Philadelphia Insurance Company be awarded the property and casualty insurance coverage and the public officials and employment practices liability insurance.

Trustee Davis-Hoggard moved to authorize staff to award a contract, through Wells Fargo Insurance Services of Nevada, Inc., to Philadelphia Indemnity Insurance Company at an annual premium of \$208,192.00 for property and casualty insurance commencing on July 15, 2009; and to authorize staff to enter into a three (3) year rate guarantee agreement with Philadelphia Indemnity Insurance Company subject to review by Counsel. There was no opposition and the motion carried.

Trustee Davis-Hoggard moved to authorize staff to award a contract, through Wells Fargo Insurance Services of Nevada, Inc., to Philadelphia Indemnity Insurance Company at an annual premium of \$25,043.00 for public officials and employment practices liability insurance

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commencing on July 15, 2009. There was no opposition and the motion carried.

Announcements (Item IX.)

Trustee Aguirre acknowledged the members of the winning Corporate Challenge teams discussed in Deputy Director Morss' report.

The members of the first place basketball team were: Lamar Bigby, West Las Vegas Library; Demosthenes Papeliou, Whitney Library; Nikki Winslow, Spring Valley Library; Sebastian Gonzales, Literacy; and team captain Fred James, Business Office.

The members of the first place bowling team were: Cherrie Delaney, Business Office; Joanne Nakaya, Las Vegas Library; Kevin Colbert, IT; Larry Thompson, General Services; and Ron Melnar, IT.

Trustee Aguirre thanked participants for their efforts and congratulated them on applying the life-balance lessons from the Staff Day program.

The next Board Meeting will be held Thursday, September 17, 2009 at 6:00 p.m. at either the West Las Vegas Library or the Las Vegas Library.

Public Comment (Item X.)

Don N. Dehar, 5045 Harrison #317/LVN 89120

Mr. Dehar is working on a report for local Rolls Royce owners and has discovered there are approximately 105 books he would like to review as part of the report. The District has very few of these books and Dehar said he has been told that each book coming through Inter-Library Loan (ILL) requests costs approximately \$28 per item to request and ship, in addition to the time it takes to transfer the book from one library to another. He said it would take approximately two years due to the five-item limit on ILL and \$3,100 in costs to the District to get all the books, costs he does not want the District to incur. He had several suggestions for the District.

Mr. Dehar recommended that District staff investigate better ways to move books between branches due to the time and cost to move the books. As an example, Dehar said that he lived closest to the Whitney Library but can also easily get to the Clark County Library, if staff advised him a book was located there. He thought the District should look into a quadrant system such as the VA clinic system was going to as he thought that might reduce the time it takes to move materials from branch to branch.

Mr. Dehar also recommended that District staff look into reducing the approximately \$28 per item cost he said he was told ILL cost. He suggested eliminating ILL for a period of one year, purchasing more of the books requested through ILL as the sale price of each book might be less than the \$28 figure or increasing the ILL limit of five items per request. Dehar said that he understood that the Rolls Royce material was not the most popular topic, but if buying the book is cheaper than getting it shipped from another library, perhaps the District should look into it. He also thought that increasing the number of books that can be requested at one time through ILL may reduce the amount of time people must wait to receive these items.

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While Mr. Dehar exceeded the three-minute limit for Public Comment, Chair Barron allowed him to finish his remarks. Chair Barron thanked Mr. Dehar for his comments.

**Adjournment
(Item XI.)**

Chair Barron adjourned the meeting at 6:48 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Ron Kirsh, Secretary

APPENDIX A
July 7, 2009 Regular Board Meeting

2009		January 8 Board Mtg	February 12 Board Mtg	February 26 & 28 Special Board Mtg	March 12 Board Mtg	April 8 Finance & Audit Cmte	April 16 Design Review Cmte	April 16 Board Mtg	May 21 Board Mtg	June 3 Nominating Cmte	June 11 Board Mtg	June 25 Risk Management Cmte	July 7 Board Mtg							
Aguirre		P	P	P	P	P	P	P	P	P	P	P	P							
Barron		P	P	P	P	A-E	P	P	P	P	P	P	P							
Arthurholtz*		P	P	P	P	P	P	X	X	X	X	X	X							
Benavidez		P	P	P	P	P	P	A-E	X	X	X	X	X							
Carter**		P	P	P	P	X	X	X	X	X	X	X	X							
Crear		P	P	P	P	P	P	P	P	P	P	P	P							
Davis-Hoggard		P	P	P	P	P	P	P	P	P	P	P	P							
Kirsh		P	P	P	P	P	P	P	P	P	P	P	P							
Sanchez***		P	P	P	A-E	X	X	X	X	X	X	X	X							
Carrasco****		X	X	X	X	X	P	P	P	P	P	P	P							
Saunders*****		X	X	X	X	X	P	P	P	P	P	P	P							
Reese*****		X	X	X	X	X	X	X	X	X	X	X	X							

attended Committee meeting but not a member

*Term expired 4/18/09

**Term expired 2/28/09, replacement appointed April 7, 2009

***Term expired 2/28/09, replacement appointed April 7, 2009

****Appointed April 7, 2009, sworn in April 16, 2009

*****Appointed April 7, 2009, sworn in April 16, 2009

*****Appointed April 15, 2009 for term beginning April 18, 2009

A-E Excused absence

A-U Unexcused absence

as of 07/08/09

APPENDIX B

Resolution 2010-01 Authorizing Establishment of Trust Investment Account

WHEREAS, the Las Vegas-Clark County Library District (the "District") adopted a resolution on the 13th of November 2008, providing for the issuance by the District, of its fully registered, negotiable general obligation medium-term bonds, series 2009;

NOW BE IT RESOLVED, that Frederick R. James, Jr., Deputy Director, Chief Financial Officer and Floresto Cabias, Assistant Finance Director for the Las Vegas-Clark County Library District, are hereby authorized for and on behalf of the District to establish a trust investment account with financial institutions;

RESOLVED FURTHER that Frederick R. James, Jr., Deputy Director, Chief Financial Officer and Floresto Cabias, Assistant Finance Director shall have the authority to execute any and all checks, drafts and other withdrawal orders and other directions and instructions of any character with respect to funds on behalf of the Las Vegas-Clark County Library District:

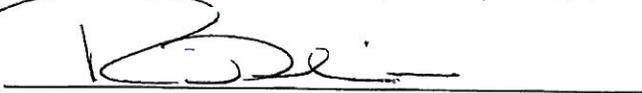
RESOLVED FURTHER, that said institutions shall be entitled to rely upon a certified copy of these resolutions until written notice of modification or rescission has been furnished to and received by said institutions.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 7th day of July 2009, LVCCLD Trustees.



Chair, Las Vegas-Clark County Library District



Attest: Member, Board of Trustees