

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 11, 2010
(approved March 11, 2010)**

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, February 11, 2010.

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

Counsel: G. Welt

Absent: None

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests:

F. Barron, Chair, called the meeting to order at 6:02 p.m.

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

Agenda (Item II.) Chair Barron announced that she was moving the Executive Session, Item III. to come after Public Comment, Item X. Trustee Davis-Hoggard moved to approve the Agenda as changed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 14, 2010 and Finance and Audit Committee Meeting, January 27, 2010. (Item IV.A-B.) Trustee Kirsh moved to approve the Minutes of the Board of Trustees Meeting held January 14, 2010. There was no opposition and the motion carried.
Trustee Davis-Hoggard moved to approve the Minutes of the Finance and Audit Committee Meeting held January 27, 2010. There was no opposition from Committee members and the motion carried.

Chair's Report (Item V.) None.

Executive Director's Report (Item VI.A.) Executive Director Goodrich highlighted several of her activities over the past month. She has scheduled 25 meetings around the District to review the budget situation with staff members and provided a full briefing to approximately 75 attendees at the District Department Heads Meeting on February 3. At each meeting, Goodrich provided an overview, described current planning and answered questions. She said that common questions and their answers are then used as the basis for additional All District Memos to staff members. Goodrich had also asked staff to forward rumors to Marketing and Community

Relations Director Pat Marvel so their questions can be answered, in an attempt to ensure that people are receiving accurate information during this stressful time.

Ms. Goodrich noted that Trustees will be talking in the Executive Session about some of the options and the upcoming negotiations with Teamster 14. Goodrich said that she and Human Resources Director Jerilyn Gregory had a meeting with Teamsters 14 officials prior to this meeting. She also reported that Ms. Gregory, Deputy Director Robb Morss and District labor counsel Scott Abbott would form the District's negotiating team. The first negotiating session has been scheduled for February 22.

As part of the process, Ms. Goodrich reported that Mr. Morss had begun working with the Public Services team to determine options on how services could be restructured under the projected expenditure restrictions. He and his team are using workload and customer use statistics as they analyze the costs and utilization of District services, as well as staff suggestions and the team's experience with providing District services. While staff do not know yet what the ultimate impact on employees of the budget cutting will be until the number who choose to accept the proposed Voluntary Employee Separation plan is determined, Goodrich said that staff have been able to use the time to explore various options with the union.

On a different note, Ms. Goodrich was very pleased to announce that after many years' hiatus, the District will once again be participating in Día de los Niños, Día de los Libros, a very important national celebration of children, families, and reading. The celebration emphasizes the importance of literacy for children of all linguistic and cultural backgrounds and brings together many different community groups. Activities are planned for all branches throughout April and will feature, among others, noted children's authors Gary Soto and Día founder Pat Mora. Goodrich said she looked at the event as a critical opportunity to talk about the importance of library services in children's education.

Ms. Goodrich then reported on the Nevada Business Summit on Early Childhood Investment that was held on February 10, attended by Children's Services Coordinator Mary Nelson Brown and Outreach Librarian Tina Frolund. Co-sponsored by the United Way, the Summit featured speakers on brain development, early childhood services and focused on the need for business to invest in early childhood programs for long-term economic return. Goodrich added that the Summit's focus was absolutely congruent with the District's mission. It was also a valuable opportunity for Ms. Nelson Brown and Ms. Frolund to make contact with other community organizations including the Urban League. The District will be investigating the opportunity to provide more information to families in conjunction with the Urban League's Read and Rise program. She added that there was a nice online link about the Summit that featured District Outreach staffer Glenda Billingsley giving a children's puppet show.

Trustees Saunders asked when the matrix referenced in Ms. Goodrich's report would be ready. Ms. Goodrich said she planned to distribute this

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at the next meeting. In response to a question from Trustee Davis-Hoggard, Goodrich said that the matrix is a list of all the cost-cutting ideas proposed by staff, the cost implications if available, whether the suggestions was in the process of being reviewed, and whether the idea was adopted or why it was not. In this way, staff can see that their ideas have been investigated.

Trustee Carrasco asked if all District staff had an opportunity to attend the meetings scheduled to discuss the budget situation. Ms. Goodrich said that meetings have been scheduled at each urban branch with several additional meetings scheduled at the Las Vegas and Clark County Libraries so that support staff and staff from other branches may attend. There are generally two back to back meetings at each branch so that all staff have an opportunity to attend and ask questions.

Trustee Reese was curious about Ms. Goodrich's book recommendations in the new local lifestyle magazine, *Vegas Seven*. Goodrich said the new publication launched February 4 with her first article slated to appear in the February 11 issue. She will be providing brief weekly book recommendations. Reese asked if that meant Goodrich would be reading a book a week. While admitting she had been working with Collection Development staff to find different books, Goodrich thought the articles, in addition to being a nice way to profile the District, would allow her to talk about books she is reading or interested in. She is also planning to talk to others about what they are reading. She added it was a good way to make her think about what she is reading.

Trustees had questions or comments about several of the other reports.

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.)

Trustee Reese asked about the outreach program Human Resources Director Jerilyn Gregory mentioned in her report. Ms. Gregory said that HR Management Specialist Lew Taylor works with the State of Nevada, Department of Employment, Training, and Rehabilitation to train individuals and return them to the workforce.

Mr. Taylor and HR staff work with different groups in the community to teach job skills and provide mentorship. Some of the individuals had been hired at the District prior to the hard freeze, but there is no expectation of a job offer. The only cost to the District is staff time and Gregory said the program is a good opportunity for individuals to learn about job skills and determine where their interest lies.

Trustee Ence asked about the two new hires referenced in the report. Ms. Gregory said these were replacement, part-time page positions

that had been in process since December. The new hires began their employment prior to the hard freeze being put into place. Both Ms. Gregory and Ms. Goodrich noted that pages comprised most of the positions being hired during the soft freeze as most other positions were left vacant unless there was a significant need to fill it.

Trustee Carrasco asked when the Diversity Committee's Annual Report would be available. Ms. Gregory said that she planned to do a presentation at the March Board meeting.

Trustee Aguirre thanked Ms. Gregory for the information in her report about the District's workforce ethnic diversity provided in response to a question at the January Board meeting.

**Technology Report
(Item VI.A.4.)**

Trustee Aguirre congratulated IT Director Al Prendergast and his staff on completing work on the Radio Frequency Identification (RFID) Conversion and Implementation Project. Aguirre noted that a lot of work had gone into the project and that staff should be proud of their achievement.

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

Trustee Kirsh and Trustee Davis-Hoggard asked how District buildings survived the recent heavy rain and whether materials or equipment were damaged. General Services Director Rice noted that there were leaks in just about every branch, mostly caused by dried up caulking between roof tiles. While no materials or equipment were damaged, the roofs at the West Charleston and Whitney libraries showed more damage than others. These two branches are scheduled to have their roof replaced this year as money was budgeted for that work. Kirsh also asked about rain delays at Windmill. Mr. Rice said that cold, not rain, was a larger concern as that affected the ability of the general contractor to complete work that required a specific temperature, however, some rain days had been built into the schedule.

Trustee Reese asked about the interior lighting and exterior paint issues at Centennial Hills discussed in Mr. Rice's report. Mr. Rice explained that the painting sub-contractor did not apply the high-performance paint coating specified in the contract which is designed to minimize rust. This was discovered last summer when rust appeared on the metal shade structures. This issue is almost resolved as the general contractor, using a new painting sub-contractor, has submitted the correct paint samples to the architect for approval. If approved, the repainting could start at the end of the month.

Mr. Rice then discussed the interior lighting dimming system. This system is designed to automatically adjust the building's interior lights based upon the level of natural lighting available and is an important component in LEED certification. The system has never worked as designed. There have been excessive failures of light fixtures, ballasts and lamps. There is an ongoing process to investigate the possible causes. Staff from Sylvania, the lighting ballast manufacturer, were on site to test the equipment. They have taken pieces to test in controlled circumstances to try to determine the cause. Rice will continue to update Trustees.

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

Development Report Trustee Reese asked Development Director Danielle Milam if she had
(Item VI.A.7.) been able to determine why the District's requests for stimulus grants to expand its broadband service were denied. Ms. Milam said the Department of Commerce provided no notice, review or comment on the grant requests and that she had received correspondence which advised that none would be forthcoming. Ms. Milam has contacted successful grant recipients and learned that successful applicants were advised that their broadband requests had been removed and the remainder of their grants, which focused on equipment and jobs creation, would then be considered. There were several successful library applicants outside the state. Milam said that she felt they moved forward as they worked with their local city and county agencies such as housing authorities and health departments to create collaborative partnerships.

Trustee Reese followed up with a question about the amount of paperwork required and how much time has been given to apply for the next round for the grants. Ms. Milam acknowledged that there was a lot of paperwork and said the forms and criteria for the second round are being released with 29 days allowed to submit a grant request. Milam complimented the American Library Association for their work on ensuring that libraries are added to the list of what are considered anchor institutions. She said that in this next round, she will attempt to duplicate the collaborative approach and she has been contacted by several groups who want to partner with the District.

Chair Barron congratulated Ms. Milam on her work with Foundation President Tom Lawyer. Mr. Lawyer has donated five \$1,000 scholarships to West Las Vegas Library Homework Help Center users who are seniors in high school. Trustee Davis-Hoggard asked about the selection criteria for the scholarships. The selection committee will be made up of West Las Vegas Library staff that will look at each applicant's personal stories about work and school as well as their future education goals. Milam stressed that these education goals do not need to include higher education. The applicants will also be asked to describe how the Homework Help Center has helped them in their studies.

Chair Barron and Ms. Milam explained that, as part of the scholarship award presentation, Trustee Davis-Hoggard and Assemblyman Morse Arberry, Jr. would be honored for their work in obtaining funding for the West Las Vegas Library Homework Help Center.

Trustee Reese asked for how many years the Vegas Valley Book Festival had run. Ms. Milam noted that the 2010 Festival, which is scheduled for November 3-7, will be the tenth year for the festival. In addition to the District as producing partner, the City of Las Vegas and the *Las Vegas Review-Journal* have always been major sponsors.

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

**Unfinished Business
(Item VII.)** None.

**Discussion and possible Board action to offer a Voluntary Employee Separation Plan (VESP) to qualified staff.
(Item VIII.A.)**

Ms. Gregory and CFO Fred James introduced the item to offer a Voluntary Employee Separation Plan (VESP) to qualified staff.

Ms. Gregory advised Trustees that, dating back to January of 2009, a number of cost-containment measures have been implemented throughout the District; each measure intended to reduce the District's expenditures in key areas. These measures positioned the District to better deal with declining revenues. Unfortunately, the District's revenues have continued to decline and additional measures to control costs need to be considered.

Ms. Gregory explained that staff is proposing a Voluntary Employee Separation Plan (VESP) as another measure to reduce operating expenditures in the general fund. The program would offer eligible employees who meet certain age and service criteria an opportunity to apply for voluntary separation and receive benefits related thereto. Program benefits include one week of compensation for every year of full time service with the District. Additionally, employees approved for participation in the VESP will receive 100% of their sick pay accrual (as opposed to 60% per current policy) and all other accrued leave to be paid out per current District policy.

Most positions voluntarily vacated through the VESP will be left vacant, at a minimum, until such time the District has recovered all personnel costs associated with the employees' separation including the payment of VESP and normal separation costs. Some critical positions may need to be replaced before costs are fully recovered. That number is yet to be determined based upon who accepts the VESP.

Trustee Davis-Hoggard asked about the costs associated with the VESP. Ms. Gregory answered that staff have determined that 94 employees are eligible and if all agree to participate, the cost to the District will be approximately \$4.9 million. Based upon the acceptance rates for other entities who have offered the program, Gregory said that they expect that a range of between 18% (cost of \$890,000) to 50% (cost of \$2.7 million) of the 94 eligible employees will accept.

Trustee Crear asked how the proposed program compares to other similar agencies. Ms. Gregory said that staff had examined programs offered by nine other agencies, both locally and nationally, and said the District's program is very similar to the City of Henderson's program. The difference between the Henderson plan and the District's proposed VESP is that Henderson chose to offer two weeks for every year of service and no enhanced vacation or sick time payouts (versus the District's proposal to offer one week for every year of service and 100% of accumulated sick time).

Trustee Kirsh asked if any employees were excluded from consideration for the VESP. Ms. Goodrich said that all employees below the

Executive Council level were eligible if they met certain guidelines which Ms. Gregory said included being a full-time employee with at least five years of service.

Trustee Saunders had several concerns about the proposed cost of the VESP and whether the program would cost more than it would save the District. Saunders and Trustee Davis-Hoggard were concerned about having to spend money on filling critical positions prior to the costs being recovered. Saunders also wanted more specifics on who was eligible and possibly interested and what positions they held prior to his voting for approval.

Mr. James advised Trustees that the cost to the District of \$4.9 million, if all 94 eligible staff participated in the VESP, would be balanced out by savings to the District of approximately \$110 million. Ms. Goodrich explained that the District would retain the right to decide, based upon who accepted the VESP, how many would be allowed to take part and that the departure of staff in critical positions would be phased in over a period of time, probably not to exceed six months. She added that she understood Trustees' caution in reviewing an item that looked like a blank check, but she asked them to understand that, until staff know who will accept the VESP, they cannot provide concrete numbers.

Trustee Saunders commented that he would like to see a survey of how many eligible employees would tentatively accept the VESP prior to a vote. He would also want to know their current positions. Saunders reiterated his concern that a VESP would cost more money than it would save. In the alternative, Trustee Saunders moved to recommend that staff come back to Trustees with more detailed analysis at the next meeting.

Chair Barron asked what type of specifics Trustee Saunders was looking for and he responded that he wanted to see the statistics to back up the VESP proposal. Trustee Reese was concerned about the process and expense to the District if staff had to be hired back for critical positions after participating in the VESP and was also unwilling to vote for the original item at this time.

Mr. James advised Trustees that some of the information requested by Trustee Saunders as well as Trustee Reese was part of the discussion planned for the Executive Session and he requested holding off on the vote until after the Executive Session. Chair Barron then asked if Trustee Saunders would be agreeable to rescinding his motion.

Trustee Saunders indicated he was agreeable. Other Trustees agreed with Trustee Kirsh's comment that the Executive Session needed to take place prior to taking a vote on the VESP.

Trustee Saunders moved to table discussion of Item VIII.A. until after Trustees returned from the Executive Session, Item III.

Trustee Davis-Hoggard suggested a special meeting be scheduled to discuss this matter if Trustees are unable to agree on a course of action at this meeting.

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There was no opposition and the motion was accepted. Discussion of Item VIII.A. was tabled until after the Executive Session, Item III.

**Announcements
(Item IX.)**

The next Board Meeting will be held Thursday, March 11, 2010 in the Clark County Library at 6:00 p.m.

**Public Comment
(Item X.)**

None.

**Executive Session
(Item III.)**

Chair Barron advised attendees that the Executive Session would be closed and said that it would cover litigation and labor issues. Barron adjourned the meeting into Executive Session at 6:45 p.m.

Chair Barron reconvened the Regular Session at 7:59 p.m.

**Discussion and
possible Board
action to offer a
Voluntary Employee
Separation Plan
(VESP) to qualified
staff.
(Item VIII.A.)**

Trustee Saunders said he was rescinding his motion, made earlier, to recommend that staff come back to Trustees with more detailed analysis at the next meeting.

Trustee Saunders then declared that after consulting with the Executive Director, Chief Financial Officer and Human Resources Director, and verifying that the appropriate analysis was performed, he moved to allow staff to approve the establishment of a Voluntary Employee Separation Plan, and take any other action deemed appropriate. There was no opposition and the motion carried.

**Adjournment
(Item XI.)**

Chair Barron adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

2010 ATTENDANCE

APPENDIX A February 11, 2010 Regular Board Meeting

	2010											
	January 14 Regular Board Mtg	January 27 Finance & Audit Cmte	February 11 Regular Board Mtg									
Aguirre	P	P	P									
Barron	P	A-E	P									
Benavidez	A-E	A-E	P									
Carrasco	P	P	P									
Crear	P	A-E	P									
Davis-Hoggard	P	P	P									
Ence	P	P	P									
Kirsh	P		P									
Reese	P		P									
Saunders	P	P	P									

attended Committee meeting but not a member

A-E Excused absence

A-U Unexcused absence

as of 02/12/10