

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
March 11, 2010
(approved April 8, 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, March 11, 2010.

Present:

Board:	F. Barron, Chair	A. Aguirre
	V. Davis-Hoggard	R. Kirsh
	K. Benavidez	K. Crear (via telephone)
	L. Carrasco	C. Reese
	R. Ence	
Counsel:	G. Welt	
Absent:	M. Saunders	
Staff:	Jeanne Goodrich, Executive Director	
	Numerous Staff	
Guests:	Charles Dorsey, Wells Fargo Insurance Services, Inc.	

F. Barron, Chair, called the meeting to order at 6:06 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Trustee Crear attended via telephone and had to leave the meeting once the Executive Session was completed. Trustee Saunders was unable to attend due to a work-related obligation (excused absence). Appendix A.

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

Clark County Library branch presentation (Item III.) Chair Barron introduced Jill Baxter, the Clark County Library Branch Manager. Barron asked that questions be held until after the Executive Session.

Ms. Baxter introduced the branch Department Heads: Catie Howe, YPL/Children's Services; Marie Nicholl-Lynam, Reference/Periodicals; Sam Kushner, Reader Services; Debra Lara, Customer Services (Circulation); Larry Gaskin, Computer Center Supervisor and Suzanne Scott, Performing Arts Center Coordinator. Baxter noted that all of the people introduced began their library careers at the Clark County Library. Together Ms. Baxter and her department heads have 113 years of service.

Ms. Baxter described the diverse neighborhood served by the Clark County Library: close to UNLV, the branch serves students, performers and workers on the Strip, condominium residents, Country Club homes, townhome developments, apartments and single family homes. Included in this mix are children and adults from all walks of life, and of numerous ethnicities, who speak approximately 27 languages. During the season, the branch also serves a huge influx of snowbirds and year-round there are flocks of tourists using the resources.

The Clark County Library was the first county library in the system and was established on the current site in 1971, having been in the old airport building and a storefront on Tropicana. Since then, there have been two complete remodels and one partial remodel. The last complete remodel opened in 1994 and was designed by renowned architect Michael Graves. It has been featured in architectural publications as an example of the post-modern, neo-classical style. Ms. Baxter added that quite a few architectural students come in to the building with a reverential outlook, hoping to take photos and draw plans as they study the 120,000+ square foot building.

Ms. Baxter said the library building has quite a history. It was the headquarters of the Las Vegas-Clark County Library System until the opening of the Las Vegas Library in 1990. The branches, jail library, the Literacy Program (CALL) and the Meadows Library were all planned and organized from this building. The Literacy Program (CALL) continues to have a significant presence with maximum capacity ESL classes. The branch also hosts citizenship classes, a separate computer lab, GED classes and adult literacy instruction.

Ms. Baxter reported that the Reference and Periodicals Departments were combined last summer during the recent partial remodel. Located on the first floor, this new department has some unique collections and services. For example, they have:

- A substantial Small Business and Finance Collection and staff offer programs in conjunction with the Service Corps of Retired Executives (S.C.O.R.E.) and the SBA to help individuals start small businesses in Nevada.
- The Southern Nevada Non-Profit Information Center (SoNNPIC). Under the auspices of the Foundation Center in New York, the collection is directed toward 501(c)(3) groups and those interested in obtaining 501(c)(3) status. Trained staff offer non-profit classes on fundraising, research and grant-writing.
- 600 magazines and 147 newspapers - many in languages other than English or from outside the U.S. and a variety of local publications (many dating back to the 1950s/1960s) such as "Fabulous Las Vegas" and "Nevada Magazine."
- 10 one-hour computer stations that serve as a complement to the Computer Center.

This past year, staff conducted more than 80,000 reference transactions.

Ms. Baxter explained that the Computer Center shares the first floor with the volunteer Bookstore and the Literacy (CALL) offices. The Computer Center offers access to 27 two-hour computers which are always totally booked. During the last fiscal year, they provided over 230,000 computer hours for patrons.

The Reader Services Department shares the second floor with Customer Services (formerly Circulation). This department:

- Maintains the adult circulation collection
- Helps patrons find interesting books to read
- Maintains the adult audio-visual room. The A/V collection consists of only 7.7% of the branch's total collection, yet it accounts for 32.8% of our total circulation.
- Maintains the Patent and Trademark Depository Library which houses copies of U.S. patents and patent and trademark materials in order to make them freely available to the public. The Clark County Library location is one of only 81 such libraries nationwide, the closest of which is located in Riverside, California.

The Customer Services Department contributed to the circulation of more than 1,000,000 items during the last fiscal year notwithstanding the impact of the partial remodel. Staff daily offer a plethora of services to patrons including the issuance of new library cards and assistance with self-check, as well as other services.

Ms. Baxter continued to say that the entire third floor of the branch houses the Young People's Library. One of this department's major strengths is its outreach services and in-house programming geared for ages from 0-18. Last year, staff made 80 visits to neighboring schools and offered 580 programs to over 28,000 children. Many of the neighborhood schools have children who are at-risk and performing below average. For example, the average reading level at the closest middle school (Orr) to the branch has traditionally been at the fourth grade level. Service to these schools is vital.

Ms. Baxter said that the branch's Performing Arts Center consists of two conference rooms; a black box theater/dance studio and a fixed seat theater with a unique thrust stage which can accommodate 399 audience members. In 2009, over 86,000 people attended meetings. Performances and library-sponsored events in branch venues generated nearly \$33,000 in fees.

Ms. Baxter concluded her presentation by offering to answer any questions and offering interested Trustees a tour after the meeting. She thanked Trustees for their attention and interest.

**Executive Session
(Item IV.)**

Chair Barron advised attendees that the Executive Session would be closed and said that it would cover litigation and labor issues. Chair Barron adjourned the Regular Session into Executive Session at 6:15 p.m.

Trustee Crear attended the Executive Session via telephone until shortly before the Regular Session was reconvened.

Minutes - Board of Trustees' Meeting

March 11, 2010

Page 4

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

Approval of Proposed Minutes Regular Session, February 11, 2010. (Item V.A.)

Trustee Aguirre moved to approve the Minutes of the Board of Trustees Meeting held February 11, 2010. There was no opposition and the motion carried.

Chair's Report (Item VI.)

Chair Barron had no report.

Deputy Director, CFO Fred James announced that the Business Office will call Trustees in order to set up a meeting of the Finance and Audit Committee to discuss the District's Tentative Budget between March 30 and April 6, 2010.

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

Chair Barron asked that the Human Resources Report be discussed. Trustee Aguirre asked that the General Services Report be discussed.

Trustee Benavidez moved to accept Reports VII.A.1, 2, 4, 6, and 7. There was no opposition and Reports VII.A.1, 2, 4, 6 and 7 were accepted.

Executive Director Goodrich updated Trustees on the progress of the District's move to "floating collections." After a two week pilot phase, she said that the full rollout of "floating collections" began on March 1, 2010. This is an innovation that many other multi-branch library systems have adopted. Rather than returning materials to an "owning" library, materials are allowed to stay where they are returned. Two major benefits of this approach are that there are fewer materials to be handled and transported and that library users themselves help shape local collections. Goodrich added that this technique truly means that the District is "one system, one collection."

Ms. Goodrich said that staff have already seen the benefits emerge. She visited several branch circulation workrooms during the previous week and noted that there are many fewer bins and no backlog of materials. She called out Deputy Director Robb Morss, Support Services Director Chris Britsch and Regional Branch Services Director Jim Hayes for their hard work on the project. Mr. Hayes has reported that the District's typical average transit volume is 45,000 items. With floating, this has fallen by over half to 20,000 items in transit. Most of these are now going to fill hold requests. The remainder represent the few types of items that don't float and materials owned by contract libraries, which must return to the owning library.

Staff has already heard positive comments from staff and patrons. "The teens love it," one staff member emailed. "They are finding all kinds of new stuff they didn't know we have." Another staff member said "Thanks so much. We only have 18 incoming bins." When asked how many her branch usually has, she said 38.

Minutes - Board of Trustees' Meeting

March 11, 2010

Page 5

Ms. Goodrich said that staff will continue to monitor this new procedure and assist branches that have to "rebalance" their collections periodically because they have received more materials than they can reshelve. She also noted that the program is limited to the urban branches at this point due to the heavy cross-use of the branches.

Ms. Goodrich then congratulated Youth Services Coordinator Mary Nelson Brown and Outreach Coordinator Tina Frolund for their work in meeting with Lied Children's Museum (LDCM) staff and working on collaborative programs with the organization that shares the Las Vegas Library building space. Goodrich noted that she had talked about this with LDCM Director Linda Quinn several months ago and the work is now coming to fruition.

Ms. Goodrich reported that the District and LDCM are working together on the District's Día de los Niños programs, the District will provide books to stock the "library" space on LDCM's exhibit floor and will also participate in LDCM's upcoming Berenstain Bears exhibit. She said that another benefit of the collaborative efforts is that the staffs of the respective institutions are getting to know more about each institution. Goodrich added that LDCM has changed in the last several years. Exhibits are being refreshed more frequently and there are always lots of children and families visiting LDCM space. She concluded by saying that the collaborative efforts with LDCM are indicative of what she wants to achieve with other community groups.

**Public Services and
Security Report
(Item VII.A.1.)**

Accepted.

**Business Office
Report
(Item VII.A.2.)**

Accepted.

**Human Resources
Report
(Item VII.A.3.)**

Human Resources Director Jerilyn Gregory gave a presentation to Trustees regarding the District's Annual Diversity Report, dated March 2010.

Ms. Gregory explained that in October of 1999 the Las Vegas-Clark County Library District formed a Diversity Committee to study diversity in employment and make recommendations for the Library District. Their goal was to have the District's workforce reflect the ethnic distribution of the County's population.

When the Diversity Committee began their work in 1999, they made a comparison between the Library District's workforce and the County's population. Based on their findings, the Diversity Committee made many recommendations regarding recruitment and retention.

Today, as a result of incorporating these goals and plans into its organizational culture, the Library District's workforce is much more diverse across all ethnic populations.

Ms. Gregory introduced the members of the Diversity Committee who are Melissa Peters, the group's statistician, Art Cabrales, Ann LaGumina, Joanne Ross, Jennifer Schember, Lorinda Soto, Mary Nelson Brown, Christine Bundren, Connie Barker and Lewis Taylor. Those present at the meeting stood. Trustees and meeting attendees gave the group a round of applause.

Ms. Gregory said that she believed that the success of the District is due not only to the Committee's efforts, but it also grows out of the participation of staff throughout the District in planning and participating in these programs. She concluded by saying she knew she spoke for the entire Committee in that they believe that their success is a result of the culture that has been created at the District by Trustees who have challenged staff over the years to be the best in the country as far as diversity programming is concerned. On behalf of the Committee, Ms. Gregory thanked Trustees.

Trustee Carrasco congratulated Ms. Gregory and the Committee for their report. She asked why the "Diversity Champions" staff recognition program and the communication tools aspect were dropped. Gregory noted that staff had put together a program to recognize staff members, but that the cost of the program did not make sense in the current economic climate. In regards to dropping the communications tool aspect, Gregory reported that in past years the District used many different communications tools and will continue to communicate with staff. It is no longer a goal to find more ways to communicate with staff.

Trustee Carrasco asked about ongoing diversity awareness training for staff and why it was not included in last year's Staff Day program. Ms. Gregory said that last year was the first year that diversity awareness training was not part of the Staff Day program which was due to the change in focus to health and wellness. She said that staff are looking at different way to provide the ongoing training such as the annual Women of Color conference and other means to provide the training.

Technology Report
(Item VII.A.4.)

Accepted.

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

Continuing the diversity theme, Trustee Aguirre asked General Services Director Steve Rice to discuss how the District promotes minority and disadvantaged contractors' participation in District projects. Mr. Rice went over the steps that the District takes to encourage minority participation in projects. The outreach process begins with the District's advertising of the project. The Invitation to Bid was advertised in the following newspapers:

- *Las Vegas Review-Journal*
- *El Tiempo*
- *Las Vegas Sentinel Voice*
- *El Mundo*

Additionally, the Invitation to Bid notice was sent to the following:

- Urban Chamber of Commerce
- Latin Chamber of Commerce
- Asian Chamber of Commerce
- Women's Chamber of Commerce
- National Association of Minority Contractors
- Contractors listed in the City of Las Vegas and Clark County minority business directories.

The general contractor is responsible for obtaining bids from subcontractors. The general contractor, Martin-Harris Construction, advertised for subcontractor bids in the *Construction Notebook News*. Their advertisement read "Martin- Harris Construction requests sub bids and material quotations from ALL qualified subcontractors and suppliers including MBE, DBE, DVBE, SBE, SBDE, and SMBE on the following projects." Included in Mr. Rice's report is a list of Martin-Harris's subcontractors which indicated their business enterprise status.

Trustee Aguirre asked about reaching out to veterans. Mr. Rice responded that they are not currently one of the categories specifically targeted by the District but he will investigate reaching out to them, perhaps through veterans groups.

Mr. Rice added that the District utilizes open competitive bidding for public works projects and therefore has not established requirements or targets for minority participation by prime contractors bidding projects. If Trustees want staff to pursue targets or requirements, he would need some direction from the Board. Rice mentioned that targets or requirements for minority participation would need to be structured so that open competitive bidding is not restricted and the District can be sure it is receiving the most competitive bids. He will look for a guide that would comply with NRS 338, the law that guides bidding on public works projects in the state. Rice commented that while the federal government has targets, few public agencies use them locally.

Trustee Aguirre said he believed staff work very hard on reaching out to different groups for use in the District's projects and he briefly talked about ways that minority contractors can be encouraged to participate.

**Marketing Report
(Item VII.A.6.)**

Accepted.

**Development Report
(Item VII.A.7.)**

Accepted.

Trustee Davis-Hoggard moved to approve Reports VII.A, 3 and 7. There was no opposition and Reports VII.A., 3 and 7 were approved.

**Unfinished Business
(Item VIII.)**

None.

Minutes - Board of Trustees' Meeting

March 11, 2010

Page 8

Discussion and possible Board action regarding the appointment of Broker of Record for the District's property and casualty insurance coverage. (Item IX.A.)

Mr. Rice explained that the current appointment for the District's Broker of Record for property and casualty insurance expires on July 15, 2010.

Mr. Rice went on to say that a Request for Statement of Qualifications for Broker of Record was advertised in the *Las Vegas Review-Journal* and the community based minority newspapers. Additionally, the RFQ notice was faxed to all minority Chambers of Commerce and to agencies listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. A total of three (3) submittals were received. One (1) was subsequently deemed non-responsive. An evaluation panel comprised of representatives from Public Services, Human Resources and General Services performed the evaluation process. The process included a scoring of each submittal based on established criteria and assigned point values and an interview. After scoring the submittals, two (2) brokers were selected to continue in the process with an interview.

The appointment will be for the policy year commencing on July 15, 2010. The initial appointment will be for one year with three optional one-year extensions. The Broker of Record receives no direct remuneration from the District. Remuneration is typically received from the insurance company(s) in the form of a commission.

Trustee Davis-Hoggard, Chair of the Board of Trustees' Risk Management Committee, reported that the committee discussed staff's review of the process and voted to recommend Wells Fargo Insurance Services, Inc. for the appointment to the Board.

Mr. Rice introduced Charles Dorsey, Managing Director of Wells Fargo Insurance Services, Inc.

Trustee Davis-Hoggard moved to authorize staff to appoint Wells Fargo Insurance Services, Inc. as Broker of Record for property and casualty insurance coverage for the policy year commencing on July 15, 2010 and to authorize staff to extend the appointment in subsequent years subject to funding being available and the broker continuing to meet performance standards outlined in the request for statement of qualifications documents. There was no opposition and the motion was approved.

Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, Piercy Bowler Taylor and Kern, for auditing services for fiscal

Mr. James explained that Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm not later than three months before the close of the fiscal year for which the audit is to be made. In March 2008, the Board approved Piercy Bowler Taylor & Kern as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2008, with four-one year renewal options. James said that if the item is approved by the Board, this will be the second of the four options to renew.

Minutes - Board of Trustees' Meeting

March 11, 2010

Page 9

year ending June 30, 2010. (Item IX.B.)

Mr. James said that staff recommended the reappointment of Piercy Bowler Taylor & Kern to audit the District's June 30, 2010 financial statements. Their fee will be \$33,000, which is unchanged from last year's audit.

Trustee Carrasco moved to authorize staff to extend the appointment of Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2010. There was no opposition and the motion carried.

Discussion and possible Board action on a budget option scenario pertaining to the preparation of the District's Fiscal Year 2010-2011 budget. (Item IX.C.)

Mr. James explained that Trustees would be providing staff guidance on tax revenue options to use in structuring expenditures as staff prepares the District's Fiscal Year 2010-2011 Tentative Budget for submittal to the State of Nevada on April 15, 2010.

Mr. James reported that the Board of Trustees' Finance and Audit Committee met with staff on March 4, 2010 for discussion and possible recommendations for the preparation of the District's Fiscal Year 2010-2011 budget. Based on updated information received from the State Department of Taxation, staff provided the Committee with several revenue taxing scenarios and their impact on the District's budget over the next several fiscal years.

After the review and discussion, Mr. James said that the Committee expressed numerous concerns regarding increasing the operating tax rate and in not freezing merit increases and COLAs. Committee members also expressed interest in avoiding layoffs if possible and maintaining the current service level as well as a high library materials budget percentage for the coming fiscal year.

Trustee Aguirre moved to recommend the tax rate of .0805 (Option 1) as the basis for preparing the Tentative Budget for submittal to the State on April 15, 2010.

Mr. James clarified that the proposed tax rate of .0805 for the Fiscal Year 2010-2011 was lower than the current tax rate of .0809 used for Fiscal Year 2009-2010. The impact would be a reduction of approximately \$6,000.

Chair Barron and Trustees Aguirre, Benavidez, Ence, Davis-Hoggard, Kirsh and Reese voted to approve the motion. Trustee Carrasco voted to reject the motion. The motion carried (7 votes - 1 vote).

Announcements (Item X.)

Trustee Carrasco thanked Ms. Baxter for her presentation about the Clark County Library. As a patron of the branch, she really appreciated hearing about the different services provided by the branch and having the opportunity to meet the branch staff.

Trustee Aguirre was very also impressed and appreciative of Ms. Baxter's presentation. He then congratulated Ms. Goodrich and the members of the Executive Council for the leadership and diversity they embody.

Minutes - Board of Trustees' Meeting
March 11, 2010
Page 10

Chair Barron announced that the next Board Meeting will be held Thursday, April 8, 2009 in the Rainbow Library at 6:00 p.m.

Public Comment
(Item XI.)

None.

Adjournment
(Item XII.)

Chair Barron adjourned the meeting at 8:26 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

2010 ATTENDANCE

APPENDIX A

March 11, 2010 Regular Board Meeting

2010		January 14 Regular Board Mtg	January 27 Finance & Audit Cmte	February 11 Regular Board Mtg	March 4 Finance & Audit Cmte	March 11 Risk Management Cmte	March 11 Regular Board Mtg											
Aguirre	Aldo	P	P	P	P		P											
Barron	M. Frances	P	A-E	P	P	P	P											
Benavidez	Kelly	A-E	A-E	P	A-E	P	P											
Carrasco	Liz	P	P	P		P	P											
Crear	Keiba	P	A-E	P	A-E		P											
Davis-Hoggard	Verlia	P	P	P	P	P	P											
Ence	Randy	P	P	P	P		P											
Kirsh	Ron	P		P			P											
Reese	Carol	P		P		P	P											
Saunders	Michael	P	P	P		A-E	A-E											

attended Committee meeting but not a member

A-E Excused absence
 A-U Unexcused absence
 as of 3/12/10