

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
July 8, 2010
(approved August 12, 2010)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, July 8, 2010.

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

Counsel: G. Welt

Absent: None.

Staff: Jeanne Goodrich, Executive Director
Numerous staff

Guests: Tom Lawyer, Las Vegas-Clark County Library District Foundation
Tim Wong, Las Vegas-Clark County Library District Foundation

A. Aguirre, Chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Appendix A.
Former Board Chair Barron led attendees in the Pledge of Allegiance.

Agenda (Item II.) Chair Aguirre moved Items VI.A. and IX.A. to come immediately after Item III on the Agenda. Trustee Ence moved to accept the Agenda as changed. There was no opposition and the motion carried.

Summerlin Library branch presentation (Item III.) Gregory Carr, Branch Manager of the Summerlin Library and Performing Arts Center, welcomed Trustees and guests on behalf of Summerlin staff members.

Mr. Carr introduced himself and the department heads at the Summerlin Library. Carr said he has been a librarian for more than 30 years and the Summerlin Library Branch Manager for a little more than six years. Before joining the District, he was with the Chicago Public Library where he was also a Branch Manager. Prior to that, he worked for the Temple University Library System as an academic librarian. For most of Carr's professional life, he has been Branch Manager of one branch or another.

Mr. Carr then introduced Jennifer Blaylock, SPS Department Head. Responsible for coordinating the use of the branch's conference room and theater, Ms. Blaylock manages a department that is very often quite demanding. Last year she facilitated more than 700 conference room and theater events. Blaylock has been with the District and at the branch for more than 14 years.

Next, Carla Land, Young Peoples Library Department Head, was introduced. Ms. Land has been with the District for 14 years and joined

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Summerlin's staff in 2008. Mr. Carr noted that Land, like many of the District's employees, started her career as a library page. Land is very active in local and national library organizations and was recently elected to the American Library Association Council.

Debbie Zamorano, the Circulation Department Head, was the next staffer introduced by Mr. Carr. He noted that Ms. Zamorano has been with the District for more than 16 years and has worked at the branch longer than anyone else currently on staff. Carr reported that Zamorano runs a very active department as well as having an excellent rapport with the library's patrons. She knows many of them by name!

Mr. Carr added that the Assistant Branch Manager and Adult Services Department Head, Steve Ferreyra, is on vacation. Carr said that Mr. Ferreyra came to the branch recently from the Sahara West Library where he had been in charge of the Readers Services Department. Ferreyra has been with the District since 1981 and also started as a library page. Ferreyra was one of the original staff members to open Summerlin in 1993.

The Summerlin Library staff currently numbers 36, of which 13 are full time employees and 23 are part time employees. That part time figure includes 16 pages.

Mr. Carr then reported on the branch's history, noting that the Summerlin Library and Performing Arts Center was built in 1993 and opened to the public on August 16, 1993. Currently the branch holds in excess of 130,000 volumes including both print and non-print items. The library sits on 5.64 acres of land that was donated to the District by Howard Hughes Properties and the total cost of the building was nearly \$9 million dollars.

The branch encompasses a little more than 40,000 square feet with 23,300 square feet for the library and another 17,700 square feet for the theater. Seating capacity throughout the main part of the library is about 100 and shelving can accommodate about 150,000 volumes. The theater has a seating capacity of 284 and the conference room can accommodate a total of 40 people. The Performing Arts Center theater is booked a year in advance with a variety of musical, theatrical and dance productions as well as recitals and other events.

Mr. Carr said that the branch also has four study rooms that can accommodate four people each and a story room with a capacity of about 30 people. In addition, there is a very popular used book store called "*Words To Go Buy*" that brings in about \$1,800 per month. The parking lot has 150 parking spaces. An art gallery near the main lobby hosts about six exhibits a year of the work of local artists. The library is equipped with wireless Internet access (Wi-Fi).

The branch is also home to a Howard Hughes Properties display of photographs and memorabilia on the life of Howard Hughes. A variety of model airplanes are suspended from the ceiling in the YPL, including replicas of Hughes Aircraft warplanes and the *Spruce Goose*. The branch is indirectly named after Hughes' grandmother, Jean Amelia Summerlin.

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Mr. Carr reported that the branch circulates approximately 66,000 items per month and has, on average, from 28,000 to 32,000 patron visits per month. Annual branch circulation is around 700,000 items per year. The patron base is mostly in zip codes 89134 and 89144, split between a large senior population and families, mostly mothers and their children, who routinely visit the library to borrow materials or attend a program. Carr added that Summerlin patrons are very supportive and offer good feedback to staff. Attendance at programs, especially YPL programs, often is very high and the theater is often filled to capacity.

At the conclusion of the meeting, Mr. Carr invited Trustees to tour the building. He closed by saying that it had been a privilege to work with such a great group of people in such a wonderful facility.

Trustee Kirsh said that Summerlin is his "home" library. He gives staff a ton of credit for their great customer service. He believed they all had an incredible amount of patience in dealing with both the many children and groups of senior citizens he is always seeing when he visits the branch. He felt it was an honor to be able to represent this branch due to the work of the staff.

Trustee Reese said that her experience finding a book prior to the meeting was a pleasure due to the courteous staff. She also spoke to a patron who was excited by all the programs and loved the library. She also met a volunteer reading dog at the branch as well.

Chair Aguirre thanked Mr. Carr and his staff for their hard work in spite of the challenges during this difficult economic time and looked forward to the tour after the meeting.

Recognition of former Board Chair, M. Frances Barron. (Item VI.A.)

Chair Aguirre asked Trustee Barron to join him at the front of the stage to receive a presentation. Chair Aguirre noted that Trustee Barron joined the Board in 2002 and had served two terms as Chair, from 2008-2009 and 2009-2010.

During her years as Chair, Chair Aguirre noted that Trustee Barron led the board through a critical time, which included numerous major projects, initiatives and changes:

- The financing through medium-term bonds of the Windmill Library and Service Center.
- The opening of the Centennial Hills Library in January 2009.
- The search and selection of Jeanne Goodrich as the District's new Executive Director.
- The groundbreaking for the Windmill Library and Service Center
- And most recently, the local economic decline that necessitated a number of difficult decisions, including numerous budget cuts, and a reduction in hours.

Throughout these challenging times, Chair Aguirre said that Trustee Barron had led with skill, patience, good judgment, great elegance, and respect for staff and other Board members. Named by *In Business Las Vegas* as one of the initial "40 Most Influential Women in the Southern

Nevada Business Community," Barron's business acumen and analytical insights have been a huge asset to the Library District.

Chair Aguirre presented Trustee Barron with a pair of engraved bookends and ask attendees to join him in thanking her for her fine leadership as Board Chair.

Trustee Barron thanked every Trustee, the Executive Director and District staff, former Board colleague Tim Wong and Counsel Welt for their work for the District. She said that of all the things she does, the work for the District was the most important, as she believed that bringing education and learning to the community was so important. She reiterated that she believed that libraries are every person's university and that she believed that the ability to read is the most important thing to give to a community's young people. She thanked everyone for the gift and said she was proud to be a member of the District's Board.

Trustee Barron was given a round of applause.

Discussion and possible Board action regarding the extension of the Agreement with the Las Vegas-Clark County Library District Foundation, Inc., designating the Foundation as the sole recipient of discarded library materials for the purpose of funding Library District and Foundation programs and projects. (Item IX.A.)

Prior to consideration of the agenda item, Chair Aguirre recognized the many contributions of Thomas C. Lawyer, who served as President of the Las Vegas-Clark County Library Foundation from January 2009 to June 2010.

He noted that Mr. Lawyer:

- Guided the Foundation from a start-up organization to a focused, viable non-profit funding arm of the Library District.
- Facilitated the development of the District-Foundation Agreement, which has resulted in new and positive relationships between the District and Foundation, and over \$200,000 of support for District programs and activities over the past year.
- Helped to refine the strategic purpose of the Foundation, attracting new board members to help move the mission forward, and putting sound financial policies in place.
- Demonstrated a true generosity of spirit, heart, and wallet with the establishment of the Tom and Bonnie Lawyer West Las Vegas Scholarship fund. This program honors both youth from the West Las Vegas neighborhood and the exemplary community service of the West Las Vegas Library staff.
- Accomplished all these things in an environment of profound changes in the local economy and in the library's leadership and budget over the past year and a half. Even with all these changes, it appears that the Foundation has strengthened its strategic focus and set a strong course of action.

Chair Aguirre added that the District and Foundation were indebted to Mr. Lawyer for his time, talent and these improvements – not only for the Foundation and the Library District, but also for the community. Aguirre said that he knew that the new Foundation President, former District Trustee Tim Wong, would continue to rely on this mix of professional and whole-hearted leadership, as the Foundation moves forward with its exciting and ambitious fundraising plan, ***Fast Forward Vegas***.

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Mr. Lawyer was presented with a plaque commemorating his leadership of the Las Vegas Clark County Library District Foundation and given a round of applause.

Mr. Lawyer briefly thanked everyone.

Ms. Milam said that she had worked with Tom Lawyer and Tim Wong since she arrived in Las Vegas in 2008 to work for the District. Milam felt that both are exemplary community leaders and the Foundation is very fortunate to have their time, talent, creativity, compassion and entrepreneurial spirits. They always respond when asked and never tire of making meaningful contributions to the community.

Ms. Milam explained that Mr. Lawyer has been affiliated with the Foundation since April 2005. In January 2009 he stepped up as President of the Foundation and spent the past 18 months completely reassessing the purpose of the Foundation and in finding the "right fit" of Foundation fundraising activities, given the many changes at the District and the community. Milam said that the last 18 months of work by Foundation directors has built a strong base for the Foundation's next steps and asked Mr. Lawyer to speak about the Foundation's activities.

Mr. Lawyer said that there was a lot of excitement about the Library District as it touches more people than other community organizations. Over the past 18 months, the Foundation's Board of Directors has held 11 meetings. This is quite a contrast to the number of meetings he was told he would need to attend when he was asked to join the Foundation's Board.

The Board of Directors meetings have been held at different branches which have been very educational for the Directors. He said they have all noted the dedication of individual staff members as he said they have a calling, not a job. Over the last year the Foundation has:

- Set infrastructure controls such as regular reports and audits.
- Sent out their annual fundraising letter to continue to build up its list of supporters.
- Sponsored several receptions held prior to District events such as author talks.
- Held its first award ceremony for the scholarships. Mr. Lawyer added that he was amazed at the quality of the students who applied. Of the five award winners, three of the students plan to go on to medical school and two plan to become engineers. He felt they are wonderful representatives of the community.
- Built the board by adding a new member and strength through board development.
- Improved the Foundation's message by increasing the Foundation's visibility in the community.

Mr. Lawyer said that the Foundation's approach is to let people engage with the District, then they become champions, and then they become donors. He said that none of the Foundation's success would have been possible without the work of Ms. Milam and the leadership and help of Ms. Goodrich. He also acknowledged the work of District Trustees Barron and Crear who are also members of the Foundation's

Board of Directors. Lawyer concluded by saying the goal of the Foundation is to support the District and its programs.

Mr. Lawyer was given a round of applause.

Ms. Milam then introduced Tim Wong, a District Trustee from 1997-2008 and a member of the Foundation's Board when it was originally formed in 2003. He is an important source of information about the District due to his service as a Trustee.

Mr. Wong thanked Ms. Milam for the introduction and noted for the record that Trustee Barron had served as the Foundation's interim President until Mr. Lawyer's election as President while he had always served as Treasurer until he became President in June 2010.

Mr. Wong pledged that the Foundation will continue on the path set by Mr. Lawyer with continuing reports to the District's Board of Trustees. He thanked both Mr. Lawyer and Trustee Barron for their work on the Foundation using a quote from Winston Churchill, "We make a living by what we do, we make a life by what we give." Wong said that both Barron and Lawyer have given so much to the District and he felt it was contingent upon him to continue upon a path that shows and builds upon their good work.

Mr. Wong also acknowledged Trustee Crear's key role and support through her service as both a District Trustee and Foundation Director. He concluded by thanking Trustees for their support.

Mr. Wong was given a round of applause.

Ms. Milam explained that the agenda item was to extend the Agreement with the Las Vegas-Clark County Library District Foundation, Inc., designating the Foundation as the sole recipient of discarded library materials for the purpose of funding Library District and Foundation programs and projects. Ms. Milam noted that in September 2009, the Foundation and District entered into the first agreement and she appreciated the faith shown by the Trustees in the past year as the Foundation has been able to put several things into place.

Through the existing Agreement:

- The Foundation is the sole recipient of restricted revenues from discarded and donated library materials for the purpose of funding Library District and Foundation programs and projects. The sale of items through the branch bookstores, at prices ranging from 50 cents to \$1, has totaled about \$200,000 so far this year. As of June 18, 2010, a total of \$181,443 in restricted Foundation book sales revenues have been returned to the District for program and volunteer support. The programs supported have included the Summer Reading Program, Cultural Heritage Month celebrations, the CALL program and obtaining licensing rights for films shown at the District.
- A new Volunteer Program Coordinator position at the District was created from these restricted funds. Leslie Valdes has strengthened recruitment, management and recognition of volunteers across the District which has resulted in higher bookstore sales.

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- Annual audits of the Foundation's financial statements and regular reports to the Library District Board of Trustees on the activities of the Foundation have been provided.
- The Development Director has worked to ensure that the annual budget for these restricted revenues be created by the District's Executive Director, Deputy Director and herself, in consultation with Library Foundation officers and board members. The budget and the Foundation's activities are aligned with the District's *Strategic Service Plan* and community literacy priorities.

Ms. Milam asks that the Board approve a one year extension of the Agreement, as provided for in Section IX.

Trustee Barron moved to authorize the Board Chair to extend the contract with the LVCCLD Foundation, Inc., per the terms outlined above, subject to review by counsel. There was no opposition and the motion carried.

Chair Aguirre congratulated Mr. Lawyer for his service as Foundation President and Mr. Wong as incoming Foundation President. He suggested a friendly meeting of the two Boards at a later date.

Executive Session (Item IV.)

Chair Aguirre advised attendees that the Executive Session would be closed and said that it would cover litigation and labor issues. Chair Aguirre adjourned the meeting into Executive Session at 6:36 p.m.

Chair Aguirre reconvened the Regular Session at 8:18 p.m.

Approval of Proposed Minutes: Nominating Committee Meeting, June 8, 2010; Risk Management Committee Meeting, June 9, 2010; Regular Board Meeting, June 9, 2010. (Item V.A-C.)

Trustee Davis-Hoggard moved to approve the Minutes of the Nominating Committee Meeting held June 8, 2010. There was no opposition from Committee members and the motion carried.

Counsel Welt asked that the Proposed Minutes of the Risk Management Committee Meeting be corrected on Page 3, third paragraph, last sentence, to read as follows: *Welt added that while negligence claims are capped, damages for civil rights violations are not.* Trustee Davis-Hoggard moved to approve as corrected the Minutes of the Risk Management Committee Meeting held June 9, 2010. There was no opposition from Committee members and the motion carried.

Trustee Davis-Hoggard moved to approve the minutes of the Regular Board Meeting held June 9, 2010. There was no opposition and the motion carried.

Chair's Report (Item VI.B-E.)

Chair Aguirre asked Trustees to consider changing the time of Board meetings to 5:00 p.m., as had happened at the June meeting. Ms. Goodrich said staff had polled Trustees at Chair Aguirre's request. Responses were received from a number of Board members. While several Trustees had expressed their interest in finishing earlier than the current practice, several would not be able to make an earlier start time due to other responsibilities so the meeting time would remain 6:00 p.m.

Executive Director Goodrich asked Board members if they could participate in an all day Board retreat on October 14, the regular Board meeting date. Items to be discussed included:

- Reviewing findings from the study funded by an innovation grant from the State Library called Customer First Business Intelligence. The study analyzed the population served by the District's urban branches to determine a) the branch area population; b) who are the branch users; c) who is not using the branch and d) how the branch is being used by different population segments. The study uses population segmentation software which incorporates 60-65 different population groupings. The results of the study will allow staff to better target the District's collection and communications to different communities to improve service.
- Learning from the Adult Program Coordinator, Youth Program Coordinator and the Outreach Coordinators about the services the District provides to the community. This would be a good companion piece to the population study with its demographic information.
- Preparing for the 2011 Session of the Nevada Legislature by hearing from the District's representative Robert Crowell to discuss Trustee concerns, the District's strategy and what Mr. Crowell sees on the horizon.

She proposed that the retreat run from approximately 10:00 a.m. until 3:00 p.m. with lunch brought in and held at one of the District branches to lower expenses.

There was discussion with several different options put forward as several Trustees were not sure they could take a day off during the week or had weekend commitments. As all Trustees were in favor of extended discussion of the items proposed by Ms. Goodrich, a consensus emerged to expand the regular Board meetings by one to two hours for several months to allow discussion of these important issues. Ms. Goodrich said that she thought that would be doable and would work with staff to bring these items to Trustees beginning at the September 16, 2010 meeting.

Chair Aguirre read through the Board committees for FY 2010-2011 and confirmed the members for each Committee.

STANDING COMMITTEES -

- Executive Committee: Aldo Aguirre, Chair; Kelly Benavidez, Ron Kirsh, Verlia Davis-Hoggard
- Finance and Audit Committee: Verlia Davis-Hoggard, Chair; Kelly Benavidez, Keiba Crear, Randy Ence
- Risk Management Committee: Verlia Davis-Hoggard, Chair; Kelly Benavidez, Carol Reese, Michael Saunders
- Bylaws Committee: Counsel Gerald Welt
- Nominating Committee: M. Frances Barron, Chair; Aldo Aguirre, Kelly Benavidez, Verlia Davis-Hoggard, Ron Kirsh, Michael Saunders. In response to a question, Chair Aguirre confirmed that volunteers are requested for this Committee at the May

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Board meeting.

SPECIAL/AD-HOC COMMITTEES -

- Legislative Committee: M. Frances Barron, Chair; the Board will serve as a Committee of the Whole
- Trustee Travel Policy Committee: M. Frances Barron, Chair; Kelly Benavidez, Verlia Davis-Hoggard, Carol Reese
- Executive Director Evaluation Committee: Keiba Crear, Chair; M. Frances Barron, Ron Kirsh, Carol Reese, Michael Saunders. This is new Committee established at this meeting.
- Labor Relations Committee: Aldo Aguirre, Chair; the Board will serve as a Committee of the Whole. This is a new Committee established at this meeting.

Chair Aguirre thanked everyone for their support as he serves as Chair. He asked Ms. Goodrich to arrange a tour of the Windmill Library and Service Center at a time convenient to General Services Director Steve Rice and his staff. After a brief discussion, it was agreed that staff will set up a tour in the fall for interested Trustees.

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

Ms. Goodrich recognized new branch managers, Florence Jakus at the West Charleston Library, Ann LaGumina at the Whitney Library and Sufa Anderson at the Rainbow Library. These are all internal promotions for long-time staff members. Ms. Jakus was formerly the Health Sciences Librarian at the West Charleston Library, Ms. LaGumina was formerly the Readers Services Department Head at the Las Vegas Library and Ms. Anderson was formerly the Assistant Branch Manager at the Summerlin Library.

Trustee Ence commented that the new branch managers had passed the first test, staying throughout the long meeting!

The new branch managers were given a round of applause.

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

**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.)**

Accepted.

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

Accepted.

General Services Report

Accepted.

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(Item VII.A.5.)

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

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

Unfinished Business None.
(Item VIII.)

Discussion and possible Board action regarding a letter of support to the U.S. Department of Commerce referencing the need for improvements to Clark County broadband infrastructure and public computer centers.
(Item IX.B.)

Ms. Milam explained that the District is a partner to two Broadband Technology Opportunities Program grant applications currently under review at the U.S. Department of Commerce, National Telecommunications and Information Agency.

Ms. Milam said that the District is a project partner in the Community Infrastructure grant submitted by lead applicant Clark County that is requesting \$16.2 million of a total \$24.2 million project to complete a rural microwave system to supply broadband to 100 critical community anchor institutions, including libraries, public safety, fire and health institutions in 17 rural Clark County communities. The direct monetary benefit to the District is a total of \$220,000. However, the benefit in speed and reliability is immeasurable, as the microwave would give each of our rural branches an immediate broadband speed range of 5-10 Mbps, with ability to surge beyond that as demand increases. This level of broadband service to our rural branches is currently cost prohibitive. This infrastructure grant has recently moved to "due diligence," an active review of the proposal by the agency.

The District is also a sub-recipient and project partner in the Public Computer Center grant submitted by lead applicant Urban League that is requesting \$9.3 million of a total \$14.8 million project that will bring faster public access internet service, 708 new technology devices and over one million hours of training to 43 community centers, 17 rural and 26 urban. The District's portion of the budget, which provides new trainers, technology devices, broadband speed and full Wi-Fi coverage to 24 library branches, is \$3.6 million. Other project partners are Clark County, North Las Vegas, College of Southern Nevada, and the Clark County School District. This proposal is still pending review at the agency.

Ms. Milam asked that the Board of Trustees sign a letter to Assistant Secretary of Commerce Lawrence E. Strickling to show the Board's support of the grants and to iterate the critical importance of these broadband improvements to the future prosperity of Southern Nevadans.

Trustee Saunders moved to authorize a letter of support to Assistant Secretary of Commerce Lawrence E. Strickling for two Clark County broadband grants. There was no opposition and the motion carried.

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Possible Board discussion and action regarding the Executive Director's performance evaluation for the period of June 17, 2009 through June 30, 2010. (Item IX.C.)

Chair Aguirre asked for discussion on the item regarding the Executive Director's performance evaluation for the period of June 17, 2009 through June 30, 2010.

Trustee Barron moved to declare the Executive Director's overall performance evaluation exceptional and moved to set the Executive Director's salary at Grade 145, Level E. There was no opposition and the motion carried.

Chair Aguirre asked everyone to acknowledge Ms. Goodrich's hard work. She had exceptional ratings and earned everyone's respect which was recognized by the unanimous vote.

Announcements (Item X.)

Chair Aguirre announced that the next Board Meeting will be held Thursday, August 12, 2010 in the Clark County Library at 6:00 p.m.

Trustee Carrasco will be unable to attend and her absence is excused.

Trustee Davis-Hoggard noted that the Board had met at the Clark County Library in June and asked why they were returning to that location so soon. Executive Assistant Allison Boyer said that the August 2010 meeting had always been located at the Clark County Library but offered to check into another location. Ms. Goodrich added that, due to some of the meeting requirements, the original schedule had not been adhered to for the last several meetings.

Public Comment (Item XI.)

None.

Adjournment (Item XII.)

Chair Aguirre adjourned the meeting at 8:47 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

2010 ATTENDANCE

APPENDIX A JULY 8 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	
		April 1 Finance & Audit Cmte	
		April 8 Finance & Audit Cmte	
		April 8 Regular Board Mtg	
		May 12 Special Board Mtg	
		May 20 Regular Board Mtg	
		June 8 Nominating Cmte	
		June 9 Risk Management Cmte	
		June 9 Regular Board Mtg	
		July 8 Ad-Hoc Trustee Travel Policy Cmte	
		July 8 Regular Board Mtg	

attended Committee meeting but not a member

A-E Excused absence
A-U Unexcused absence
as of 07/12/10