

**MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
AUGUST 12, 2010
(approved September 16, 2010)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, August 12, 2010.

Present:

Board:	A. Aguirre, Chair	F. Barron
	V. Davis-Hoggard	R. Kirsh
	K. Benavidez	K. Crear (via phone)
	M. Saunders	C. Reese
	R. Ence	

Counsel: G. Welt (via phone)

Absent: L. Carrasco

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: David A. Byerman, U.S. Department of Commerce (Census Bureau)
Rachael Razzi, Orgill/Singer and Associates, Inc.

A. Aguirre, Chair, called the meeting to order at 6:18 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Benavidez arrived shortly after roll call. Trustee Crear and Counsel Welt attended via telephone. Appendix A.

Trustee Kirsh led attendees in the Pledge of Allegiance.

Agenda (Item II.) Chair Aguirre moved Item V.A. to come immediately after Item II. and deleted Item III. Trustee Saunders moved to approve the Agenda as changed. There was no opposition and the motion carried.

Executive Session (Item III.) Deleted.

Presentation of a certificate of achievement to the Las Vegas-Clark County Library District by Census Official David A. Byerman (Item V.A.) David A. Byerman, Chief Government Liaison for Nevada, representing the United States Department of Commerce-Census Bureau, spoke at the invitation of Chair Aguirre.

Mr. Byerman explained he was present to offer his thanks as well as those of the Census Bureau to the Library District for a job very well done. The Library District provided the use of multiple locations as the Census Bureau tested and trained staff and provided questionnaire assistance to the public as part of the 2010 Census campaign. Mr. Byerman said that the District's assistance allowed the Census Bureau to conduct testing and training for thousands of people and help hundreds of people through the questionnaire assistance booths manned by Census staff at multiple District locations.

Mr. Byerman emphasized the tremendous importance of an accurate census count. At stake is power, jobs and money for each state. In

terms of power, an increased count can mean reapportionment with increased representation in the U.S. Congress for the state. In any case, redistricting has implications for the state legislature. The census provided 6,200 jobs in Nevada alone. An increased count has dollar implications as there are many social service and educational programs provided to states with funding based upon census figures. This goes directly to the Library District's mission. Byerman said that every person missed in the count means a loss of \$917 to the state every year. That comes to over \$9,000 over ten years and over \$36,000 for a family of four for that period.

Mr. Byerman said that, after some initial fits and starts, with staff from three different local census bureau offices contacting different libraries, he was asked to serve as the central point of contact for the Census Bureau in this area for space arrangements with the District. In this role he worked directly with District staff member Jennifer Schember. Byerman thanked Schember and her staff for providing an efficient way to maximize the use of District space. He thanked Ms. Schember and her staff for their help and said the District was one of the best partners the Census Bureau worked with in Nevada as part of the 2010 Census campaign.

Mr. Byerman said that the results of the work with the District and the other Nevada partners show a very successful 2010 campaign. Nevada had one of the best success stories in its region. It was only one of two states in the 11 state Rocky Mountain region that matched its 2000 response rate.

Mr. Byerman added that he was the first Nevada employee for the Census Bureau, hired almost two years ago. Several months ago, there were 6,200 Nevada employees as the count was in full swing. By the end of September, the number of Nevada staff will be back to zero. He emphasized the role of 1,500 partner organizations throughout the State such as the District in helping the Census Bureau achieve its campaign goals. Since the Census Bureau does not maintain permanent office or training space, they work with the partner organizations to increase awareness and understanding of the census process, obtain space to test and train the staff that is required, and provide a public location for the public to get their census questions answered.

Mr. Byerman said that the partner organizations, which include government agencies, non-profits and some of the largest employers in the state, help the Census Bureau overcome a very challenging environment. The public is skeptical of government in the post 9-11 world and fear the abuse of the information they provide in the census. In addition, the current economic situation, Nevada's high unemployment and foreclosure rates coupled with a housing crisis, makes reaching people to get an accurate count problematic.

Mr. Byerman concluded by saying he was enjoying this part of his position as he is now able to go around and thank the many partners who worked with the Census Bureau to get such an accurate count. He

emphasized that the District was one of the best partners he worked with in the state and the work of District staff really paid off.

Mr. Byerman then presented a plaque to the Las Vegas-Clark County Library District to recognize the work of the District in support of the Census Bureau's mission along with his personal thanks. Chair Aguirre, Executive Director Jeanne Goodrich and Access Services Manager Jennifer Schember participated in the presentation. The presentation received a round of applause.

Jennifer Schember, Access Services Manager, thanked Mr. Byerman and said it had been a pleasure working with him and other Census Bureau staff. She noted that it had been a wonderful opportunity for the Library District and the community. Schember then acknowledged the District's scheduling staff who worked with the Census staff when they were onsite this year at our branches.

Ms. Schember shared a few statistics about the Census Bureau's use of District branch space. She noted that between January and July 2010, there were a total of 557 room uses by the Census staff and a total of 2,678 hours of use. All urban branches participated as well as a few of the District's outlying branches.

Ms. Goodrich acknowledged Ms. Schember, who she said does a fabulous job with anything she is given. Goodrich also said she was very pleased that the process worked out so well for the community and the state of Nevada.

**Approval of
Proposed Minutes
Ad-Hoc Trustee
Travel Policy
Committee Meeting,
July 8, 2010 and
Regular Session,
July 8, 2010.
(Item IV.A-B.)**

Trustee Barron moved to approve the Minutes of the Ad-Hoc Trustee Travel Policy Committee Meeting held July 8, 2010. There was no opposition from Committee members and the motion carried.

Trustee Davis-Hoggard moved to approve the Minutes of the Board of Trustees Meeting held July 8, 2010. There was no opposition and the motion carried.

**Chair's Report
(Item V.)**

Chair Aguirre asked Trustees to review the proposed 2011 Board of Trustees meeting dates and locations. He said that Ms. Goodrich had advised him that the proposed dates took into account religious holidays and library conferences. He asked Trustees to bring up any conflicts or concerns at this time. There were no conflicts or concerns expressed. No motion is required to move forward with the proposed schedule.

Chair Aguirre talked briefly about attending lunch with Ms. Goodrich, District Development Director Danielle Milam and Larry Vierra, Director of UNLV's Small Business Development Center.

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

Ms. Goodrich took the opportunity to recognize retiring manager Jan Passo. Ms. Passo, the District's Collection Development Director, has been with the District for 29 years. Goodrich thanked Ms. Passo for her outstanding performance in every position she has held at the District

and noted she would truly miss Passo's wisdom, thoughtfulness and the care that she took to craft and develop the District's collection. Goodrich will also miss Passo's ability to talk to staff, managers and patrons about the District's collection. Goodrich then wished Passo a very happy retirement. Ms. Passo received a round of applause.

Ms. Goodrich reported that staff is working on several Trustee requests having to do with improving and streamlining several items such as the monthly statistics and the Trustee manual. The improvements will be unveiled at subsequent meetings.

Ms. Goodrich noted that, starting in September, the Board will begin to review and discuss several topics at length as scheduling a Board retreat would not work for a number of Trustees. At the next meeting, Trustees would hear brief presentations from Mary Nelson Brown, Youth Services Coordinator; Tina Frolund, Outreach Librarian; and Jennifer Schember, former Community Outreach and Adult Services Coordinator (now Access Services Manager) regarding these services. The purpose of these presentations is to provide Board members with more background about the District's services to children, teens, students, the homebound and institutionalized, seniors, and adults and to demonstrate the linkage of these services to the District's service priorities.

Ms. Goodrich drew Trustees' attention to several programs outlined in Deputy Director Robb Morss' report that extend the District's literacy services. The Board identified literacy as a top priority during its retreat in October 2009 and staff have continued to emphasize that area in the core services document, *Forward to Basics*. She was pleased that the District, in cooperation with several other community providers, was able to extend literacy services throughout the District's community. Goodrich praised Literacy Manager Connie Barker for her work in exploring all avenues to work with other community groups and obtain funding for these critical programs and maximize the District's funds.

The first program is Project EASE (*Educational Assistance to Sustain Employment*) in the historic West Las Vegas community. The goal of the new project is to target native English speakers, especially African American adults, who may be experiencing underachievement due to low literacy, reading, and writing skills. The new program will also target those who desire an introductory course to GED preparation. Classes will be offered at the West Las Vegas Library.

Additionally, the Literacy Program has established a partnership with the City of Las Vegas' Doolittle Community Center located next to the West Las Vegas Library. This new partnership will allow the District to conduct Adult Basic Education (ABE), English as a Second Language (ESL) and citizenship classes at the community center during hours the library is currently not open. The Doolittle Community Center is providing classroom space as well as a resource room for students to access and study when they are not attending classes. The community center will also advertise the programs through their newsletter and other community informational resources.

Ms. Goodrich also informed Trustees that Las Vegas City Manager Betsy Fretwell offered to include questions about library services added to the citizen survey the City conducts annually. There will be, for the first time, three questions on the survey the City will begin distributing later in August to a random sample of City residents. The questions will ask respondents to indicate the level of their satisfaction with library hours of operation, adequacy of resources and locations, and will also ask about frequency of use. Goodrich will receive a full report and will be able to see how Las Vegas residents rank District services in comparison with other local services (several other community services not provided by the City of Las Vegas will also be included). Once she receives the results in October or November, she will share the information with Trustees and staff.

Trustee Davis-Hoggard asked Ms. Goodrich how long she had known about the Lied Discovery Children's Museum's plans to move to the Smith Center, which had been announced during the week. Davis-Hoggard also wanted to know if Goodrich had any thoughts about uses for the Museum's space at the Las Vegas Library after the Museum leaves in 2012. Ms. Goodrich advised the Board that Linda Quinn, Director of the Museum, had informed Ms. Goodrich previously of possible plans for a move to the Smith Center. Quinn then communicated with Ms. Goodrich last week when the invitations for the announcement were sent out. Goodrich said that the District has already received inquiries from the City of Las Vegas and the Natural History Museum about the space. Staff has already begun discussions with other jurisdictions about the available space to determine some appropriate and compatible uses for it.

Trustee Reese commented about how impressed she is, as both a Trustee and resident, about how much the District staff does. Reese appreciated how well staff tries to follow District priorities and create wonderful programs, even with the current economy. She marveled at the many educational programs to help children and adults, the work staff does with other community groups and the results that have been achieved. She expressed how much she loved libraries and felt they exist to serve the community.

Chair Aguirre said he wanted to pull the Public Services and Security Report. Trustee Ence asked that the Human Resources Department Report be pulled.

Trustee Barron moved to accept Reports VI.A. 2, 4-7. There was no opposition and the reports were accepted.

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

Chair Aguirre complimented staff's work in partnering with groups such as the Nevada Commission on Economic Development, given the state of the economy and the need in the community for educational programs. Mr. Morss noted that the work with the Commission was one of the many partnerships that Ms. Goodrich has encouraged staff to cultivate. Morss explained that the District already had available meeting space in different branches as well as the materials required for certain types of training already in the collection, so staff looks for partnerships with groups that can provide training to District patrons.

Morss said that he will continue to report on staff's work with different community organizations.

In response to a question from Chair Aguirre, Mr. Morss said that the launch date for the Project EASE program and partnership with the Doolittle Community Center will be the end of August. The programs will run through October and staff hopes the partnership will continue.

Chair Aguirre asked about feedback from the visitors from other library systems reported by Mr. Morss. Morss said that groups from the Jefferson County Library System in Colorado and the Middle Country Public Library in New York state both visited to view the RFID system in operation and to get an idea of the results. He felt they were quite impressed by the District's accomplishments in this area. They were interested to see how the machines helped the branch staff work more efficiently and reduced the turnover time for materials. They were also pleased to note how much easier it is for patrons to quickly pick up their hold items and go about their business.

Ms. Goodrich added that the guests were effusive in their compliments to staff and managers, noting the District staff's high level of competence and public service orientation.

Chair Aguirre requested that the Chair be advised if Trustees comprise part of future visits by other library systems so that he has an opportunity to be a part of the District's welcome. He also hoped the compliments from the other library systems could be an opportunity to show how the District is perceived in the community.

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

Accepted.

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

Trustee Ence said he did not have a question, rather he wanted to comment that as the current economic situation has affected so many areas of the District and staff has had so many issues to deal with, he wanted to highlight the work of a department that is not always in the limelight. Ence said that he wanted to commend Human Resources Director Jerilyn Gregory and her staff on the professionalism they have shown as they visited District branches and talked to staff through the recent layoff process. The situation could have been very frustrating if it had been mishandled. While he knows other senior staff, including Ms. Goodrich, have been out in the branches, Ence wanted Ms. Gregory and her staff to know that he appreciated their work to help staff to understand and make the necessary transitions as easy as possible. He said he has not only read the reports, but has talked with staff members and feels the Human Resources Department has really done a fantastic job and wanted to make sure that it was recognized.

Chair Aguirre said he appreciated the information Ms. Gregory provided in her monthly report that showed how the layoffs affected District staff by gender and ethnicity. He felt that it was important to show the information.

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

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

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

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

Trustee Barron moved to approve Reports VI.A.1 (Public Services and Security Report) and VI.A.3. (Human Resources Department Report). There was no opposition and the reports were accepted.

Unfinished Business None.
(Item VII.)

Discussion and possible Board action regarding the appointment of a Broker of Record for the District's Worker's Compensation and Various Insurances coverage.
(Item VIII.A.)

Ms. Gregory explained that the current appointment for the District's Broker of Record for Workers Compensation and Various Insurances expired on September 30, 2009 and was administratively extended for an additional year as soon as staff became aware the five-year term had expired.

The District's Request for Statement of Qualifications (RFQ) for a Broker of Record was advertised in the *Review-Journal* and the community-based minority newspapers. Additionally, the RFQ notice was faxed to all minority Chambers of Commerce. A review of the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories was conducted by both Human Resources and Business Office staff to identify potential respondents. However, staff found no potential respondents for this RFQ listed. A total of four (4) submittals were received.

An evaluation panel comprised of representatives from Public Services, General Services and Human Resources 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, one was deemed non-responsive and three brokers were selected to continue in the process with an interview.

The appointment will be for the policy year commencing on October 1, 2010. The initial appointment will be for one year with three optional one-year extensions – this is consistent with the District's other broker appointments. The Broker of Record receives no direct remuneration from the District. Remuneration is typically received from the insurance company (or companies) in the form of a commission.

Cragin & Pike filed a formal protest in response to their proposal being deemed non-responsive. After a thorough review of their letter of protest, staff found that their argument of misinterpreting the question was not compelling enough to change the District's practice of rejecting

submittals that fail to contain all required documents. Cragin & Pike have since responded that they respect staff's decision.

Ms. Gregory said staff recommended the appointment of Orgill/Singer and Associates, Inc. as Broker of Record for Workers Compensation and Various Insurances.

Trustee Kirsh disclosed that he has a business and personal relationship with David Dehan, one of the principals of the recommended firm but that he does not believe that will affect his vote in any way.

Chair Aguirre disclosed that he has a business and personal relationship with David Dehan, one of the principals of the recommended firm that that he does not believe that will affect his vote in any way.

Trustee Reese asked about the previous broker of record, how involved the submittal form was that the District required and whether the number of submittals was low. Ms. Gregory said Orgill/Singer had been the previous Broker of Record. In regards to the process and number of submittals, she noted that Steve Rice had issued an RFO earlier in the year for a Broker of Record for the District's property and casualty insurance. The forms and the process were the same. Rice also received a smaller number of submittals than had responded in the past to an RFO.

Trustee Benavidez moved to authorize staff to appoint Orgill/Singer and Associates, Inc. as the Broker of Record for Workers Compensation and Various Insurances coverage for the policy year commencing on October 1, 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 as outlined in the request for statement of qualifications document. There was no opposition and the motion carried.

Discussion and possible Board action regarding an amendment to the existing Interlocal Agreement with Clark County to increase the size of the leased area for the Mt. Charleston fire station. (Item VIII.B.)

General Services Director Steve Rice explained that the Library District owns a 3.57 acre parcel at Mt. Charleston for the Mt. Charleston Library. In June 1991, the District entered into an Interlocal Agreement with Clark County to lease 0.248 acres of the Mt. Charleston Library parcel for a Clark County operated fire station.

The item reflects Clark County's request that the current agreement be amended to increase the size of the leased area to 0.378 acres to accommodate a small expansion of the fire station and a future microwave tower which would serve the library and surrounding community as well as provide improved connection to emergency services in the area. The area requested by the County is located between the wash that runs through the District's site and state Highway 157. All other terms and conditions of the agreement would remain the same. The initial term of the agreement is fifty years with an automatic renewal for a second fifty year term. The rental rate will remain at one dollar per year. District staff has determined that granting the request to increase the size of the leased area will not interfere with the District's use of the remaining site and recommends

approval. A copy of the proposed plan was provided to Trustees for their review.

Trustee Benavidez asked about the difference between microwave and cell towers and asked if the County would be receiving any revenues from the microwave tower as was the case with some cell towers. If there were any revenue possibilities, she wanted to make sure that the District received some benefit. Mr. Rice said he did not know but would be happy to investigate that possibility. He said that he believed that the funding to build the microwave tower is part of a grant request authored by Clark County, designed to provide emergency communications in rural areas of the county. The District is indirectly involved with this particular grant request. Mr. Welt added that language covering any future revenue possibilities from the microwave tower could be added to the agreement.

Mr. Prendergast advised Trustees of several meetings he participated in with the County regarding this project. The county's existing microwave network would be extended as a result of building the tower. The impetus came from the Department of Homeland Security as there are pockets in Clark County not served by a commercial provider. The County embarked on this project to improve their voice communications and decided to add data capacity as well. The network will be strictly for government use at this time and will be funded by a proposed grant to improve communication with outlying areas of Clark County. Development Director Danielle Milam is involved with the District's portion of the grant request.

Trustee Kirsh asked whether the patrons and staff at the Mt. Charleston Library would be disrupted by noise due to the additional building and construction process. Mr. Rice said he attended a town meeting where the County presented plans for the additional building. The County has been asked to combine the tower and the building. He said he did not believe operations at the library would be disrupted.

Trustee Saunders asked if the network would mean the Mt. Charleston area would now have broadband connectivity. Mr. Prendergast said that the network was initially designed to provide emergency communications via cell phones and walkie-talkies and the data capacity would be added as part of the microwave antenna on the tower. If the tower is built, the District would be able to put an antenna on the roof of the Mt. Charleston Library and point it to the tower to provide a better Internet connection to patrons than the current satellite situation. In fact, the entire area would be able to use the same method for better Internet connections. In response to Saunders' follow-up question, Mr. Rice said that the ability to access the County's network will be included in the agreement.

Trustee Reese asked about the appearance of the tower and what input the District would have on it. Trustee Benavidez added that she knows that cell phone towers in some areas of Las Vegas, due to resident concerns, were disguised to look like palm trees or something else that fits into the environment. Mr. Rice explained that Clark County held a public meeting for residents to show them the overall plan. As the funds to build the microwave tower are part of a grant that has not yet

been approved, there are no plans yet for the tower, but he would work to see that the tower fits into the environment.

Chair Aguirre summarized the discussion by confirming that any amendment of the current agreement should allow the District some say in future revenue possibilities, if any arise in the future, as well as a voice on the aesthetics of the microwave tower.

Trustee Saunders moved to authorize staff to amend the existing Interlocal Agreement with Clark County to increase the size of the leased area for the Mt. Charleston fire station to 0.378 acres, subject to final review by Counsel. There was no opposition and the motion carried.

Discussion and possible Board action regarding revisions to the District's *Personnel Policies & Procedures Manual* (Chapter II General Provisions, Section R-Travel Policy) in recognition of reduced resources for staff and Board travel and training. (Item VIII.C.)

Trustee Barron reported that the Ad-Hoc Trustee Travel Policy Committee met just prior to the Board meeting and voted on proposed changes to the Travel Policy contained in the District's *Personnel Policy & Procedures Manual*. She asked Ms. Gregory to summarize the proposed changes.

Ms. Gregory said that references in the proposed changes as to the role of the Board Chair in Trustee travel for notification and approvals were removed by the Committee.

Trustee Barron moved to authorize the revisions of the *Personnel Policies & Procedures Manual* (Section R-Travel Policy) as stated below:

(changes are italicized):

Add R.1.c.: *Trustees are strongly encouraged to attend at least one American Library Association function during the course of their term.*

Change R.2.d. to read: The Executive Director or designee shall approve all *staff* travel requests, authorize the number of days for travel and event attendance, and monitor expenditures, reporting monthly to the Board of Trustees on the status of *all* travel and training.

Change R.2.e. to read: Approvals for travel requests and event attendance will be made *according to the needs of the District* and in a nondiscriminatory manner in keeping with the District's Equal Employment Opportunity Policy.

Add to R.4.d: The Library District will **not** reimburse expenses of a personal nature including, but not limited to:

- Alcohol
- Tours
- Rental cars or taxis
- Telephone calls
- Travel costs for guests
- Toiletries
- Entertainment (including in-room pay-per-view movies)
- *Travel upgrades*
- *Room upgrades*

Change R.4.e. to read: All costs incurred due to cancellation *or changes* of conference or travel plans will be borne by the traveler, unless approved for payment by the Executive Director.

Change R.6.a. to read: Upon return from travel, the individual may be required to submit a report to the Executive Director within 30 days of completing the travel. *Trustees who attend conferences or seminars will be placed on the agenda at the subsequent Board of Trustees' meeting to provide an oral report.*

There was no opposition and the motion carried.

**Announcements
(Item IX.)**

Chair Aguirre announced that the next Board Meeting will be held Thursday, September 16, 2010 in the Sunrise Library, 5400 Harris Avenue, Las Vegas, NV 89110 at 6:00 p.m.

Chair Aguirre expressed condolences on behalf of the Board and staff to Counsel Welt on the loss of his brother.

Trustee Ence extended an invitation to all Trustees to visit the Mesquite Library if they have not yet done so. Chair Aguirre accepted with pleasure and other Trustees expressed interest. Ms. Goodrich said that she and Executive Assistant Allison Boyer will poll the Board and work on arranging a tour for the Board.

**Public Comment
(Item X.)**

None.

**Adjournment
(Item XI.)**

Chair Aguirre adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

