

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
March 10, 2011
(approved April 14, 2011)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, March 10, 2011.

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

Counsel: G. Welt

Absent: L. Carrasco - Excused
R. Kirsh - Excused

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests:

A. Aguirre, Chair, called the meeting to order at 6:01 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Carrasco is absent due to a death in her family (excused), Trustee Kirsh is out of town (excused). Appendix A.

Trustee Benavidez led attendees in the Pledge of Allegiance.

Agenda (Item II.) Chair Aguirre moved Item III. Executive Session to after Item X., Public Comment. Trustee Benavidez moved to approve the Agenda as changed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, February 10, 2011. (Item IV.A.) Trustee Davis-Hoggard moved to approve the Minutes of the Board of Trustees Meeting held February 10, 2011. There was no opposition and the motion carried.

Chair's Report (Item V.) Chair Aguirre had no report.

Executive Director's Report (Item VI.A.) Executive Director Goodrich asked General Services Director Steve Rice to come to the podium to present a plaque and certificate issued by the U.S. Green Building Council to the District for the Centennial Hills Library in honor of achieving a LEED Gold Certification. Ms. Goodrich, noting that the process has taken two years, cited the District's important achievement of a LEED Gold rating, as the Centennial Hills Library is one of the very few libraries in the country to receive such a rating. The Centennial Hills Library is also one of a handful of LEED Gold facilities in the valley.

Mr. Rice added that the Centennial Hills Library was designed to achieve a LEED Silver rating with the hope of a Gold rating. The ratings are based upon points and to achieve a Gold rating, the

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building has to score between 39-41 points. The Centennial Hills Library scored 45 points.

Mr. Rice continued to say that the Windmill Library and Service Center currently has 50 points, and, if these points held once the construction is complete, the building would also achieve a LEED Gold rating. Rice added that the Gold rating was a shared achievement with JMA Architects for all of their work on the design.

There was a round of applause and a photo taken by Chair Aguirre, Ms. Goodrich, Mr. Rice and Centennial Hills Branch Manager Tammy Giesekeing with the plaque.

Ms. Goodrich then continued her report by announcing that the opening of the Windmill Library and Service Center is scheduled for Saturday, May 7 at 10:00 a.m. Goodrich introduced Assistant Branch Manager Carlotta Dickerson who was given a round of applause. Ms. Dickerson and Branch Manager Art Cabrales are hard at work preparing the branch for the opening day with the shelving almost in place and materials scheduled to arrive beginning in early April. Goodrich reported that staff tells her that the public keeps coming by to ask when the branch will open and are eager to use the facilities.

Ms. Goodrich then discussed the challenging budget situation the District is facing again for the upcoming fiscal year. Goodrich briefly discussed the impact of the decline in property tax revenue detailed in her written report and said that staff is preparing a report on different options to discuss with Trustees at the March 24 Finance and Audit Committee.

Ms. Goodrich reported that staff has been involved in a number of legislative and advocacy activities and she has been meeting with Tom Fay, who, in addition to his work as Director of the Henderson District Public Libraries, is also the Nevada Library Association's (NLA) Legislative Committee Chair. Goodrich announced that NLA has scheduled Wednesday, April 13th as "Library Day at the Legislature." Development Director Danielle Milam will attend in Ms. Goodrich's stead this year and Goodrich suggested that Trustees contact her office to indicate their interest in attending.

Ms. Goodrich next advised Trustees that there had been a legislative committee hearing on the previous day on pieces of the Nevada State Library and Archives budget and that it looks as though money for Collection Development would be reduced quite a bit from previous levels though money to fund electronic databases, a service used by libraries across the state, would stay at the same level. Funding for bookmobiles, an important service for libraries in rural counties, was also under consideration.

Ms. Goodrich completed her report by discussing the recent visit made by Congressman Joe Heck to the Spring Valley Library. She congratulated the Spring Valley staff on a fabulous job showing the Congressman the many things that a modern library does. Heck was very impressed by the breadth of services the District offers at its branches. Goodrich said it was fortunate that a citizenship class was in session at the time of his visit: the attendees were very pleased and

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impressed to meet a member of Congress. Heck, in turn, was pleased to see an example of the many ways the District gets involved in the community. Goodrich added that staff will be going back to other Congressional representatives and re-issuing invitations to take a similar tour, as she believed that seeing what happens at a library in person would have more impact than a meeting at the representative's office.

Chair Aguirre commented that Trustees are continuing to monitor the information received from staff on the budget situation, recognizing that the District is again in a tough situation and that it is critical for the Board to understand how these changes affect the staff of the District.

Chair Aguirre also congratulated Mr. Cabrales and Ms. Dickerson for being named, respectively, Branch Manager and Assistant Branch Manager at the Windmill Library.

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

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.)

Accepted.

Technology Report (Item VI.A.4.)

Accepted.

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

Accepted.

Marketing Report (Item VI.A.6.)

Accepted.

Development Report (Item VI.A.7.)

Accepted.

Unfinished Business (Item VII.)

None.

Discussion and possible Board action to adopt proposed guidelines for use in annual

Committee Chair Keiba Crear reported on the Executive Director Evaluation Committee's meeting immediately before the Board meeting. The Committee was appointed by Chair Aguirre to create a process for annual reviews of the Executive Director's performance.

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evaluations of the Executive Director's performance. (Item VIII.A.)

Trustee Crear reminded Trustees that they had many questions at Ms. Goodrich's last review in 2010. With little interest in, and no budget to pay for, a consultant, Crear worked with Human Resources Director Jerilyn Gregory to create guidelines which include recommended ratings, a performance evaluation form for use by Trustees as well as a summary form to be used for the Executive Director's employment file. Crear reported that the Committee recommended that the forms be adopted with a change so that the evaluation would not occur at the May Board of Trustees meeting due to its length. Also, the Executive Director's job description would be added to the information to be reviewed by Trustees as they compiled their evaluation.

Chair Crear then went through the forms and explained the proposed process.

LVCCLD Executive Director – Performance Evaluation Guidelines:

- Identifies responsibilities for Trustees, Board Chair and Executive Director.
- Provides a calendar for the process, based upon the Executive Director's actual evaluation date. For example:
April Board Meeting – Executive Director provides Trustees with a list of past accomplishments plus future goals and objectives.
May Board Meeting – Board meets with Executive Director in executive session to provide feedback regarding the Executive Director's performance during the past year. The Committee recommended that this action be moved to the June meeting.
May or June Board Meeting – Board Chair presents summary of feedback using form. The Committee recommended that this date be changed to the June or July meeting. The summary, along with the Executive Director's accomplishments, goals and objectives would be a public document and placed in the Executive Director's personnel file.

LVCCLD Executive Director – Performance Evaluation:

- Provides a rating scale and definitions, identical to those used for every other District employee, for Trustees to use to rate the Executive Director's performance.
- Lists evaluation competencies, with some additions to the list used last year, that the review will be based upon:
Library District Board of Trustees Relationships
Public Relations
Employee & Labor Management
Fiscal Management
Communication (with the public, Board, employees)
Personal Traits (new)
Intergovernmental Affairs
- Trustee Crear emphasized that this form is to be used as a guide so that each Trustee can formulate their comments for the executive session verbal feedback to the Executive Director. Chair Crear explained that the intent behind this form is to ensure that all Trustees are on the same page when providing feedback to the Executive Director and direction to the Board Chair in completing the next document.

LVCCLD Executive Director – Performance Evaluation Summary:

- Filled out by the Board Chair with a summary of the feedback provided to the Executive Director at the Executive Session, along with an evaluation score and recommendation for a possible salary increase.
- All Trustees, with the exception of those who have not served at least four months on the Board, will need to sign off on this form and indicate whether they agree with the summary.
- The summary will be presented at the June or July Board meeting by the Board Chair, along with the Executive Director's accomplishments, goals and objectives provided by the Executive Director at the April meeting.
- Public document for the record and for the Executive Director's personnel file.

Chair Aguirre suggested that, while the Executive Director's review date is June 16, the due date of the evaluation process be changed to "around" June 16 to accommodate a June evaluation and July summary discussion.

Trustee Crear moved to adopt the *LVCCLD Executive Director Performance Evaluation Guidelines*, *LVCCLD Executive Director Performance Evaluation* and *LVCCLD Executive Director Performance Evaluation Summary* with the following changes: to change the due date of the evaluation to "around" June 16th to accommodate the evaluation at the June Board of Trustees meeting and the summary review at the June or July Board of Trustees meeting, if necessary. There was no opposition and the motion carried.

Discussion and possible Board action regarding authorization to appoint the auditor, Piercy Bowler Taylor & Kern, for auditing services for fiscal year ending June 30, 2011. (Item VIII.B.)

CFO Fred James advised Trustees that Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. Mr. James reminded Trustees that 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. This will be the third of the four options to renew.

Mr. James said that staff recommends the appointment of Piercy Bowler Taylor & Kern to audit the District's June 30, 2011 financial statements. Piercy Bowler Taylor & Kern's fees for the fiscal year ending June 30, 2011, are \$33,000 for audits and GFOA assistance and \$3,500 for any required Federal Financial Assistance Audit reports and procedures. The fees for the fiscal year ended June 30, 2010 were \$33,000 for audits and GFOA assistance; a Federal Financial Assistance Audit was not required as grant funds received did not exceed the threshold for auditing.

Trustee Davis-Hoggard moved to authorize staff to appoint Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2011. There was no opposition and the motion carried.

**Discussion and possible Board action to revoke policies and statements previously approved by the Board of Trustees.
(Item VIII.C.)**

Ms. Goodrich advised Trustees that staff is in the process of updating information provided to Trustees upon their appointment to the Board. The information includes a copy of policies and statements adopted by the Board of Trustees. Upon review, several policies and statements are outdated and staff recommends their revocation.

Statement Relating to Books and Information (Adopted June 9, 1994) – This statement of the Board which stated the District's position opposing censorship, infringements on intellectual freedom, and limiting access to information resources for Nevada citizens, is outdated and the Board's opposition to censorship is addressed in three areas:

- Nevada Law - NRS 379.002, which states that, "it is the goal of the State's publicly supported library and information centers to provide the resources and trained staff to meet the information needs of all citizens."
- The District's *Mission Statement*, adopted on January 26, 2002: "Values and Operating Principles: The District is guided by the principles of Public Librarianship and First Amendment Rights. The District protects library materials from censorship."
- The District's *Collection Development Policy* which was last revised on October 10, 2002. This policy affirms the principles of intellectual freedom and the District's commitment to protect library materials from censorship, embodied in the Library Bill of Rights.

Building Arts Program Review and Policy Recommendation (Adopted July 14, 1992) – This action set up a building committee to review submissions and control costs when the District planned to use set-asides money to purchase public art for District buildings. This has not been used since the District was building a large number of branches at the same time. The Centennial Hills Library and the Windmill Library and Service Center do not have any money set aside to purchase public site art and none was purchased for either building. All art in either building came from the District's art collection.

Community Advisory Committee (Adopted June 8, 1995; revised and adopted June 13, 1996) – These committees for each branch were to be made up of Trustees, staff and citizens to identify issues and solicit community involvement for each branch. These committees have not been utilized in many years, as other formats to identify specific branch patrons and their concerns have been utilized. These issues are addressed through:

- *The Strategic Service Plan 2008-2011* (Part III, Organizational Competencies: External Partnerships, Facilities, Measurement & Evaluation): "The District will incorporate the assessment of resident needs in its measurement and evaluation of library services." Previous *Strategic Plans* also incorporated this item in their goals. Periodic data collection studies, used for preparing *Strategic Plans* and for use in bond campaigns have

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incorporated census data for staff use in designing programs and services for different areas.

- The District's recent project (Customer First Business Intelligence) to incorporate market segmentation data, incorporating public census data and private sector customer market information down to the neighborhood level, into an interactive database usable by branch managers and other staff to better understand, qualify and quantify the great diversity of market segments existing in the District.

Trustee Ence moved to revoke the *Statement Relating to Books and Information* as it has been superseded by Nevada Law (NRS 379.002), the District's *Mission Statement* and the District's *Collection Development Policy*, to revoke the *Building Arts Program Review and Policy Recommendation* as it does not reflect current District practice and to revoke the *Community Advisory Committee* as it does not reflect current District practice. There was no opposition and the motion carried.

**Announcements
(Item IX.)**

The next Finance and Audit Committee Meeting will be held Thursday, March 24, 2011 in the Las Vegas Library Boardroom at 6:00 p.m.

The next Board Meeting will be held Thursday, April 14, 2011 in the Las Vegas Library at 6:00 p.m.

**Public Comment
(Item X.)**

None.

**Adjournment
(Item XII.)**

Chair Aguirre adjourned the meeting into Executive Session at 6:29 p.m.

**Executive Session
(Item III.)**

Chair Aguirre advised attendees that the Executive Session would be closed and said that it would cover litigation and labor issues. Chair Aguirre opened the Executive Session at 6:29 p.m. Chair Aguirre closed the Executive Session at 7:40 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

2011 ATTENDANCE

APPENDIX A MARCH 10, 2011 REGULAR BOARD MEETING

2011		January 13 Regular Board Mtg	January 27 Finance & Audit Cmte	February 10 Regular Board Mtg	March 10 Executive Director Evaluation Cmte	March 10 Regular Board Mtg									
Aguirre	Aldo	P	P	P	P	P									
Barron	M. Frances	P		P	P	P									
Benavidez	Kelly	P	A-E	P		P									
Carrasco	Liz	P		A-E		A-E									
Crear	Keiba	P	P	P	P	P									
Davis-Hoggard	Verlia	P	P	P		P									
Ence	Randy	P	P	P	P	P									
Kirsh	Ron	P	P	P	A-E	A-E									
Reese	Carol	P		P	P	P									
Saunders	Michael	P	P	P	P	P									

attended Committee meeting but not a member

A-E Excused absence
 A-U Unexcused absence
 as of March 11, 2011