

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
September 12, 2013
(approved October 10, 2013)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Rainbow Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, September 12, 2013.

Present:

Board:	K. Crear, Chair	M. Saunders
	R. Ence	Y. Yturralde (via telephone)
	S. Bilbray-Axelrod	S. Moulton
	R. Wadley-Munier (via telephone)	
	M. Francis Drake	F. Ortiz

Counsel: G. Welt

Absent: K. Benavidez (excused)

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: Curtis Steinle, Vice President, The GROUNDSKEEPER

K. Crear, 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. Trustees Wadley-Munier and Yturralde attended via telephone. Trustee Benavidez had an excused absence. Appendix A.

One of the District's younger patrons, Trustee Bilbray-Axelrod's daughter, Molly Axelrod, led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Family Place Presentation by Executive Director Jeanne Goodrich and Youth Services Coordinator Mary Nelson Brown. (Item IV.)

Chair Crear asked Executive Director Goodrich to introduce the Family Place presenters. Ms. Goodrich said that she was pleased to have some time to discuss the Family Place Library initiative. As background, she explained that when the District had installed the RFID system, staff was approached by the Middle Country Public Library, located on Long Island (New York). The director, Sandra Feinberg, wanted to bring a team out to see the RFID technology in action. They were one of a number of libraries throughout the United States and Canada that visited. Ms. Feinberg also wanted to educate staff about her Family Place program. Ms. Feinberg invented the concept of early literacy support and training for parents using play about 25 years ago. She has also co-authored several books on the subject.

Ms. Feinberg ultimately wrote a grant to start getting other libraries involved with the Family Place concept. She's been spreading her message widely since. The District was fortunate to be selected to receive training in New York to see what has been done in the Middle Country libraries. One of the requirements is that the library director and youth services coordinator accompany the team, as well as the

librarians working in the branches that implement the project. Ms. Goodrich reported that the training is encompassing and there were two main concepts she absorbed. Respect must be paid to the parent as first teacher and then provide the support to parents so they can strongly emphasize the importance of play in the cognitive development of their children. These are values that are important to Family Place, and are important to the District as well.

Ms. Goodrich acknowledged that some people may find it odd to go into libraries and find miniature kitchen sets and drawing tables, but there is scientific-based reasoning behind it. Young people need that brain stimulation. Studies have shown that more synapses are firing at the age of three than at any other time in our lives, so it is crucial that children receive a large amount of stimulation and numerous ways to express themselves in unstructured play. Unstructured play is essential in our structured society, for children to be ready to learn when they start going to kindergarten and first grade. This provides a good foundation upon which to build their reading skills.

Ms. Goodrich added that the District's *Strategic Plan* READ LEARN ACHIEVE includes continuing to develop Family Place libraries or Family Place programs from the original four locations to all of the District's branches within the next several years.

Ms. Goodrich then introduced the District's Youth Services Coordinator, Mary Nelson Brown. Ms. Brown then introduced the rest of the Family Place team: Claire Davies, Windmill Library; Tanya Brown-Wirth, Whitney Library; Tala Miranda, Las Vegas Library; and Catie Howe, Clark County (who was not able to be present).

The presentation is attached as Appendix B. Part of the presentation included Trustees patterning their creativity by playing with play dough that can be made at home. A DVD of a Family Place workshop was also provided to each Trustee.

After the presentation, Chair Crear thanked Ms. Brown and the other members of the team. Crear thought it was an exciting program and appreciated staff's work.

Trustee Moulton also thought the program was exciting and asked if it was available all the time at the branches as she wanted to bring her grandchildren and drop in. Ms. Brown explained that there are two separate parts to the program. The public spaces in the branch YPL areas are starting to be built up, especially at Windmill. Patrons are able to use them at any time. Then there are the parent-child workshops which are five-week sessions. Families will sign up for these workshops where a different topic will be explored at each session. These workshops are designed for children ages 1-3 and their parents. Grandparents can sign up as well.

Trustee Bilbray-Axelrod asked if a developmental issue is identified in the workshop, will librarians direct the patron to specific resources. Ms. Brown explained that these workshops are more unstructured than the branch storytimes. The format will be simple: the librarian will introduce the week's topic and then the community professional (from District partners) will be present to individually talk to the families

while everyone is participating in unstructured play. Brown noted this is a key task of libraries, referring patrons to valid information sources.

Chair Crear asked about ensuring the community is aware of the program and the workshops, as some likely attendees may not be District patrons. Ms. Brown said that, as part of the grant, she was required to do a marketing plan. Brown is working with Pat Marvel, Marketing and Community Relations Director. They have brochures and flyers for patrons and community partners. Brown is working with branch staff and Outreach to ensure these information pieces are distributed not only to patrons, but to likely participants.

Trustee Ence asked about the signup procedures and how those would work. Ms. Brown explained that patrons could call or come in to the branch. The branches would know more after the first sessions would be held in January. In response to a further question from Ence, Ms. Brown noted the demographic differences of the four branches selected as the first locations of the program and that no restrictions would be placed on someone signing up at any branch. She also noted that the toys would be placed in District branches in advance of the workshops so that younger patrons would be able to use them.

Trustee Ence commented that he thought that once parents heard about the program, the District would see a lot of interest. Ms. Brown agreed and explained that the grant funded two workshop sessions a year. She feels the District will do more, just because of the need for the resources.

In response to a further comment by Trustee Ence, Ms. Brown explained that the program differs from branch storytimes as the goal is to move families through the five week program, with a new set of families starting up the next program, while patrons come indefinitely to branch storytimes. While staff will encourage families to attend all five weeks due to the different subject matter, they understand that challenges do come up. Brown added that she thought, with the District's large transient population, that the workshops are an excellent way for new residents or young families to make connections.

Trustee Drake asked if the District would be adding staff or use existing staff for the program. Ms. Brown said that the District would be using existing staff as the workshops are less extensive than storytimes due to the unstructured format. The librarian is there to introduce the community group person, model the unstructured play, talk to parents and answer questions in a reference capacity. Ms. Brown said she was working with District partners to provide the volunteers that are necessary.

**Approval of
Proposed Minutes
Nominating
Committee, July 11,
2013 and Regular
Session, July 11,
2013. (Item V.A-B.)**

Trustee Moulton moved to approve the Minutes of the Nominating Committee Meeting held July 11, 2013. There was no opposition and the motion carried.

Trustee Moulton moved to approve the Minutes of the Board of Trustees Meeting held July 11, 2013. There was no opposition and the motion carried.

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

Chair Crear welcomed new Trustee Felipe Ortiz to the Board and asked him to introduce himself. Trustee Ortiz said he has been in the area since 1988. He has worked for the federal government and now works for the City of Las Vegas. He is very familiar with Clark County. Ortiz has three children and two granddaughters. He is happy to be a member of the Board of Trustees and looks forward to visiting every library.

Chair Crear then welcomed new COO and Deputy Director Tom Fay. Mr. Fay thanked Trustees for their welcome and said he is happy to join the team. Fay started his library career at the District in 1983 at the Moapa Valley branch. Since that time he has worked with the Nevada State Library, working with all the libraries in the state outside of Washoe and Clark counties. Fay then spent 15 years working for the Henderson District Public Libraries on the IT side, as assistant director of Operations and then as Executive Director for nearly 10 years. Fay is very excited about the opportunity to work at the District. He has known Ms. Goodrich for many years and has worked with the executive team. Fay concluded by saying that the District has hundreds of great people working every day to provide quality library services to the community and it is an honor and privilege to be back.

Chair Crear asked Trustees to review the proposed 2014 Board meeting dates and locations. There were no questions.

2014 Board of Trustees meetings:

January 9	West Charleston
February 13	Las Vegas
March 13	Summerlin
April 10	Sahara West
May 15	Windmill
June 12	Clark County
July 10	Centennial Hills
August 14	Whitney
September 11	Rainbow
October 9	Windmill
November 13	Enterprise
December 11	West Las Vegas

Chair Crear then asked for volunteers to serve on Board committees. After a short discussion, the Board Committees for 2013-2014 are as follows:

Executive Committee: Keiba Crear, Chair; Michael Saunders, Vice-Chair; Randy Ence, Secretary; Ydoleena Yturralde, Treasurer.

Finance and Audit Committee: Ydoleena Yturralde, Chair; Michael Saunders, Randy Ence, Sheila Moulton, Robin Wadley-Munier.

Risk Management Committee: Randy Ence, Chair; Shannon Bilbray-Axelrod, Marilyn Drake, Robin Wadley-Munier, Ydoleena Yturralde.

Chair Crear then reported that she and Vice Chair Saunders had met with Ms. Goodrich and Human Resources Director Gregory to discuss the Executive Director search process. Trustees will notice there is an item on the agenda regarding this process. One of the things discussed at the meeting was ways to ensure that the Board and District staff are involved in the process.

Trustee Yturralde asked if a committee would be appointed to oversee the search process. Chair Crear said that the whole Board would be involved in the selection of a firm to guide Trustees in the search process and Ms. Gregory would outline the areas in which the Board would be involved during the discussion of the item.

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

Ms. Goodrich drew Trustees attention to the large number of handouts at their places and highlighted upcoming District event information in her report.

Ms. Goodrich noted that the Vegas Valley Book Festival (VVBF), which the District co-sponsors, will take place October 30 – November 2, 2013. There will be something for all patrons, children and adults. Some of the pre-festival activities have already occurred and she thanked Trustee Saunders for introducing the program on September 5th. That program featured former Governor Bob Miller speaking with *Las Vegas Review-Journal* political columnist Steve Sebelius. She also highlighted several of the other VVBF programs. Finally, she pointed out that the work of the District lead graphic artist Mary Hill would be showcased at the Clark County Government Center Rotunda Gallery as part of the programs surrounding VVBF.

Ms. Goodrich then drew Trustees attention to the notification on the District's website for the rollout of Affordable Care Act programs. She noted that the District is providing this information in its role as a trusted provider of information and programs. She thanked Deputy Director Tom Fay, Assistant Public Services Director Jennifer Schember and Access Services Manager Sufa Anderson for their hard work coordinating the information, identifying local navigators and scheduling programs at the District.

In response to a question from Trustee Moulton about whether the District pursued any grants to fund the healthcare programs, Ms. Goodrich explained that the District's role has been in partnership with other agencies that have staff available to provide information as healthcare navigators (such as AARP) to patrons. On the District's

side, the expense to the District was minor, coordinating available space and setting up the programs.

Ms. Goodrich then drew attention to the Urban Libraries Council's most recent leadership brief, "Libraries Igniting Learning" which was sent to Trustees. She quoted from the brief, "Research shows that a comprehensive and continuous approach to learning which begins early, draws on a variety of resources, extends beyond traditional classrooms, is participatory in addition to being interest driven, will all help children, teens, adults, and seniors succeed not only in schools and careers, but in life." Ms. Goodrich said she encouraged Trustees to review the brief as they will see reflected in it the kind of programs the District has put together for its patrons.

Development Director Danielle Milam will present information at a future Trustee meeting about the TechArt Studio project (previously known as the Youth Media Labs) and how the program ties into the connected learning discussed in the leadership brief. It is all about getting young people involved in their learning and not simply be passive consumers of media and entertainment. This program teaches young people how to use media to discover information and create their own education and entertainment.

Ms. Goodrich continued to say that ULC is doing a lot of work with other agencies including the City Managers Association and NACO (for county managers) and other organizations nationally. What the District is doing locally, working with other service providers and local government, is part of a national trend among other public libraries.

The District had another busy year and Ms. Goodrich briefly discussed District activities, including staff's work with the Downtown Achieves project. Downtown Achieves is another example of staff working cooperatively with other providers, especially those providers of early childhood education, to provide a foundation for children to do well in the downtown achievement zone. Activity is important in terms of collective community impact and ties in with the Jameson Fellowship activity Goodrich has been involved with as well as the theories staff have been talking about to have a collective impact in the community. It is what staff is doing with the District's community partners. Again, just building on the kinds of connections staff have made and the services staff are able to extend to patrons, puts the District at the community table, so to speak.

Ms. Goodrich noted that this is a two-way street. One of her meetings over the summer was with representatives of the Clark County Health District. They learned about District programs (90% of which they were unaware of) and they told Goodrich about their services because there are health care nurses that are also working with young, vulnerable families, helping them with child development and early literacy skills. Information was traded to strengthen programs from both agencies.

**Public Services and
Security Report**

Trustee Moulton commended the Mesquite Library on their increased number of patrons and the work they are doing at the location. She

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(Item VII.A.1.) noted that the addition is over a year old now and hoped Trustee Ence and the Mesquite community were feeling the impact.

Business Office Report (Item VII.A.2.) No questions.

Human Resources Report (Item VII.A.3.) No questions.

Information Technology Report (Item VII.A.4.) No questions.

General Services Report (Item VII.A.5.) No questions.

Marketing Report (Item VII.A.6.) No questions.

Development Report (Item VII.A.7.) No questions.

Unfinished Business (Item VIII.) None.

Discussion and possible Board action to approve the days of closing for calendar year 2014. Human Resources Director Jerilyn Gregory explained that 12 paid holidays and one unpaid holiday are allowed to all full-time staff each calendar year, as outlined in the Collective Bargaining Agreements between the Library District and Teamsters Local Union No. 14. Board approval is requested for closing the Library District for the following 13 days during calendar year 2014:

(Item IX.A.)

Wednesday, January 1	*	New Year's Day
Monday, January 20	*	Martin Luther King Jr. Day
Monday, February 17	*	Presidents Day
Sunday, April 20 holiday)	*	Easter Sunday (unpaid
Monday, May 26	*	Memorial Day
Friday, July 4	*	Independence Day
Monday, September 1	*	Labor Day
Friday, October 31	*	Nevada Day
Tuesday, November 11	*	Veterans Day
Thursday, November 27	*	Thanksgiving Day
Friday, November 28	*	Family Day
Wednesday, December 24	*	Christmas Eve
Thursday, December 25	*	Christmas Day

It is also recommended to close the Library District at 5:00 p.m. on Wednesday, December 31, 2014.

Trustee Moulton moved to approve the proposed days of closing for calendar year 2014. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for landscape maintenance services and to consider possible protests. (Item IX.B.)

General Services Director Steve Rice explained that contracts for landscape maintenance services for the Centennial Hills, Clark County, Enterprise, Las Vegas, Laughlin, Moapa Valley, Rainbow, Sahara West, Spring Valley, Summerlin, Sunrise, West Charleston, West Las Vegas, Whitney and Windmill libraries expire on September 30, 2013. A Request for Bid Proposals was advertised in the *Review-Journal* and the community based minority newspapers. Additionally, the Request for Bid Proposals Notice was faxed to all minority Chambers of Commerce and to landscape contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories.

A pre-bid conference was held on August 9, 2013 with the bid proposal opening on August 29, 2013. A total of seven bid proposals were received. There were three bid proposals that were deemed non-responsive and subsequently rejected. The bid results follow:

<u>Contractor</u>	<u>Annual Cost</u>
The GROUNDSKEEPER	\$161,292.00
Gothic Grounds Management	\$211,908.00
Newtex Landscape, Inc.	\$297,095.04
Sedillo Landscaping, Inc.	\$303,264.36
TruGreen LandCare of Nevada, LLC	Non-Responsive
U.S. Landscape, Inc.	Non-Responsive
GTI	Non-Responsive

The responsive and responsible contractor that submitted the most comprehensive and advantageous bid proposal in terms of overall experience, references, billable rates, etc. is The GROUNDSKEEPER. Staff recommends approval.

Mr. Rice said that The GROUNDSKEEPER currently provides services at four District locations. They are a good-sized company, located in five southwestern states with nine branches. Rice said he feels they are fully capable of providing the contracted services.

Mr. Rice explained that the bid documents provide for an initial term of one year with the option to extend the contract for up to four additional one-year periods provided that the contractor's performance remains satisfactory and the District has the funding. Also, the proposed action would authorize staff to award the contract to the next lowest responsive and responsible bidder if contractor awarded the contract fails to execute the contract or successfully complete the 180 calendar day probationary period.

Mr. Rice introduced Curtis Steinle, Vice President of The GROUNDSKEEPER. Both Rice and Mr. Steinle were available to answer any questions.

In response to a question by Trustee Saunders, Mr. Rice confirmed that The GROUNDSKEEPER currently provides landscaping services to the District at four of the branches.

Trustee Moulton asked if the annual cost has an increase built in or, is the proposed fee an increase over the current amount. Mr. Rice said that the current total annual cost for the subject locations (served by different vendors) is \$186,000, so the proposed fee is less. This decrease was anticipated by staff as the economies of scale for one vendor to provide services at all locations should have resulted in savings.

In response to a comment by Trustee Moulton, Mr. Rice agreed that the cost differential between bids was a little surprising.

Trustee Saunders moved to authorize staff to award a contract for landscape maintenance services in accordance with RFP No. 14-02 to The GROUNDSKEEPER for the amount of \$161,292, subject to review by counsel, to authorize staff to extend the contract in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents, and to authorize staff to award the contract to the next lowest responsive and responsible bidder if contractor awarded the contract fails to execute the contract or successfully complete the 180 calendar day probationary period. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for janitorial maintenance services. (Item IX.C.)

Mr. Rice explained that contracts for janitorial maintenance services for eight District locations, the Centennial Hills, Clark County, Las Vegas, Laughlin, Spring Valley, Sunrise, West Las Vegas and Whitney libraries expire on September 30, 2013. A Request for Bid Proposals was advertised in the *Review-Journal* and the community based minority newspapers. Additionally, the Request for Bid Proposals Notice was faxed to all minority Chambers of Commerce and to janitorial contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories.

A pre-bid conference was held on August 9, 2013 with the bid proposal opening on August 29, 2013. There was a mandatory walk-through of all locations. There were seven vendors who expressed interest and participated in the walk-throughs. One bid proposal was received. The bid result follows:

<u>Contractor</u>	<u>Annual Cost</u>
Best Janitorial Services of Nevada (Best)	\$560,317.68

Mr. Rice said that he was rather surprised that only one vendor submitted a bid and he speculated that the short contract period was one of the reasons. He said that the other seven locations (not covered under this process) are under contracts that will expire in two years. At that time, he planned to put all locations under one contract and will put all locations out to bid at that time.

Mr. Rice noted that Best is the current janitorial vendor for all but two of the District's locations, seven of the eight locations up for bid at this time. They have worked for the District for over 12 years and do a good job. He explained that the current pricing for all eight locations is \$551,700 annually and the increase is due to a required addition of a quarterly pressure washing of the exterior walls. He expected the difference in pricing and is comfortable with the number provided.

The responsive and responsible contractor that submitted the most comprehensive and advantageous bid proposal in terms of overall experience, personnel training and supervision, operating procedures, quality control, references, billable rates, etc. is Best Janitorial Services of Nevada. Staff recommends approval.

The bid documents provide for an initial term of one year with the option to extend the contract for an additional one-year period provided that the contractor's performance remains satisfactory.

Trustee Bilbray-Axelrod clarified the specifics of the cost difference between the current contract and the proposal with Mr. Rice. She added that, due to only one bid being received, she initially thought that the District should hold off awarding the contract. She is happy that Best is a current District vendor. She would be very interested in finding out what led to only one vendor submitting a bid. Mr. Rice said that his experience has been that Best bids very competitively. He noted that all bidders receive a copy of current pricing as part of the preparation for the bids. He speculated that the other vendors ran their numbers and do not believe they can do their work and make a profit during the contract period. There is a significant investment in time, resources and equipment on the front end of new contracts. This could work to the District's advantage in two years when all 15 buildings go out for bid under one contract.

Chair Crear clarified that pressure washing of building exteriors would be done quarterly but noted that the West Las Vegas Library, due to its location, can sometimes need additional work. Rice responded that additional pressure washing can be scheduled as necessary.

Trustee Moulton moved to authorize staff to award a contract for janitorial maintenance services in accordance with RFP No. 14-03 to Best Janitorial Services of Nevada for the amount of \$560,317.68, subject to approval by counsel, and to authorize staff to extend the contract in the subsequent year subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents. There was no opposition and the motion carried.

Discussion and possible Board action to declare fines and fees totaling \$1,317,613.29 that are five years old, dating from the year 2008, as uncollectible and purge from District records. (Item IX.D.)

Mr. Fay presented the item regarding uncollectible fines and fees.

In September 2000 the Board authorized staff to contract with a collection agency to pursue the collection of delinquent fines and fees owed to the District. At that time, the Board approved a motion to expunge fines and fees owed prior to January 1999. The rationale for forgiving this debt was that the fines and fees preceding the implementation of the former automation system were considered uncollectible.

Since contracting with collection agencies, the District has recovered over \$7,381,996.22 in items and \$5,061,431.82 in fines and fees. The District is currently under contract with Unique Management Inc. as its collection agency.

On June 10, 2004 the Board authorized staff to declare fines and fees totaling \$704,763 that were five years old, dating from 1999, as uncollectible and to purge these from District records. At that time,

staff recommended that each year delinquent fines and fees that are older than five years be reported to the Board for the purpose of being declared uncollectible. In the past, the District's collection agency has advised that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt.

Mr. Fay reported that there are 14,802 outstanding accounts from the year 2008 that total \$1,317,613.29. He emphasized that this action is not a forgiveness campaign as many attempts have been made to contact the patrons and collect the fines and fees. To put the numbers into perspective, the 14,802 delinquent accounts are equivalent to 2.2% of the District's patron base. Of those accounts, 4,500 owe \$25 or less and 10,000 owe \$100 or less.

Another comparison that can be made is to the retail industry. Often what the retail industry looks at is the shrinkage rate against their sales ratio. If one looks at the 2008 US National Retail Security Survey, the shrinkage rate was 1.52% of sales, while looking at the District's 2007-2008 circulation figures, the District saw a 0.045% shrinkage rate against circulation.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. By clearing these fines and fees the District will be able to purge these inactive patrons and delete these items from the database.

Trustee Ortiz wanted to clarify that the District's collection agency purges these accounts once the District does and asked also about the method the District uses to ensure this happens. Mr. Fay said that once the District purges these names, the collection agency is required to as well. While they may be required by federal law to retain the information for a short period, they must delete all patron info as this is a condition for all District vendors who have access to patron information. All of these vendors must agree to comply with the District's *Privacy Policy*.

Trustee Saunders moved to declare all fines and fees accrued in 2008, totaling \$1,317,613.29, as uncollectible and authorize staff to purge from District records. There was no opposition and the motion carried.

Discussion and possible Board action to approve a new contract for workers compensation insurance. (Item IX.E.)

Ms. Gregory explained that at its meeting on August 12, 2010, the Board approved the appointment of Orgill Singer & Associates as the District's Broker of Record for workers compensation insurance. On September 16, 2010, the Board authorized the purchase of workers compensation through the District's Broker of Record from Employers Insurance Company of Nevada (EICON) with the provision of two (2) annual renewals, subject to review by counsel.

Nevada statutes do not require bidding of workers compensation insurance on a particular schedule. However, since the District has exhausted the renewals approved by the Board, and, since the District's workers compensation utilization continued to decrease due to claims of several years ago that were no longer impacting the

District's experience rating, and the result of a much more aggressive attempt by the District to return injured employees to work as soon as possible, Orgill Singer embarked on another bid process.

The results are bids from two companies: Hartford (annual proposed premium \$79,002) and ICW Group (non-responsive as their bid forms were not complete). Ms. Gregory said that the current provider, Employers Insurance Company of Nevada did not bid, due to some internal issues. She was surprised that more companies did not bid.

The District's experience rating, or "E-mod" factor, which is used in the calculation of workers compensation insurance premiums, has dramatically decreased the past twelve years from 1.61 in 2002-03 to 0.79 this year, which is below the "average" rating of 1.00. This means a continued savings for the District in workers compensation premiums. Over the last 12 years, the District has made an effort to reduce incidents by working with staff and providers. This is reflected in a lower E-mod factor.

As a result of this bid process, Orgill Singer recommends Hartford as our workers compensation carrier for the upcoming year effective October 1, 2013 through September 30, 2014. Hartford is proposing an annual premium of \$79,002. By comparison, the District's premiums in 2002-03 were \$241,981.

Trustee Ence commended District staff for their hard work on reducing the number of incidents which led to the lower E-mod rating; he felt it also spoke to the quality of District staff.

Trustee Moulton moved to authorize the purchase of workers compensation insurance, subject to review by counsel, through the District's Broker of Record from Hartford. There was no opposition and the motion carried.

Discussion and possible Board action regarding revisions to the Public Records Request Policy. (Item IX.F.)

Marketing and Community Relations Director Pat Marvel explained that, in November 2012, the Board approved a Public Records Request Policy that guides the public and staff related to initiating and responding to requests for public records. The Board's action changed what had been an administrative procedure to a formal Board policy.

At its 2013 session, the Legislature passed Senate Bill 74 that revises provisions related to public records. The revisions take effect on October 1, 2013. The revisions necessitated changes to the Board's Public Records Request Policy and the revisions require Trustee consideration for approval.

The major additions/changes are as follows:

- A new section has been added that addresses requests for Public Meeting Minutes. The minutes will be provided at no charge within 30 working days after the meeting at which they were taken.
- Any document requested that is "readily available" will be made available at the time of the request, unless there are concerns about confidentiality.

In the past, the policy provides five working days to approve or deny the request. In fact, Ms. Marvel said, District staff generally responds very quickly.

- The provision for charging for extraordinary staff time at the rate of the staff person qualified to provide or prepare the requested information has been stricken. The revised statute provides for additional fees not to exceed 50 cents per page for extraordinary use of personnel.

It is unclear, however, whether this additional fee can be added to the regular cost of each page, whether it is the fee in its entirety, or whether it actually precludes charging for staff time. Counsel Welt is exploring this matter and will provide guidance. In the meantime, the Policy has been revised according to the letter of the amended statute and the proposed action allows staff to make changes regarding the provision for staff time costs once clarification is provided by counsel.

Counsel Welt said that this area of the legislation is still not clear. He attended a seminar on the subject shortly after the close of the Legislature and has written to the Attorney General's office asking for clarification and has received no response. Welt believed this issue may not be resolved unless someone is willing to take it to court.

Counsel Welt illustrated the issue by saying that providing a requester with something that is only two pages (charging the person 50 cents per page as allowed) may involve many staff hours to find. It is simply not addressed in the legislation. The only recourse, if the District denies the records request, is for the requester to take the District to court. There are no other penalties listed. Welt will continue to work on finding out an answer.

Counsel Welt did say that he does not see this as becoming an issue for the District as in his 35 years as District Counsel, he has only seen one burdensome request. Ms. Marvel agreed, saying that most requests are very simple and straightforward. She said that the District receives perhaps four to five requests a year, if that.

Counsel Welt added that he believed the District could make the argument on meeting minutes not being official until they have been approved by the Trustees.

Trustee Bilbray-Axelrod moved to adopt the Public Records Request Policy as revised and to authorize staff to make revisions related to charges for staff time in accordance with future clarification provided by counsel.

Discussion and possible Board action to approve the recruitment process for the upcoming Executive Director search.

Ms. Gregory introduced the item regarding the Executive Director search. She reminded Trustees that the current Executive Director, Jeanne Goodrich, will be retiring in October 2014. Gregory explained that a typical executive search takes about four to six months with an additional one to three months for the candidate to come onboard. With that in mind she wanted to discuss the proposed recruitment process and resources available to assist the Board in its selection.

(Item IX.G.)

Staff recommends the use of an outside executive search firm; specifically, the use of an executive search firm specializing in the library industry. A search firm can add numbers of outstanding people to the candidate pool beyond merely advertising; sometimes as many as four to five times the number of candidates. By utilizing an executive search firm with strong, established relationships and an outstanding reputation within the library profession the Board will ensure a pool of qualified library professionals from which to select.

A preliminary review has been conducted nationwide of executive search firms specializing in the recruitment of Library Executive Directors. As a result of this review staff recommends two search firms for the Board to consider for their upcoming recruitment.

June Garcia LLC – June Garcia has over 40 years of varied experience as a public librarian. Her experience includes six years as director of the San Antonio Public Library (TX). She served the Phoenix Public Library (AZ) for 18 years, including 12 years as the administrator of the branch library system.

Ms. Garcia has also served as CEO of the CARL Corporation, and as Vice President and Chief Ambassador of TLC/CARL, two major library automation companies providing integrated systems to public libraries and consortia.

For the past 11 years Ms. Garcia has been a full-time consultant for public libraries. Her services include executive searches, strategic planning, operations and management studies, governance structure studies, facilities master plans, facility planning, and management services. With an active broad-based consulting practice, Ms. Garcia stays current with the trends, issues and opportunities of public library service. Ms. Garcia interacts with public library executives in their work environments, which is very different than reading about them in trade magazines, local newspaper stories, or on the internet.

In addition to providing various consulting services, Ms. Garcia has conducted 44 successful executive searches since beginning her consulting business. Ms. Garcia has also been a frequent speaker at library conferences and workshops on a variety of topics relating to, among other things, executive recruitment.

Bradbury Associates/Gossage Sager Associates – Bradbury Associates/Gossage Sager Associates, formerly Gossage Regan, completed its first executive search for the Board of Directors of the Hartford (Connecticut) Public Library in 1983. Since then, they have conducted over 130 successful searches for libraries of all types and sizes.

Dan Bradbury has over 30 years of library administrative experience. In early 2003 he retired after 19 years as Director of the Kansas City Public Library. Prior to coming to Kansas City, he served as library director in Janesville (WI), director of the Rolling Hills Consolidated Library in St. Joseph, Missouri, and as associate director in Waco (TX).

Jobeth Bradbury serves as Owner/Associate Consultant. Jobeth, most recently, was the Library Director at the North Kansas City Public

Library/High School Media Center. Prior to coming to North Kansas City, she served as Library Consultant, Northeast Kansas Library System; Adult Services Department Chair, Kansas City, KS Public Library; and Associate Director, Rolling Hills Consolidated Library, St. Joseph, MO.

Each executive search firm offers the following services as part of their proposal:

- Initial in-person meeting with the Board, Search Committee, Library Staff and other key stakeholders (Foundation, etc.) to understand the District's organization and its needs.
- Create and conduct marketing campaign to include: job posting for the Executive Director position (based on the attributes the Board selects) in electronic sources; networking within the library community to identify potential candidates.
- A review of the qualified candidates with the Board's Search Committee.
- Handling all details of the search process including scheduling candidates, preparing draft questions for the Board and staff, participating in actual interviews, and notifying candidates of their status throughout the search process.

Ms. Gregory then discussed the anticipated timeline to conduct the search. She had mentioned earlier that it can take five to nine months for an Executive to come onboard. With the current position becoming vacant in October 2014, staff recommends the Board select an executive search firm by the November 14, 2013 Board Meeting. This will provide the search firm with time over the holidays to prepare and begin to recruit by the January 2014 ALA Mid-Winter Conference.

Ms. Gregory said that staff also recommends the Board interview each of the executive search firms prior to making their selections. Staff has consulted with each search firm to determine their availability to meet with the Board in person.

If the Board approves staff's recommendation, a date (or two) should be selected to interview each search firm. Interviews can occur with the Board as a whole or a search committee can be selected to bring back a final recommendation to the Board.

Chair Crear applauded Ms. Gregory's work in gathering the information and addressing the Board's concerns about the recruitment process. Crear thought it was very important that the Board as a whole as well as District staff are involved in the process. She was very excited to see recruiters that have experience in the public library world as she felt that it was very important.

Trustee Moulton appreciated the completeness of the two proposals. Moulton asked if Ms. Garcia had anyone that worked with her. Ms. Gregory said she is not sure, but Ms. Garcia would be the principal the Board would work with directly.

Trustee Moulton also wanted to ensure, in light of her previous experience, that both firms know the importance of the Nevada Open

Meeting Laws. She emphasized that, as soon as the Board receives any information, it must become public. Ms. Gregory answered that she specifically looked at search firms that specialize in public libraries and have worked nationwide. She added that Ms. Garcia was a consultant working for the District a number of years ago as part of a strategic planning process. Moulton noted that sometimes the openness of the process can sometimes be a deterrent to candidates, especially if they are successful and happy where they are.

Counsel Welt said that that is the advantage of using an executive search firm as, until the Board receives the names of the final candidates, the process is not public. In the past the open process has discouraged a number of applicants as they thought that the information would go public as soon as they expressed interest. By using a search firm, candidates can be filtered before the information is received by the Board and becomes public knowledge.

After Trustees Saunders clarified that the motion dealt solely with the process to follow, he moved to approve the recruitment process recommended by staff for the upcoming Executive Director search. There was no opposition and the motion carried.

Announcements
(Item X.)

The next Board Meeting will be held Thursday, October 10, 2013 in the Sunrise Library, 5400 Harris Avenue, Las Vegas, NV 89110 at 6:00 p.m.

Public Comment
(Item XI.)

None.

Executive Session
(Item XII.)

Removed from Agenda.

Adjournment
(Item XIII.)

Chair Crear adjourned the meeting at 7:26 p.m.

Respectfully submitted,

Randy Ence, Secretary

2013 ATTENDANCE

APPENDIX A

SEPTEMBER 12, 2013 REGULAR BOARD MEETING

2013		January 10 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Finance & Audit Cmte	March 14 Regular Board Mtg	April 11 Finance & Audit Cmte	April 11 Regular Board Mtg	May 9 Special Board Mtg	May 16 Regular Board Mtg	June 13 Risk Mgmt Cmte	June 13 Nominating Cmte	June 13 Regular Board Mtg	July 11 Nominating Committee	July 11 Regular Board Mtg	August	September 12 Regular Board Mtg	
Benavidez	Kelly	P	A-E	P	P	A-E	P	P	A-E	P	P	P	P	P	NO BOARD MEETING	A-E	
Billbray-Axelrod	Shannon	P	A-E		P		P	P	P	P	P	P	P	P		P	P
Crear	Keiba	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P
Drake*	Marilyn	X	X	X	X	X	X	A-E	P			P		P			P
Ence	Randy	P	P	P	P	P	P	P	P			P	P	P			P
Kirsh**	Ron	A-E	P		P		P	P	P	A-E	A-E	A-E	X	X			X
Moulton	Sheila	P	P	P	P	P	P	P	P	P	P	P	P	P			P
Ortiz***	Felipe	X	X	X	X	X	X	X	X	X	X	X	X	X			P
Reese****	Carol	P	P		P	P	P	X	X	X	X	X	X	X			X
Saunders	Michael	P	P	P	P	P	P	P	P	P	P	P	P	P			P
Wadley-Munier	Robin	P	P		P		P	P	P	P	P	P	P	P			P
Yturralde	Ydoleena	A-E	P	P	P	P	P	P	P	P	P	P	P	P			P

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absence

* Appointed for a term beginning April 18, 2013
 ** Resigned June 17, 2013
 *** Appointed July 10 to fill Kirsh's unexpired term, not sworn in until after July 11th meetings
 **** Term expired April 17, 2013

as of September 13, 2013

Family Place Libraries



Your local library is part of the network of
Family Place Libraries™;
Building Foundations for Early Learning



INSTITUTE of
Museum and Library
SERVICES

This project is made possible
by a grant from the U.S. Institute of
Museum and Library Services

History of Family Place

Developed in 1979 at Middle Country Public Library in Centereach, NY.
Family Place Libraries have been developed in 25 other states (most prominently in NY, PA and CA.)



Four Locations by 2014

Clark County Library



Las Vegas Library



Whitney Library



Windmill Library



Builds on Current District-wide Initiatives for Early Literacy

Key Components of Early Literacy

- Talking
- Singing
- Reading
- Writing
- Playing



Grant Objectives

- To create a welcoming environment for both children and parents, emphasizing parent's role as child's first teacher.
- To establish parent/child workshop series featuring YPL staff and community partners.
- To build extensive parenting and parent resource collections in the YPL departments.
- To build comprehensive toy collections that enhance early literacy through play.

Parent Child Workshops

- Five-week series featuring one and a half hour sessions of “play” for children (1-3 years) and parents/caregivers.
- Facilitated by two library staff members and a community resource professional.
- Focused on one topic per week
 - (1) Orientation & Early Literacy
 - (2) Speech, Hearing & Language Development
 - (3) Child Development
 - (4) Nutrition
 - (5) Music, Play & Health



Importance of Play

Play fosters development: social, physical, intellectual, creative, and emotional

When Children:

Pretend play

Listen and tell stories

Sing songs and nursery rhymes

Talk to people

Play with dolls and puppets

Turn pages in a book

Scribble and draw pictures

Play with puzzles and blocks



Children Learn:

Communication skills

To express feelings

To share thoughts and ideas

Early reading and writing skills

Eye and hand coordination

Build memory

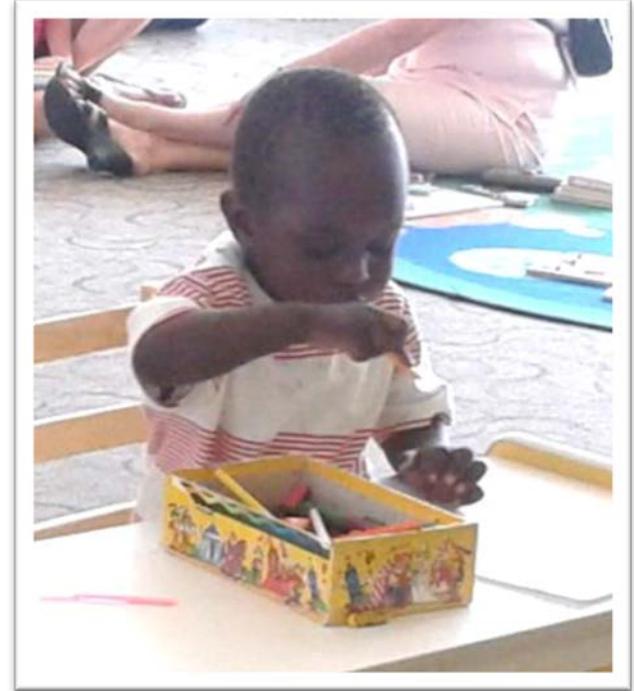
Why the Public Library?

The library is a trusted and key community institution.

- Broad mission of lifelong learning allows them to serve people of all ages, from child to parent.
- Intrinsically democratic in providing free and open access to information and services.
- Respected for its ability to organize and disseminate information.
- Flexibility to redefine programs, services, and strategies to meet changing community needs.
- Accessibility in terms of locations and service hours

Benefits for Children

- Increases child's social and verbal interaction
- Increases attention span
- Strengthens bond between parent and child
- Promotes early learning and school success
- Provides access to developmentally appropriate materials
- Initiates the process of lifelong learning



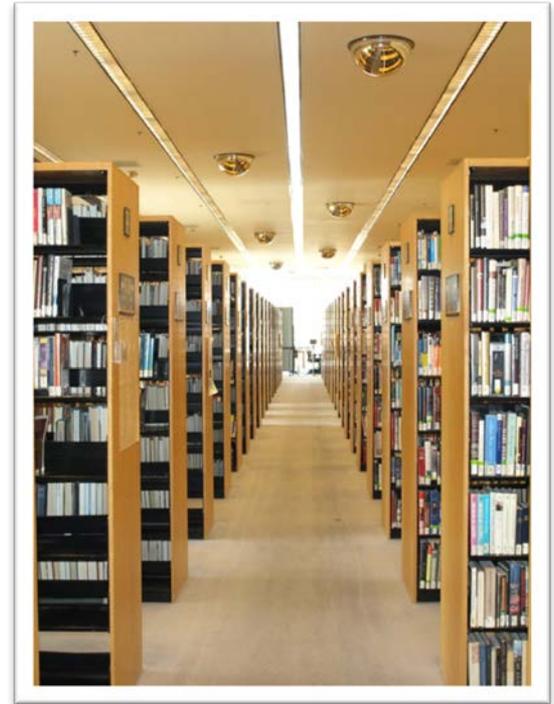
Benefits for Parents

- Increases awareness of library services and community agencies
- Acknowledges that they are not isolated
- Increases their knowledge of child development, early literacy and learning
- Encourages social and verbal interaction with their child
- Encourages and empowers them in their parenting role and as child's teacher



Benefits for Library

- Increases circulation of materials
- Identifies the library as a welcoming place for children and families
- Provides an opportunity for collaboration with community partners/puts us “at the table” of agencies that focus on early childhood
- Reaches new and underserved audiences
- Promotes the diversity of our families and our services



Implementation

September-December 2013

- Prepare branch spaces (\$3500 per branch for furniture and toys)
- Work with CBS to build parenting collections
- Network with resource professionals for parent-child workshops



January-June 2014

- Rollout first series of workshops at each location

What's Next?

1. Train all YPL staff at annual summit in December 2013.
2. Promote Family Place through community outreach and marketing strategies.
3. Implement Family Place in all urban branches by 2016 (Read, Learn, Achieve).



For Further Information

Websites

Family Place Libraries main website
<http://www.familyplacelibraries.org/>

Every Child Ready to Read
<http://www.everychildreadytoread.org/>

Free Library of Philadelphia—Books Aloud
<http://www.freelibrary.org/libserv/booksaloud.htm>

National Association for the Education of Young Children
<http://www.naeyc.org/>

Zero to Three
<http://www.zerotothree.org/>

Books

Baldwin, Rahima.
You Are Your Child's First Teacher: Encouraging Your Child's Natural Development from Birth to Age Six

Elkind, David.
The Power of Play: How Spontaneous, Imaginative Activities Lead to Happier, Healthier Children

Questions?

