

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
April 14, 2016
(approved May 19, 2016)

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, April 14, 2016.

Present:

Board:	M. Saunders, Chair	R. Ence
	S. Bilbray-Axelrod	K. Crear
	S. Moulton	R. Wadley-Munier
	F. Ortiz	J. Melendrez

Counsel: G. Welt

Absent: M. Francis Drake, excused absence
Y. Yturralde, excused absence

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests:

M. Saunders, 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. Trustees Francis Drake and Yturralde had an excused absence. Appendix A.
Trustee Wadley-Munier led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Saunders removed Item IV.A, Approval of Proposed Minutes of the Regular Session of March 10, 2016 from the Agenda. Trustee Wadley-Munier moved to approve the Agenda as changed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, March 10, 2016. (Item IV.A.) Removed from Agenda.

Chair's Report (Item V.) Chair Saunders reported on the Public Library Association Conference, which he attended in April in Denver. Saunders was pleased and honored to attend. He went to sessions recommended for Trustees. These mainly focused on trends, technology, and best practices.

In one of the seminars Chair Saunders attended, Libraries=Education, the speaker believed that libraries should position themselves more closely with educational institutions. In addition, libraries should evaluate the language used to describe their services to more closely align libraries with this sector. He also attended sessions on maker spaces, strategic planning, and a library board session that focused on dealing with dysfunctional Boards of Trustees (Saunders emphasized that he is grateful the District is very functional in that regard). He

attended a session on library patron policies that focused on possible attempts by law enforcement to get information as well as how these privacy policies are kept intact when dealing with third party vendors. Saunders also spent time in the exhibit hall.

Trustee Saunders then thanked Dr. Heezen for addressing his public speaking class at the College of Southern Nevada. He appreciated the time and effort Heezen took on his presentation.

**Library Reports
(Item VI.)**

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

Executive Director Dr. Heezen began his report by welcoming Ryan Neely, who was present at the meeting, to the staff as the new Programming and Venues Manager. He is a new employee, who began on March 14. Heezen also said that Shanna Harrington had accepted the position as the Youth Services Coordinator to replace Mary Nelson and Betsy Ward will be coming on as the new Branding and Marketing Director later in April. These two employees will be introduced at the May meeting.

Dr. Heezen then explained that there will be a cutback on major V.2020 expenses. However, the District will "begin with the end in mind." Staff will make small steps that will move the District forward in concert with the V.2020 goals that the District plans to achieve.

Dr. Heezen reported that staff are working on the schematic design for the Mesquite Library and will be presenting the plan to the Mesquite City Council in July (in accordance with the agreement for the transfer of the property). Staff are also working on the budget and related financial issues. Human Resources Director Jerilyn Gregory and Library Operations Director Jenn Schember are negotiating new contracts with the Teamsters union representatives.

During April, there were several marketing programs and flyers that were provided to Trustees. The programs are *Love Your Library*, *Tell a Friend* and *Food For Thought*. The *Love Your Library* program offers patron discounts to the Discovery Children's Museum when a new library card is activated. The *Food For Thought* program offers patrons an opportunity to donate food in exchange for clearing their overdue fines and fees as approved by the Trustees. This program, now in its second year, takes place throughout the month of April, as opposed to two weeks in April in 2015.

Community Engagement Director Matt McNally, in response to Dr. Heezen's request, said that the program has been well-received by staff and patrons as many patrons came in to clear their accounts. Three Square, the District's community partner, has been doing extra pickups to accommodate the amount of donated items.

Dr. Heezen announced that the Enterprise Library is turning 20 years old and will be having its Anniversary Party on Wednesday, April 20th. Invitation flyers were passed to out all Trustees.

Library Operations, Security Reports and Monthly Statistics (Item VI.A.1.a.)

No questions.

Branding and Marketing Report and Electronic Resources Statistics (Item VI.A.2.a.)

Trustee Ortiz complimented staff on the increase of 31.2% in Reading – Grades 10-12 on the Live Homework Help Brainfuse area, listed on page one of the Branding & Marketing Activity Report. He questioned the difference shown on the Electronic Resources Trends report from the written report. Karen Bramwell, Public Relations Manager, explained that Brainfuse is an online database while Homework Help is a set of databases that staff have created on the District's website. Staff believes the decline in the Homework Help area alone is due to the testing that took place in the Clark County School District during the report period.

Community Engagement Report (Item VI.A.2.b.)

No questions.

Development and Planning Report (Item VI.A.2.c.)

No questions.

Information Technology Report (Item VI.A.2.d.)

No questions.

Financial Services Report (Item VI.A.3.a.)

No questions.

General Services Report (Item VI.A.3.b.)

No questions.

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

No questions.

Trustee Wadley-Munier moved to accept Reports VI.A.1-3. There was no opposition and the reports were accepted.

Unfinished Business (Item VII.)

None.

Discussion and possible Board action regarding renewal of the lease agreement for the

Facilities Director Steve Rice explained that, in April 2012, the District entered into a lease agreement for 1,440 square feet of building space for the Blue Diamond Library. The initial term of the agreement was for

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**Blue Diamond Library.
(Item VIII.A.)**

two years beginning May 1, 2012 with the option to renew for three additional two-year terms.

According to the terms of the agreement, upon each renewal, the monthly rent amount shall be increased by the change in CPI (Consumer Price Index for All Urban Consumers (CPI-U) U.S. City Average (not seasonally adjusted)) over the previous term plus the proportionate increase in property taxes, if any, during the previous term.

Mr. Rice said that it is staff's recommendation that the lease agreement be renewed for the second optional two-year term beginning May 1, 2016. The current monthly rent amount of \$1,375 will increase to \$1,398 for the renewal term based on a 1.3% CPI increase and a \$5.00 monthly increase in property taxes.

Trustee Wadley-Munier moved to authorize staff to renew the lease agreement for the Blue Diamond Library for a two-year term beginning May 1, 2016 at a monthly rent amount of \$1,398, subject to review by Counsel. There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract awards to Cascade Access, CenturyLink, Cox Communications, and Moapa Valley Telephone Company for the purchase of telecommunications services for the District.
(Item VIII.B.)**

IT Director/CIO, Al Prendergast explained that, on February 10, 2011, the Board of Trustees approved a five-year contract with these carriers to provide telecommunications services for the District. On July 10, 2016, the District's contracts with these carriers will expire. Since these contracts will expire, the District needs new long-term contracts in place for these services and support.

NRS 332.115(q) exempts "The design of, and equipment and services associated with, systems of communication" from the bidding process. However, the IT Department contacted several carriers to solicit proposals for telecommunications services, including Cascade Access, CenturyLink, Cox Communications, Moapa Valley Telephone Company, and TelePacific Communications. We also received an inquiry from the Zayo Group, LLC. However, the Zayo Group's proposal would include construction costs, which would have been cost-prohibitive.

Cascade Access, CenturyLink, Cox Communications, Moapa Valley Telephone Company, and TelePacific Communications all provided proposals for telecommunications services to the District. CenturyLink provided a proposal for the services that they currently provide to the District, which includes all of the outlying branches (except for the Mount Charleston Library), and they also presented a proposal for services to the urban branches; TelePacific Communications provided a proposal for all services; Cox Communications provided a proposal for the services that they currently provide to the District, which includes all of the urban branches; Cascade Access provided a proposal for the services that they currently provide to the District, which includes the Bunkerville and Mesquite libraries; and Moapa Valley Telephone Company provided a proposal for the services that they currently provide to the District, which includes the Bunkerville, Mesquite, Moapa Town, and Moapa Valley libraries.

The IT Department recommends that the District continue with the current service configuration because it is the most cost effective

solution. The IT Department recommends the following:

- that the contract for telecommunications services to the Bunkerville and Mesquite libraries be awarded to Cascade Access;
- that the contract for telecommunications services for all of the outlying branches, except for the Mount Charleston Library, be awarded to CenturyLink, because their proposal was significantly lower than TelePacific Communications' proposal;
- that the contract for telecommunications services for all the urban branches be awarded to Cox Communications, because their proposal was significantly lower than CenturyLink's proposal; and
- that the contract for telecommunications services to the Bunkerville, Mesquite, Moapa Town, and Moapa Valley libraries be awarded to the Moapa Valley Telephone Company.

These new contracts include some minor changes from the current contracts. The new contracts include increased bandwidth to the Blue Diamond, Goodsprings, Laughlin, Mesquite, Sandy Valley, and Searchlight libraries.

Several of the outlying branches require multiple carriers to service their locations. The District contracts with each carrier separately and each contract is set to co-terminate with the CenturyLink contract. The Blue Diamond, Goodsprings, Indian Springs, Laughlin, Sandy Valley, and Searchlight libraries are wholly within CenturyLink's service area. The Moapa Town and Moapa Valley libraries are serviced by CenturyLink and the Moapa Valley Telephone Company; and the Bunkerville and Mesquite libraries are serviced by CenturyLink, Moapa Valley Telephone Company, and Cascade Access. The Mount Charleston Library is currently serviced separately by Hughes Communications.

The value of these contracts may change over the contracted period, as demands for bandwidth to the branches changes and/or as technology changes. These changes have historically been handled administratively by addenda to the contracts.

All of these services were advertised in compliance with the rules governing E-Rate and are eligible for E-Rate reimbursement for the next five year period, if the E-Rate program is continued.

Trustee Ortiz asked if, given the issues with the budget and the many changes to technology, it was prudent to have a five-year contract. Mr. Prendergast said that he believed it was, based on the discounts given to three or five year contracts. Three year contracts receive a 10% discount while five year contracts receive a 20% discount. The value of these contracts total approximately \$250,000. This means a \$50,000 discount. He feels the savings achieved with a longer contract is worth it but the decision is up to the Trustees. Ortiz stated he was satisfied.

Trustee Ortiz noted that, as the economy fluctuates, people cut their spending and will use the libraries for wi-fi access they may no longer receive at their homes. He felt this will increase the use of the

District's bandwidth and other types of usage. He asked how District staff can contain large increases in bandwidth costs as the economy adjusts. Mr. Prendergast said that staff can "throttle" traffic which means that staff can adjust the percentages allotted to staff and patrons as staff sees fit. IT staff regularly monitors this and can make adjustments as demand fluctuates. Trustee Ortiz was satisfied.

Trustee Bilbray-Axelrod was also concerned about patron demands increasing as well as technology changes that may require changes not available in a five-year, locked-in contract. Mr. Prendergast said that the values of the contracts may change as the District requires more bandwidth or there are changes to technology. For example, if the District does need to purchase more bandwidth, changes can be made administratively, by contract addenda reviewed by counsel.

Chair Saunders noted that in this agenda item, staff noted that the Mt. Charleston Library is served by Hughes Communication but in Mr. Prendergast's report he saw that the District had signed a contract with Stimulus Technologies and asked Mr. Prendergast to explain. Prendergast said that it has been very difficult to get internet access to the Mt. Charleston community due to its size and the federal land that surrounds it. Currently, service is provided by Hughes Communications via satellite. The service is very spotty and unreliable and thus, this is the only branch that does not offer public wi-fi. When it snows, staff members sometimes have to go out and sweep off the satellite dish. Staff has been requesting better access from the District vendors for as many years as Prendergast has worked at the District.

Staff was advised that Stimulus Technologies was planning to provide services to the Mt. Charleston community. This vendor was contacted and a contract was signed to provide wi-fi to the Mt. Charleston Library once the network is completed, which is expected to be in the next month or two. Once the service is available, the District will cancel the satellite service.

Trustee Bilbray-Axelrod moved to authorize staff to award contracts with the carriers for the term of five years, pending review by counsel, and as described, to:

1. Cascade Access to provide telecommunications services to the Bunkerville and Mesquite libraries, for \$670.40 per month;
2. CenturyLink to provide telecommunications services to most of the outlying branches, except for the Mount Charleston Library, for \$7,826.20 per month;
3. Cox Communications to provide telecommunications services to all of the urban branches, for \$11,035.97 per month; and
4. Moapa Valley Telephone Company to provide telecommunications services to the Bunkerville, Mesquite, Moapa Town, and Moapa Valley libraries for \$1,188.19 per month.

There was no opposition and the motion carried.

Announcements

The next Board Meeting will be held Thursday, May 19, 2016 in the

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(Item IX.)	Windmill Library at 6:00 p.m.
Public Comment (Item X.)	None.
Executive Session (Item XI.)	Removed from Agenda.
Adjournment (Item XII.)	Chair Saunders adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Ydoleena Yturralde, Secretary

2016 ATTENDANCE

2016		January 14 Regular Board Mtg	February 11 Regular Board Mtg	March 10 Regular Board Mtg	April 14 Finance & Audit Cmte	April 14 Regular Board Mtg			
Bilbray-Axelrod	Shannon	A-E	P	P	P	P			
Crear	Keiba	A-E	A-E	P	P	P			
Drake	Marilyn	P	P	P		A-E			
Ence	Randy	P	P	P	P	P			
Melendrez	Jose	P	P	P	P	P			
Moulton	Sheila	P	P	A-E	P	P			
Ortiz	Felipe	P	P	A-E	P	P			
Saunders	Michael	A-E	P	P	P	P			
Wadley-Munier	Robin	P	A-E	P	P	P			
Yturralde	Ydoleena	P	P	P	A-E	A-E			

attended Committee meeting but not a member

- A-E Excused Absence
- A-U Unexcused Absence

as of April 14, 2016