

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
June 9, 2016
(approved August 11, 2016)

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 6:15 p.m., Thursday, June 9, 2016.

Present:

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

Counsel: G. Welt

Absent: None

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

Guests: Jennifer Lazovich, Kaempfer Crowell

M. Saunders, Chair, called the meeting to order at 6:15 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Bilbray-Axelrod was present during roll call, left the meeting during Item IV., rejoined the meeting via telephone during Item VIII.A. and left the meeting during Item X.C, at 7:05 p.m. Appendix A.

Trustee Ortiz led all attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Chair Saunders removed Items V.A-B. and VI.A. from the Agenda. Trustee Moulton moved to approve the Agenda as changed. There was no opposition and the motion carried.

Executive Director Dr. Heezen commented on Items V.A-B., saying that the East Las Vegas and Mesquite projects are not at the point where they can be approved within the District's budget. Heezen said staff plans to bring these projects back to the Board at a future meeting.

Presentation by the District's Legislative Lobbyist, Jennifer Lazovich of Kaempfer Crowell (Item IV.) Jennifer Lazovich of Kaempfer Crowell, the District's legislative counsel, gave a presentation and discussed various issues regarding potential legislation and issues of concern to the District.

After enumerating various items discussed with staff, Ms. Lazovich answered questions from Trustees and added several issues of concern to Trustees. Lazovich also discussed meeting various legislators prior to the 2017 Session of the Nevada Legislature, including several who have been favorable to District issues in the past. Trustees indicated their willingness to participate in meetings and become more active in issues coming before the Legislature in the next term.

Trustees asked that they be provided with a list of legislators Ms. Lazovich felt would be helpful to meet. Lazovich encourage Trustees to

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participate in meetings with legislators. Trustees also asked that they be provided with a comprehensive list of issues that the District wants to monitor during the Legislative session. Lazovich would compile the list from discussions with staff and Trustee comments and send to Dr. Heezen for distribution.

New Business – Part One Removed from Agenda.

Discussion and possible Board action regarding approval of the schematic design phase for the Mesquite Library. (Item V.A.)

Discussion and possible Board action regarding approval of the schematic design phase for the East Las Vegas Library. (Item V.B.) Removed from Agenda.

Approval of Proposed Minutes Regular Session, May 19, 2016. (Item VI.A.) Removed from Agenda.

Chair's Report (Item VII.) No report.

Library Reports (Item VIII.) Trustee Ence moved to accept Reports VII.A.1-3. There was no opposition and the reports were accepted.

Executive Director's Report (Item VIII.A.) Executive Director Dr. Heezen said staff had been very busy and showed off the brochure for the District's Summer Reading Program, Club Read, and, the new issue of the District's *Highlights* magazine. The new *Highlights* features a change in design. There is a lot of programming featured in this issue and staff decided, based upon marketing data, which showed audiences are attracted to faces, to focus on one of the featured performers in the issue, Frank Marino. Of course, Dr. Heezen said, change does not go unnoticed. Staff has received comments from people who object to placing this particular performer on the cover. Staff are taking these comments into consideration.

Dr. Heezen then reported on a recent software upgrade completed by IT Director/CIO Al Prendergast and his team. The District has

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completed phase one of a switch to the Sierra LSP, a much-needed upgrade to the District's key interface platform that catalogues and tracks library materials and indexes library borrowers. The program is a product of District vendor Innovative Interfaces (III) and phase two is coming soon.

Dr. Heezen next reported that Unique Management, Inc., the District's debt collection and call center vendor, has advised staff that they can no longer report library past-due items on individuals' credit record. Staff are working on ways to resolve this (which inhibits the District collecting from patrons) and he will update Trustees once staff has found a solution.

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

Trustee Ortiz congratulated staff at the Mt. Charleston and Sandy Valley libraries on their increases in circulation, 60% and 81%, respectively, on the reports handed out to Trustees. He felt these numbers were very good and feels this shows that public libraries are still valuable and useful.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

Unfinished Business Discussion and possible Board

The *Purchasing Policy* Committee Chair, Trustee Ortiz, reported that the Committee had met to discuss changes to the *Policy* earlier in the

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action regarding a review of the District's *Purchasing Policy's* authorized spending limits. (Item IX.A.)

day. Ortiz reported that the Committee recommended the following changes to the District's *Purchasing Policy*:

- No changes to the Professional Services spending limit of \$50,000
- Increase spending limit for Services and Supplies to \$75,000 from \$50,000
- Increase spending limit for Public Works/Construction to \$175,000 from \$50,000

Trustee Ortiz moved to approve these changes. Trustee Crear reminded him that several Trustees wanted to add a reporting requirement and to review the Policy every two years.

This led to a discussion about the type of reporting Trustees desired. Several Trustees weighed in on how broad the report should be with the motion being very specific, while others felt staff should propose a report and Trustees could then decide. Counsel Welt suggested that the motion include a reporting requirement with a direction to staff to come back with a proposed report format.

Chair Saunders asked Trustee Ortiz to restate his motion.

Trustee Ortiz moved to change the District's *Purchasing Policy* as follows:

- Professional Services spending limit to remain at \$50,000
- Increase spending limit for Services and Supplies to \$75,000 from \$50,000.
- Increase spending limit for Public Works/Construction to \$175,000 from \$50,000.
- Add a consolidated report for the Trustees summarizing expenses with District staff proposing a reporting method
- Add a requirement to review the *Purchasing Policy* every two years

There was no opposition and the motion carried.

New Business – Part Two

Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2016-2017 and accompanying Resolution 2016-02. (Item X.A.)

Chair Saunders reported that Nominating Committee members, at their meeting immediately prior to this meeting, recommended the following slate of officers:

Chair – Michael Saunders

Vice Chair – Randy Ence

Secretary – Ydoleena Yturralde

Treasurer – Shannon Bilbray-Axelrod

Chair Saunders asked if there were additional nominations from the floor. There were none. Trustee Crear moved to nominate the slate of officers. There was no opposition and the motion carried.

Trustee Moulton moved to elect the slate of officers proposed by the

Nominating Committee. There was no opposition and the slate was elected.

Trustee Moulton moved to pass Resolution 2016-02 authorizing Fred James, CFO, and newly elected Treasurer Shannon Bilbray-Axelrod to execute checks on behalf of the Library District. In case Treasurer Bilbray-Axelrod is unable to serve, Secretary Ydoleena Yturalde is authorized to execute checks on behalf of the Library District. There was no opposition and the motion carried.

The resolution is attached as Exhibit B.

Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for Fiscal Year 2016-2017. (Item X.B.)

IT Director/CIO Al Prendergast explained that in Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was established for the replacement of the District's aging technology assets. The Fiscal Year 2016-2017 budget includes: replacement equipment for approximately 250 of the District's computers that are over five years old; replacement of several end-of-life IT Department systems; expansion of the wireless network to cover the outside of the urban libraries, Laughlin, and Mesquite; redesign of the District's website; completion of the Public Copiers Replacement Project; and some additional services for the Community Engagement and Library Operations divisions.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2016-2017 Adopted Budget.

The purpose of this agenda item is to pre-approve all Fiscal Year 2017 technology purchases over \$50,000. Rather than separately submitting each purchase request over \$50,000 to the Board of Trustees for approval, as required by the District's *Purchasing Policy*, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$50,000.

NRS 332.115 exempts these items from the formal bidding process. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing and alternatives will be explored prior to purchasing.

The items budgeted for Fiscal Year 2016-2017 are:

Technology Replacements/Upgrades	
DESCRIPTION	ESTIMATE COST
External Wi-Fi - 113 wireless access points	\$113,000
Cabling for access points	\$113,000
S8 Blades (x2) – Additional ports for central switch	\$60,000
Cisco Blade – Additional ports for switch	\$7,500

End-of-life branch servers (14)	\$140,000
End-of-life data center servers (6)	\$174,000
PC replacements (250)	\$250,000
Software licenses	\$25,000
RFID gates (2, 2-aisle)	\$25,000
Multifunction printers\copiers - Phase 2 (13)	\$91,000
CoinOps	\$26,000
Service\Subscription	\$12,000
Expand PC Phone Reservation System	\$25,000
Community Engagement supplemental requests	\$22,000
Library Operations supplemental requests	\$73,000
DAS for CommVault - Storage for backup system	\$10,000
Branch UPS replacement – battery backup systems	\$35,000
Replacement end-of-life routers and switches	\$50,000
NCLabs - STEAM Program equipment	\$15,000
Tech Plan - Event Collector	\$12,000
Tech Plan - Website Redesign	\$80,000
Early Literacy Stations (20)	\$70,000
Grand Total	\$1,428,500

Trustee Moulton asked for an explanation of the Community Engagement supplemental requests line item. Mr. Prendergast explained that CALL requested about 10 laptops for their classroom.

Chair Saunders asked for an explanation of the Library Operations supplemental requests line item. Mr. Prendergast explained that, for example, the Spring Valley Library requested five additional computers for their Youth Services Department while the Clark County Library requested four additional computers for Youth Services as well. There are about 20 items in the budget line.

Trustee Ence asked if these supplemental requests are in addition to the computers being replaced on a five year cycle. Mr. Prendergast clarified that these are new computers, not replacements, so would not fall under the computer replacements line item.

Dr. Heezen complimented Mr. Prendergast and his team for creative handling of repairs and replacements for the District's older RFID gates. The vendor has stated that these particular gates are at the end of life and the vendor is no longer updating them or providing replacement parts. The IT team has figured out how to cannibalize one of the gates for replacement parts to maintain the system longer. Trustees gave Mr. Prendergast and his team a round of applause.

Trustee Yturralde moved to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000 for Fiscal Year 2016-2017, as approved in the District's FY

2016-2017 Adopted Budget by the Board of Trustees. There was no opposition and the motion carried.

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

Development and Planning Director Danielle Milam explained that, the Las Vegas-Clark County Library District Foundation (the Foundation), an independent 501(c)(3) non-profit corporation, was chartered in 2003 to "aid, support, and assist the promotion, growth, and improvement of the Las Vegas-Clark County Library District (the District)," and to serve as an "innovative, flexible, and efficient vehicle to facilitate the solicitation and management of gifts, grants, bequests, and devises for the benefit of the District." Since that time, the Foundation Board of Directors have shaped Foundation initiatives to support the District in three ways: 1) fundraising, 2) innovation, and 3) friend-raising.

In September 2009, the District entered into an Agreement with the Foundation which has been extended over the past seven years.

The terms of the Agreement are as follows:

- the Foundation is designated as the sole recipient of restricted revenues from discarded and donated library materials for the purpose of funding Library District and Foundation programs and projects that benefit the Library District
- the Agreement calls for an annual audit of the Foundation's financial statements and regular reports to the Library District Board of Trustees on the activities of the Foundation
- the annual budget for these restricted revenues created by the District's Executive Director in consultation with the Library Foundation, with eligible expenses defined as support for District programs, projects, and capital and material acquisitions; matches for District grant projects; Foundation staff costs; Foundation programs and/or grant projects that benefit the District; and costs associated with annual audit and accounting expenses.

Through this Agreement, the Foundation has generated revenues from sales of donated and discarded materials received from the Library District, as a result of an Agreement entered into between the parties on September, 2009.

Book sales revenues come from three sources: 1) sales at used bookstores located in District branch facilities, 2) special sales in twelve urban branch and two rural branch locations; and, 3) online book sales (Amazon and Friends of Phoenix). Over the past five years, these revenues have continued to rise, from \$199,222 in FY 2009-2010 to \$257,190 in FY 2014-2015.

Per the Agreement, the Foundation conducts an audit of the financial statements, using Gary Lein of Hilburn & Lein, CPAs. Those Financial Statements reflect that between July 1, 2009 and June 30, 2015, the Foundation generated \$1,450,751 in restricted revenues from book

sales and expended \$1,318,014 in restricted revenues to support programs that benefit the District, including

- funding for core District programs like Summer Reading programs during the recession;
- service innovation initiatives, such as Homework Help tutors and Teen TechArt Studios, in response to community demand;
- support for a wide variety of District programs upon requests from District departments; and
- initiatives that advance and accelerate progress on the Library District's Strategic Plan, V.2020.

Action Under Consideration:

This item requests a three-year extension of the Agreement to June 30, 2019, as provided for in Section IX. *Execution of Agreement*, to be executed by the authorized representatives of the District and Foundation on or before July 1, 2016.

Staff recommends support for this Board action, as the Agreement between the District and Foundation provides substantial benefits to the District and Foundation.

In the last audited year (FY 2014-2015), total restricted expenditures were distributed as follows:

- 33% went to resources, programs, and services for adults
- 20% went to resources, programs, and services for teens
- 19% went to resources, programs, and services for children, families, and caregivers
- 10% supported the District Volunteer Program
- 7% supported book sales operations
- 5% supported branch improvements
- 6% supported Foundation operations.

The FY 2016-2017 Foundation priority projects are aligned with V.2020 goals and objectives:

- Limitless Learning
 - Early Learning Initiatives such as Pre-K for All Action Plan, Mind in the Making training, VROOM parent tips roll out with Bezos Foundation, and Family to Family "Books for Babies"
 - Teen TechArt Studio Initiatives
 - Tutors and Teachers in the Library Program
 - Support for CALL Program Trainings
 - Book Bucks for Club Read

Ms. Milam pointed out a young girl in the audience who had

already filled out her first log for the Club Read program to receive her Book Bucks.

- Business and Career Success
 - Tom & Bonnie Lawyer West Las Vegas Scholar Awards
 - Partnership with SCORE and BusinessDecision
 - Online Career High School partnership with CALL
 - Partnership with Workforce Connections
- Government and Social Services
 - Library @ the WIC with funding from the David L. Simon Foundation and the Bonnie Soucoup Fund of the Donald W. Reynolds Foundation
 - Matching funds for the 2016 LSTA grant, "Strengthening the Frontline," to map, build agency relationships, and guide the public to information and local social services via an app, District staff training, public resources, and partnerships.
- Culture and Community
 - Vegas Valley Book Festival
 - Vegas Valley Comic Book Festival
 - Performing and Visual Arts Camps
- Capital Campaign support for the East Las Vegas and Mesquite building projects.

Trustee Crear thanked Dr. Heezen and Ms. Milam for their support of the Foundation. Crear said that she and Trustee Bilbray-Axelrod, who had left during Milam's remarks, both serve on the Foundation Board of Directors. Heezen and Milam have given the Foundation Board a great direction, with Milam bringing in wonderful new members of the Board of Directors and Heezen fully participating at the meetings. Crear said that the Foundation Board is looking forward to supporting the District in its V.2020 objectives and appreciates the partnership. She invited Trustees and the Foundation Board to meet to discuss how to fully support these efforts. Milam thanked Crear for her comments and said she has worked with many urban libraries and was so proud of the Foundation Board as they are not out to make the Foundation great but to make the Library District great. There was a round of applause.

Trustee Crear moved to authorize the Board Chair to sign a three-year extension of the Agreement between the Library District and the Las Vegas-Clark County Library District Foundation, Inc. and to adjust the contract extension term to start on July 1, 2016 through June 30, 2019. There was no opposition and the motion carried.

Announcements
(Item XI.)

The next Board Meeting will be held Thursday, July 14, 2016 in the Sahara West Library at 6:00 p.m.

Public Comment
(Item XII.)

Ron Bordigioni -

Mr. Bordigioni asked Trustees to give him a few more days to conclude a purchase of piece of land that encroaches on the District property in the Mt. Charleston area. This is part of a purchase with Melanie Chacon, who owns property in the Mt. Charleston area with construction that encroaches onto Library District property. Bordigioni also owns property in the Mt. Charleston area and has been attempting to purchase Ms. Chacon's property as well as the District property containing the encroachment to resolve issues with his own landlocked property.

The District gave the purchase a deadline to close which has passed and so staff have advised Bordigioni the sale has been terminated. Bordigioni detailed his issues with Chacon and some health issues he has been going through and stated he does want both pieces of land. Bordigioni provided an unrecorded map of the Mr. Charleston area and an appraisal done of the property in question.

Suzette Campagna –

Accompanied by her daughters Isabella and Giana, Ms. Campagna said she was formerly a literacy specialist with the CCSD. She now homeschools her children and runs a science-study cooperative group using the Homework Help Center at the Centennial Hills Library. She said the space is an absolute blessing to the group. It brings homeschooling families together to work and learn together, which is sometimes hard as these families are not in a traditional learning environment.

Ms. Campagna had participated in an interview last year that Channel 8 had done on the Centennial Hills Library Homework Help Center. She thought some statistics used in the interview would be helpful. In 2000, 6,000 families registered as home schoolers. By 2013, there were 13,000 families who had opted for home schooling. She said the value of having resources in a central location where families can come and work in a relaxed atmosphere was tremendous in terms of time and money saved.

Ms. Campagna would like to request more Homework Help spaces in libraries due to the large number of families across the valley that travel to the Centennial Hills Library to use the facilities. She concluded by saying it was a pleasure to partner with the Centennial Hills Library as she was able to facilitate a career day in the branch meeting room for home schooling families that was a great success. She thanked branch staff for their support and assistance and appreciated their information and suggestions for her group and other home schooling families.

Executive Session
(Item XIII.)

Removed from Agenda.

Adjournment
(Item XIV.)

Chair Saunders adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Ydoleena Yturralde, Secretary

2016 ATTENDANCE

Appendix A

June 9, 2016 Regular Board Meeting

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	May 19 Regular Board Mtg	June 9 Purchasing Policy Cmte	June 9 Nominating Committee	June 9 Regular Board Mtg			
Bilbray-Axelrod	Shannon	A-E	P	P	P	P	A-E	P	P	P			
Crear	Keiba	A-E	A-E	P	P	P	P	P	P	P			
Drake	Marilyn	P	P	P		A-E	P	P	P	P			
Ence	Randy	P	P	P	P	P	P	P	P	P			
Melendrez	Jose	P	P	P	P	P	P	P	P	P			
Moulton	Sheila	P	P	A-E	P	P	P	P	P	P			
Ortiz	Felipe	P	P	A-E	P	P	P	P	P	P			
Saunders	Michael	A-E	P	P	P	P	P	P	P	P			
Wadley-Munier	Robin	P	A-E	P	P	P	P	P	P	P			
Yturralde	Ydoleena	P	P	P	A-E	A-E	A-E	P	P	P			

attended Committee meeting but not a member

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

as of June 13, 2016

Resolution 2016-02 Authorizing Checking Account Signature

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 11th of June, 2015 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Shannon Bilbray-Axelrod were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District; and

WHEREAS, Shannon Bilbray-Axelrod, Treasurer of the LVCCLD Board of Trustees will complete her year term on June 30, 2016; and

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2016:

Frederick J. James, Jr., Deputy Director, Chief Financial Officer and
Shannon Bilbray-Axelrod, Treasurer of the LVCCLD Board of Trustees

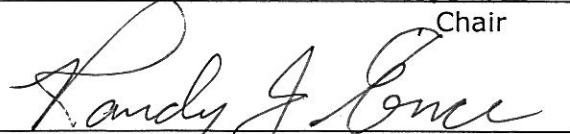
AND, THEREFORE RESOLVED that Frederick J. James, Jr., Deputy Director, Chief Financial Officer, as the acting representative of the LVCCLD and Shannon Bilbray-Axelrod, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2017.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 9th of June 2016, LVCCLD Trustees.



Chair



Attest: Member, Board of Trustees