

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' MEETING**  
**LAS VEGAS, NEVADA**  
**April 12, 2018**  
**(approved May 24, 2018)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, April 12, 2018.

**Present:** Board: R. Ence, Chair S. Moulton  
Y. Yturralde S. Bilbray-Axelrod  
R. Wadley-Munier F. Ortiz  
K. Benavidez E. Foyt

Counsel: G. Welt

Absent: M. Francis Drake - excused  
J. Melendrez - excused

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

Guests:

R. Ence, Chair, called the meeting to order at 6:41 p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Trustees Francis Drake and Melendrez had an excused absence. Appendix A.  
Trustee Bilbray-Axelrod led attendees in the Pledge of Allegiance.

**Public Comment (Item II.)** None.

**Agenda (Item III.)** Chair Ence removed Item IV.A-E 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, October 13, 2016, Regular Session, May 18, 2017, December 14, 2017, Regular Session, February 18, 2018 and Regular Session, March 8, 2018. (Item IV.A-E.)** Removed from Agenda.

**Chair's Report (Item V.)** None.

**Library Reports (Item VI.)** Trustee Benavidez moved to accept Reports VI.A. 1-3. There was no opposition and the reports were accepted.

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

Executive Director Dr. Heezen regretted not providing Trustee's with a report of his activities until the meeting. Every Trustee has one at their location. Activities include:

Food for Thought Opens for 2018: Community Engagement Director Matt McNally has been working with staff, as well as partners 3Square and Signature Real Estate Group, to address concerns voiced by staff for the last three years. Good job, Matt! We hope to see good results.

Please remind your friends and neighbors that this opportunity to clear fines AND help those who would otherwise go hungry is a great time to become involved and to rediscover what the library has to offer.

Workplace Violence Prevention Program: Our Discipline and Security Team continues training staff on how to be prepared for the unexpected. Added to their repertoire is a new program called Report Exec, which not only allows for emergency response signals but for mass notification of employees, District-wide. Other functions of this software include: Equipment tracking; Lost and found tracking; Training tracking; and, Report modules that are simpler and easier to monitor.

Enterprise Branch Manager Sal Avila on Channels 5 and 13. Enterprise Library Branch Manager Sal Avila was featured on Channels 5 and 13 to showcase the branch's DJ Studio (which he proposed, designed, and implemented). He invited two of his young protégés to join him for the Channel 13 interview and had one with him for the Channel 5 interview. If you'd like to view either, they can still be seen online at:

FOX5

News <https://drive.google.com/open?id=1hIWC9jmvYyMhMvIUcJwGQkJ5jSzFwBGI>

Channel 13 News

<https://www.ktnv.com/positivelylv/las-vegas-library-offers-dj-learning-booth>

BiblioCommons: The process continues to roll forward on the changeover to our new website. The Branding and Marketing (BAM) Team (led by BAM Director Betsy Ward) continues to put in long hours to ensure this major transition goes as smoothly as possible. The soft rollout for the staff began April 6th. Here are the final two calendar entries:

## BiblioCommons Updated Launch Schedule

Date	Event
May 1	<b>Public Soft Launch</b> Public Preview Begins <ul style="list-style-type: none"><li>• Gives public their first view of the new BiblioCommons Website, Catalogue, and Events</li></ul>

	<p>Collector</p> <p>Allows public to ask questions and share feedback</p>
June 19	<p><b>Full Launch</b>          Website, Catalogue, and Events Collector Go Live to the Public!</p> <ul style="list-style-type: none"> <li>• Coincides with the summer issue of the new Highlights, which drives the public to the new Events Collector</li> <li>• Promotes the start of Club Read</li> <li>• Accompanied by a public relations and social media campaign to educate the public and invite them to join in.</li> </ul>

Mesquite Grand Opening: Dr. Heezen provided Trustees with a copy of a preliminary schedule for the Mesquite Campus Grand Opening so that Trustees could see how involved staff is getting for this important event on May 31<sup>st</sup>. Heezen hopes that every Trustee will make it a point to attend the Grand Opening.

Dr. Heezen asked Trustees to take a look at the copy of a letter received by the District from a grateful customer who, while homeless, was able to use the District's computer services at the Rainbow Library to study and do work. She has received her license as a Pharmacy Technician and next used the branch computers to find a job, which she started at the beginning of April 2018. She expressed her thanks to the district for the use of the computers and the amazing staff that assisted her.

Dr. Heezen thanked techs Brian Zawistowski and Nyla Walker, Rainbow SPS staff Anjelica Hernandez, and Executive Assistant Allison Boyer for their assistance in putting the Board meeting together.

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

Trustee Moulton asked if the increase in library cards shown on the reports was due to customers coming in to get the new library cards or was it also customers coming in for the first time. As Library Operations Director Jenn Schember had to leave, Regional Library Operations Director Carlotta Dickerson said that staff were reviewing that information and would provide a report next month. She added that staff was receiving a lot of feedback from customers about the new cards.

**Branding and Marketing Report and Monthly Statistics (Item VI.A.2.a.)**

Trustee Moulton commended staff, in the rollout of the new District website, for making the process easy for a customer to understand the changes.

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<b>Community Engagement Report and Monthly Statistics (Item VI.A.2.b.)</b>	No questions.
<b>Development and Planning Report (Item VI.A.2.c.)</b>	No questions.
<b>Information Technology Report (Item VI.A.2.d.)</b>	No questions.
<b>Financial Services Report (Item VI.A.3.a.)</b>	No questions.
<b>General Services Report (Item VI.A.3.b.)</b>	No questions.
<b>Human Resources Report (Item VI.A.3.c.)</b>	<p>Trustee Bilbray-Axelrod wanted to know why the Branch Manager position for East Las Vegas was already posted. She thought it seemed a bit premature. She asked if the District was trying to find internal candidates. Human Resources Director James Bean explained that a search for both internal and external candidates was being conducted. If the chosen candidate came from outside the District, then staff wanted to allow time for the person to onboard with staff, by shadowing staff at several District branches to understand District culture.</p> <p>Trustee Ortiz noted that Spanish speakers made up something like 67% of the community around the branch and that the selected Branch Manager should speak Spanish. Mr. Bean explained that the District put in the job description that speaking Spanish was desirable, as the job description could not make that a requirement. Trustee Ortiz said that the District would offend the community if the selected branch manager could not speak Spanish.</p>
<b>Unfinished Business (Item VIII.)</b>	None.
<b>Discussion and possible Board action regarding renewal of the lease agreement for the Blue Diamond Library. (Item IX.B.)</b>	<p>General Services 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 two years beginning May 1, 2012 with the option to renew for three additional two-year terms.</p> <p>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</p>

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proportionate increase in property taxes, if any, during the previous term.

Mr. Rice concluded that it is staff's recommendation that the lease agreement be renewed for the third optional two-year term beginning May 1, 2018. The current monthly rent amount of \$1,398 will increase to \$1,468 for the renewal term based on a 4.6% CPI increase and a \$5.00 monthly increase in property taxes.

Trustee Yturalde moved to authorize staff to renew the lease agreement for the Blue Diamond Library for a two-year term beginning May 1, 2018 at a monthly rent amount of \$1,468, subject to review by Counsel. There was no opposition and the motion carried.

**Announcements  
(Item X.)**

The next Board Meeting will be held Thursday, May 24, 2018 in the Windmill Library at 6:00 p.m.

The Grand Opening of the new Mesquite Library Campus will be held on Thursday, May 31, 2018, beginning at 10:00 a.m.

Trustee Ortiz said that it was exciting to see the Mesquite Library completed at budget and on time. This is a testament to District staff, including Steve Rice. Ortiz also thanked the Board for their work in pushing the project forward in a timely fashion and commented that not every public body was able to do that today.

**Public Comment  
(Item XI.)**

None.

**Executive Session  
(Item XII.)**

Removed from Agenda.

**Adjournment  
(Item XIII.)**

Chair Ence adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Shannon Bilbray-Axelrod, Secretary

# 2018 ATTENDANCE

## Appendix A

### April 12 Regular Board Meeting

2018		JANUARY	February 8 Regular Board Mtg	March 8 Regular Board Mtg	April 12 Finance & Audit Cmte	April 12 Regular Board Mtg			
Benavidez	Kelly	NO MEETING	P	P	P	P			
Bilbray-Axelrod	Shannon		P	P	P	P			
Drake	Marilyn		P	P	A-E	A-E			
Ence	Randy		A-E	P	P	P			
Foyt	Elizabeth		P	P	P	P			
Melendrez	Jose		P	P	A-E	A-E			
Moulton	Sheila		P	P	P	P			
Ortiz	Felipe		P	P	P	P			
Wadley-Munier	Robin		P	P	P	P			
Yturralde	Ydoleena		P	P	P	P			

attended Committee meeting but not a member

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

as of April 13, 2018