

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 14, 2019
(approved April 11, 2019)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Charleston Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 14, 2019.

Present:

Board:	S. Moulton, Chair	F. Ortiz
	R. Wadley-Munier	S. Bilbray-Axelrod
	M. Francis Drake	J. Meléndrez
	K. Benavidez	C. Brooks

Counsel: G. Welt

Absent: E. Foyt - excused

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

Guests:

S. Moulton, Chair, called the meeting to order at 6:04 p.m.

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

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Wadley-Munier moved to approve the Agenda as proposed. There was no opposition and the motion carried.
Chair Moulton reported that the Clark County Commission will appoint a new member at their next February meeting to bring the Board up to its required ten members. Moulton also introduced court reporter Jill Jacoby who will be transcribing the meeting.

Approval of Proposed Minutes Regular Session, January 12, 2017; Regular Session, February 9, 2017; Regular Session, May 18, 2017; Regular Session, July 13, 2017; Regular Session, November 9, 2017; Regular Session, October 11, 2018; and Regular Session, January 17,

Trustee Ortiz moved to approve the Minutes of the Board of Trustees Meeting held January 12, 2017. There was no opposition and the motion carried.

Trustee Ortiz moved to approve the Minutes of the Board of Trustees Meeting held February 9, 2017. There was no opposition and the motion carried.

Trustee Ortiz moved to approve the Minutes of the Board of Trustees Meeting held October 11, 2018. There was no opposition and the motion carried.

Trustee Ortiz moved to approve the Minutes of the Board of Trustees Meeting held January 17, 2019. There was no opposition and the motion carried.

Items IV.C-E were removed from the Agenda.

2019.
(Item IV.A-G.)

Chair's Report
(Item V.)

Chair Moulton:

- Could not believe that the Best Buy Teen Tech Center has celebrated its first anniversary. She thanked Development and Planning Director Danielle Milam for her report and for highlighting all the different organizations that support the District.
- Congratulated IT Director Al Prendergast on his report, as it is always very interesting and she learns so much about technology and the many different ways technology is employed at the District.
- Was absolutely amazed at the OSHA report attached to General Services Director Steve Rice's report. She could not believe there were only four employee injuries reported.
- Praised District staff for really meeting the needs of their constituents when they responded to her husband's request for a particular title.

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.)

Dr. Heezen reported:

- The District released the new Golden Knights library card on February 6, 2019 and already 5,000 cards have been issued. He also reported on the extensive media coverage and comments on the District's social media, as well as on the big screen at a recent Golden Knights game.
- Customer Angie Anthony spoke to him earlier at the branch about how she believes our library system is the best she has seen and how wonderful the staff is.
- On the names of the Scheduling and Production Services (SPS), Technical Production Services (TPS), branch, and administrative staff who worked on the Board meeting and thanked them.
- That he expected Mesquite Councilwoman Sandra Ramaker to be appointed by the Clark County Commission to fill the empty seat. Mayor Allan Litman had recommended her appointment.

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

No questions.

Branding and Marketing Report and Electronic

Trustee Bilbray-Axelrod questioned the expenses paid by the Branding and Marketing Department to one of their vendors, THE FIRM (Firm) and asked about the District's *Purchasing Policy* limits on these types of

Resources Statistics (Item VI.A.2.a.)	<p>expenses. Bilbray-Axelrod wanted clarification on what has been paid to the vendor and when the payments were made because she believed there was a difference in what has been reported. Branding and Marketing (BAM) Director Betsy Ward discussed the situation briefly. Bilbray-Axelrod requested the invoices.</p> <p>Trustee Ortiz asked for an update on the BAM's testing, focus groups, and survey group interviews. Ms. Ward explained that the focus groups had met, testing is currently underway, and said the email survey sent to District cardholders and others in the District's service area was the next step.</p> <p>Trustee Ortiz next asked for an update on the status of the trademark application. Several of the questions he had raised since the initial application from the District had been turned down had not been answered. Ms. Ward agreed that that the initial application for "Free to Be" had been turned down and she listed the two options for the District for moving forward on the application that she had received from the trademark attorney BAM is working with. Ortiz believed that the unresolved trademark issue is a problem, especially with the amount of money the District is planning to spend on introducing the new brand. He asked Counsel Welt to work with the trademark attorney, investigate the issue, and provide a report at the next meeting.</p>
Community Engagement Report and Monthly Statistics (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.
Unfinished Business (Item VII.)	None.

Discussion and possible Board action to approve a proposed Food for Thought food drive program that includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates during the month of April 2019, in celebration of National Library Week. (Item VIII.A.)

Community Engagement Director Matt McNally explained that the Food for Thought program will allow the District to celebrate National Library Week, April 7-13, 2019, by inviting the community to visit the library to obtain a library card and participate in a food drive, in partnership with Three Square food bank.

The proposed food drive will occur during the entire month of April 2019, and provide current customers with an opportunity to bring their accounts in to good standing. Customers will be able to return overdue items and have \$2.00 of their fines and fees waived for every canned and/or packaged food item they donate. Library cards that are lost or missing will also be replaced free of charge.

The current Circulation Policy charges fines for overdue materials up to a maximum of \$4.00 per item. Once a customer's account has \$10.00 in fines, the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned. The proposed program will allow customers to return their accounts in to good standing by donating items so they may resume borrowing library materials.

The Food for Thought program was piloted during a two-week period in April 2015. The program was then lengthened in subsequent years to occur throughout the entire month of April. Previous statistics of the program are shown below:

Year	Number of Overdue Items Returned	Value of Returned Items	Items Returned Dating Back to	Pounds of Food Collected	Number of Meals Provided	Amount of Fines Waived
2015	2,102	\$37,216.08	2009	33,204	28,276	\$55,085.75
2016	3,875	\$66,016.21	2011	35,819	29,851	\$67,872.34
2017	3,001	\$51,057.82	2012	40,205	33,504	\$80,062.92
2018	3,402	\$55,657.06	2013	34,284	28,570	\$68,305.07
TOTAL	12,380	\$209,947.17	NA	143,512	120,201	\$271,326.08

Due to the success of the program, and positive feedback received from staff and customers, the Library District would like to continue this program to encourage good will and provide greater community impact.

Trustee Wadley-Munier said she could not believe that the program has been running so long, commented that imitation is the sincerest form of flattery and noted that several other organizations have copied the District. Chair Moulton spoke about the good work done by Three Square.

Trustee Wadley-Munier moved to approve the Food for Thought food drive program authorizing staff to waive \$2.00 of fines and fees for every eligible food item a cardholder donates during the month of April 2019 in celebration of National Library Week. There was no opposition and the motion carried.

Discussion and possible Board action on capital

Chair Moulton asked Trustee Ortiz to speak on the item regarding capital improvement projects, related to identification and timeline of

improvement projects, related to identification and timeline of new library sites. (Item VIII.B.)

new library sites, as he had requested the item on the agenda.

Trustee Ortiz requested this item as he believes it is important to start planning for new libraries because the District cannot wait until 2035 to begin the process. He used the 2035 date because that is when Mr. James had said that the District would be in a position to fund a new building. If the District does not start to plan a library until 2035, it will not be built until later, when prices and the needs of the community will have changed. Ortiz believes it is Trustees' fiduciary responsibility to plan new libraries, even if there is no money to build them at that point. For example, he did not want the District to lose the Cactus site, which the District obtained through the BLM, if no planning has been done to build on the site by the deadline.

Trustee Ortiz believes Trustees and staff should determine a location, obtain the land, and make plans for the building while the District is working on the other projects Trustees identified to be completed as part of the Facility Master Plan. Once the District has identified the funding that can be obtained through bonding, partnerships with other entities, or using District savings, then staff will have the plans ready to go. While the agenda item, which has been rewritten by staff and proposed several locations, Ortiz believed the District should focus on the Hollywood area.

Trustee Ortiz commented that the city of Las Vegas has been very successful because city staff prepare these plans, put them on a shelf, and when the money is obtained, staff can pull them off the shelf, change the name, change the date, and they are ready to proceed with the project. Other jurisdictions have not been as prepared so that is why the city of Las Vegas has received so much in federal funding because they have planned ahead. The District needs to have the planning done, so it can then obtain funding to complete the projects.

What Trustee Ortiz is looking for is a timeline to do a study of the area and the options by Applied Analysis or another firm. Once that has been completed, the District can then figure out a timeline and what should be included in the new building. This can occur while maintaining it on the Facilities Master Plan list until the District has whittled down the list of libraries to improve, and then staff and Trustees can figure out how to fund a new building.

There was a discussion about clarifying Trustee Ortiz' intent, the different projects identified in the agenda item background information, the financial implications for other projects approved to move forward through the Facility Master Plan if this is approved, and how to move forward.

Trustee Ortiz moved to approve identification of and a timeline for a new Hollywood Library site. There was no opposition and the motion carried.

Discussion and possible Board action regarding

Chair Moulton stated that the current employment agreement for Dr. Heezen commenced on September 2, 2014 and expires on September

Minutes - Board of Trustees' Meeting

February 14, 2019

Page 6

extending the at-will employment agreement for Dr. Ronald R. Heezen, Executive Director. (Item VIII.C.)

1, 2019. A copy is attached. Dr. Heezen has indicated his interest in extending his agreement.

If the motion is approved tonight, the Board of Trustees can designate a Trustee, staff, and/or legal counsel to negotiate with Dr. Heezen. The negotiated agreement will be brought back to the Board of Trustees for final approval at a future meeting and will be subject to the review and approval of legal counsel.

Chair Moulton would like to bring a negotiated agreement back to the Trustees in June, so ensure that there is no lag time, as the current agreement with Dr. Heezen ends in September. At Dr. Heezen's last performance review in September, 2018, Trustees did not pursue a contract extension at that time.

Trustees Bilbray-Axelrod, Brooks, Wadley-Munier, Ortiz, Chair Moulton, and Counsel Welt participated in the discussion that followed, which concerned clarifying the process as well as questions about communication to the negotiating team. If the motion passes, Chair Moulton agreed to work with Counsel Welt, to negotiate with Dr. Heezen regarding an extension of Heezen's at-will employment agreement. The proposed agreement must be brought back to the Board for consideration.

Trustee Wadley-Munier moved to approve opening negotiations for an extension to the at-will employment agreement for Dr. Ronald R. Heezen, for the position of Executive Director. There was no opposition and the motion carried.

Announcements (Item IX.)

The next Board Meeting will be held Thursday, March 14, 2019, at 6:00 p.m. in the Sahara West Library, 9600 West Sahara Avenue, Las Vegas, Nevada 89117.

Library Day at the Nevada Legislature will take place on Wednesday, April 10, 2019. Trustees should contact the Executive Assistant if they have not yet indicated whether they would like to attend.

The East Las Vegas Library will open on Thursday, April 25, 2019 at 10:00 a.m.

Public Comment (Item X.)

None.

Executive Session (Item XI.)

Removed from Agenda.

Adjournment (Item XII.)

Chair Moulton adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2019 ATTENDANCE

Appendix A

February 14, 2019 Regular Board Meeting

2019		January 17 Regular Board Mtg	February 14 Regular Board Mtg										
Benavidez	Kelly	P	P										
Bilbray-Axelrod	Shannon	P	P										
Brooks	Constance	A-E	P										
Drake	Marilyn	P	P										
Foyt	Elizabeth	P	A-E										
Melendrez	Jose	P	P										
Moulton	Sheila	P	P										
Ortiz	Felipe	P	P										
Wadley-Munier	Robin	P	P										

attended Committee meeting but not a member

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

as of February 15, 2019