

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
July 13, 2017
(approved April 11, 2019)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Sahara West Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, July 13, 2017.

Present:

Board:	R. Ence, Chair	S. Moulton
	R. Wadley-Munier	Y. Yturralde
	M. Francis Drake	F. Ortiz
	J. Melendrez	K. Benavidez
	E. Foyt	

Counsel: G. Welt

Absent: S. Bilbray-Axelrod - Excused

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

Guests: Vinny Inbimbo, Bears Las Vegas
Scott Clonan, LVCCLD and Bears Las Vegas
Kristopher Minnich, Bears Las Vegas
Michael Becerra-Gutierrez, Bears Las Vegas

R. Ence, Chair, called the meeting to order at 6:06 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Wadley-Munier, Foyt, and Yturralde attended via telephone. Appendix A. Trustee Benavidez led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Presentation by The Bears Las Vegas to the Las Vegas-Clark County Library District Foundation. (Item IV.) Chair Ence took this item after Item V. as everyone from the group had arrived.

Development and Planning Director Danielle Milam announced a \$2,000 donation to the Las Vegas-Clark County Library District Foundation from Bears Las Vegas, a 501 (c) (3) social organization which supports other nonprofits. On behalf of the Foundation, Ms. Milam and Trustee Benavidez (who is also a Foundation Board Director), accepted the check from members of the group: Vinny Inbimbo, President; Sunrise Branch Manager Scott Clonan, Vice President; Kristopher Minnich, Treasurer; and Michael Becerra-Gutierrez.

The gift will be earmarked for LGBTQ programming throughout the year. Trustee Benavidez thanked the group in her capacity as a member of the Foundation Board of Directors. She appreciated that this gift will allow programs for this critical audience to move forward.

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Approval of Proposed Minutes listed below will be acted upon at the next Regular Board Meeting: Regular Session, October 13, 2016; Regular Session, January 12, 2017; Regular Session, May 18, 2017; Risk Management Committee Meeting, June 8, 2017; Nominating Committee, June 8, 2017; and Regular Session, June 8, 2017. (Item V.A-G.)

These items will be acted upon at the next Regular Board Meeting:

Regular Session, October 13, 2016;
Regular Session, January 12, 2017;
Regular Session, May 18, 2017;
Risk Management Committee Meeting, June 8, 2017;
Nominating Committee, June 8, 2017; and
Regular Session, June 8, 2017.

Chair's Report (Item VI.)

Chair Ence announced the makeup of the Board Committees for Fiscal Year 2017-2018:

Executive Committee: Randy Ence, Chair; Sheila Moulton, Shannon Bilbray-Axelrod, Robin Wadley-Munier

Finance and Audit Committee: Felipe Ortiz, Chair; Kelly Benavidez, Sheila Moulton, Robin Wadley-Munier, Ydoleena Yturralde

Risk Management Committee: Jose Melendrez, Chair; Kelly Benavidez, Elizabeth Foyt, Marilyn Francis Drake, Felipe Ortiz

Bylaws Committee: Shannon Bilbray-Axelrod, Chair; Elizabeth Foyt, Counsel Gerald Welt

Nominating Committee – Marilyn Francis Drake, Chair; Jose Melendrez, Sheila Moulton, Robin Wadley-Munier, Ydoleena Yturralde

Purchasing Policy Committee of the Whole – Felipe Ortiz, Chair; the entire Board will serve on this Committee

Naming Libraries Committee of the Whole – Sheila Moulton, Chair; the entire Board will serve on this Committee

The Chair is an ex-officio member of all Committees.

Trustees Francis Drake, Melendrez, Ortiz reported on the ALA Annual Conference in Chicago in June.

Library Reports (Item VII.)

Trustee Moulton moved to accept Reports VII.A. 1-3. There was no opposition and the reports were accepted.

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

Executive Director Dr. Heezen reported that:

- The District has received the first \$10,000 of a \$150,000 gift from

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Best Buy for the Teen Tech Center at the Clark County Library.

- The NV Energy Power of Good online survey is open until July 21st. Please vote daily until that point and vote for the Library District Foundation. If the Foundation receives enough votes, it will receive \$10,000.
- Branding and Marketing (BAM) Director Betsy Ward and Karen Bramwell set up an interview for Dr. Heezen with Mesquite stations 88.5 and 89.3 to talk about the Mesquite Library campus construction and new direction of libraries.
- BAM is working on introducing up a library card design contest. More to come!
- The names of staff members in Scheduling and Production Services (SPS), Technical Production Services (TPS), in the branch, and in Executive Administration who set up and worked on the meeting.

Dr. Heezen also drew Trustees attention to the self-service Kiosk in the lobby of this library. It was installed by the city of Las Vegas in May 2016 and can be used to make payments to the city instead of using the mail or having to go downtown. It is another way to serve District customers.

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

No questions.

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

No questions.

Community Engagement Report and Monthly Statistics (Item VII.A.2.b.)

Trustee Moulton appreciates all the reports, and wanted to specifically call out the Community Engagement Department for several programs. She praised the Literacy Services Department's May 19 hiring event and the addition of microscopes to the District's *STEAM @ Your Library* exhibit table at the May 6th Science Expo event held at Cashman Center.

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

No questions.

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

No questions.

Financial Services Report

No questions.

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(Item VII.A.3.a.)

General Services Report

(Item VII.A.3.b.)

Trustee Ortiz wanted to follow up on the status of armed security officers at branches. General Services Director Steve Rice and Dr. Heezen explained that, as of July 13, armed security officers are in place in all urban branches that have completed training.

Human Resources Report

(Item VII.A.3.c.)

No questions.

Unfinished Business

(Item VIII.)

No questions.

Discussion and possible Board action regarding contract award for the lighting dimmer system replacement and houselights LED conversion at the Clark County Library Theater.

(Item IX.A.)

Mr. Rice explained that funds are allocated in the capital projects fund for the replacement of the lighting dimmer system and conversion of the houselights to LED fixtures at the Clark County Library Theater. The existing lighting dimmer system was originally installed in 1994. The system is experiencing failures, the manufacturer is no longer in business, and replacement parts are no longer available. The project also includes retrofitting the houselights with LED fixtures in order to reduce frequency of maintenance and energy costs.

An Invitation to Bid was advertised in accordance with District policy. The bid opening was held on June 23, 2017. Two bids were received. One of the two bids received was submitted late, deemed non-responsive, and therefore not considered.

<u>Bidder</u>	<u>Total Bid Amount</u>
Mojave Electric	\$226,965.00
Robco Electric	Non-responsive*

*Bid turned in late, so considered non-responsive.

The lowest responsive and responsible bidder is Mojave Electric.

Chair Ence commented that he was not surprised at the price after the discussion about the costs for the new Mesquite Library building.

Trustee Benavidez wondered if the price was fair, since the District only received one bid. Mr. Rice said the estimate staff had before going out was \$180,000. However, it was not a complete, detailed estimate. In answer to a further question from Benavidez, Rice said that the District could reject the bid and re-issue the Invitation to Bid. The District does not usually do this for an advertised bid. In addition, the responsive bidder submitted a bid within the range of the estimate and so Rice does not recommend the action.

Trustee Moulton asked if the increased building activity explains the result of the bid process. Mr. Rice said that this is the second small project Rice has worked on that has received a small number of responses. Vendors are busy and small projects are not as profitable. Mojave generally does respond to District projects and are a reliable vendor.

Trustee Moulton moved to authorize staff to award a contract for the lighting dimmer system replacement and houselights LED conversion at the Clark County Library Theater in accordance with Bid No. 17-05 to Mojave Electric in the amount of \$226,965.00. There was no opposition and the motion carried.

After the vote, Mr. Rice added that, he does not like to reject bids and re-issue the project because the project amount from the vendor that did comply with all the rules is now public record. Trustee Benavidez wanted to ensure a competitive price. She does believe that the final price, since that vendor did not know that there would be only bid submitted, should be fair.

Discussion and possible Board action to declare fines and fees of approximately \$1,647,955.63 that are five years old, dating from the year 2012, as uncollectible and purge from District records. (Item IX.B.)

Library Operations Director Jenn Schember explained that, in September 2000, the Board authorized staff to contract with a collection agency, Unique Management Services, Inc. (Unique) 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 (DRA) were considered uncollectible.

For the past 17 years, since contracting with collection agencies, the District has recovered over \$10,180,700.13 in items and \$6,776,727.06 in fines and fees. For a brief period of time, the District contracted with Aargon Collection Agency, Inc. during FY 2006-2007. However, due to performance issues, the District returned to Unique, to which the District is still under contract.

In June 2004, the Board authorized staff to declare fines and fees totaling \$704,763.00 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.

Currently, there are 35,690 outstanding accounts from the year 2012. Collection agencies advise 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.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there is approximately \$1,647,955.63 in outstanding fines and fees that accrued in 2012. By clearing these fines and fees the District will be able to purge these inactive patrons and delete these items from its database.

The following table shows a comparison of calendar years between 2009-2012:

	CY 2009	CY 2010	CY 2011	*CY 2012
Amount of Unrecoverable billed items	\$1,228,316.02	\$1,178,517.73	\$1,055,796.03	\$1,321,189.05
Amount of unrecoverable fines and fees	\$436,687.36	\$455,245.73	\$420,871.93	\$326,766.58
Number of patrons with unrecoverable billed items	12,809	11,932	11,001	12,394
Number of patrons with unrecoverable fines and fees	32,564	30,676	28,135	23,296
Number of Items to Be Purged	50,518	47,206	42,705	50,507
Average Cost Per Item	\$24.43	\$24.75	\$25.50	\$26.16
Average Amount Owed Per Patron	\$88.09	\$89.28	\$91.11	\$106.60

*Projected amounts

Chair Ence commented that, when he was a new Trustee, he thought the amount the District annually writes off was enormous, but, when he understood the amount of effort that went into tracking down the materials and collecting the money, he believed that, this is necessary.

Trustee Ortiz asked whether District staff had discovered any patterns in the types of materials that were never returned, the subject matter, or whether the uncollectible items came from a particular branch. Ms. Schember said that the District does not run these reports at this time but can certainly look into that area. She does know that DVD's are very popular items to disappear.

Trustee Francis Drake asked if a patron has outstanding items are they banned from checking out further material. Ms. Schember said that would be the case. As a follow-up, Trustee Benavidez asked if those customers who have uncollectible items that have been written off are blocked from further borrowing. Schember explained that the District used to, but no longer does that, as there are no records to show, if the patron does return to the library and try to continue to use the library and provided examples.

Trustee Yturralde moved to declare fines and fees of approximately \$1,647,955.63 as uncollectible, dating from the year 2012, and authorize staff to purge from District records. There was no opposition and the motion carried.

Announcements
(Item X.)

The next Board Meeting will be held Thursday, September 14, 2017 in the Rainbow Library at 6:00 p.m.

Trustee Moulton has term-limited off the State Council on Libraries and Literacy where she was a Trustee representative. At the last meeting,

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the group discussed SB549, which was a \$500,000, one-time longshot for libraries in the state and she does not know if the District will be able to partake of that. Dr. Heezen explained that it was a grant project for projects \$1,500 and under and is focused on rural library needs. Moulton said she has appreciated being able to serve on the Council; and she learned a great deal about the state's rural libraries.

Trustee Moulton said she picked up her East Valley View today and saw that District aims to keep children busy with summer reading programs.

**Public Comment
(Item XI.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

**Adjournment
(Item XIII.)**

Chair Ence adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2017 ATTENDANCE

Appendix A

July 13, 2017 Regular Board Meeting

2017		January 12 Regular Board Mtg	February 9 Regular Board Mtg	March 9 Naming Policy Cmte	March 9 Regular Board Mtg	April 6 Finance & Audit Cmte	May 18 Regular Board Meeting	June 8 Risk Management Cmte	June 8 Nominating Cmte	June 8 Regular Board Mtg	July 13 Regular Board Mtg
Bilbray-Axelrod	Shannon	P	A-E	A-E	A-E	A-E	A-E	P	P	P	A-E
Crear*	Keiba	P	P	P	P	X	X	X	X	X	X
Drake	Marilyn	P	P	P	P		P	P	P	P	P
Ence	Randy	P	P	P	P	P	P	P	P	P	P
Melendrez	Jose	P	P	P	P	P	P		P	P	P
Moulton	Sheila	P	P	P	P	P	P	P	P	P	P
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P
Saunders*	Michael	P	P	P	P	X	X	X	X	X	X
Wadley-Munier	Robin	P	P	P	P	P	P	P	P	P	P
Yturralde	Ydoleena	P	P	P	P	P	A-E	P	P	P	P
Benavidez**	Kelly	X	X	X	X	P	P		P	P	P
Foyt**	Elizabeth	X	X	X	X	P	P		P	A-E	P

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absence

as of July 13, 2017

* Term expired March 1, 2017, served until new appointment made
 ** Appointed on March 21, 2017