

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
February 9, 2006
(approved March 9, 2006)

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, February 9, 2006.

Present: Board: E. Sanchez L. Overstreet
V. Davis-Hoggard K. Carter
A. Arthurholtz A. Aguirre
F. Sponer K. Benavidez

Counsel: G. Welt

Absent: T. Wong
L. Harala

Staff: Daniel L. Walters, Executive Director
Numerous Staff

E. Sanchez, Chair, called the meeting to order at 6:00 p.m.

Roll Call All members listed above represent a quorum.

Agenda Chair Sanchez moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 12, 2006. Chair Sanchez moved to approve the Minutes of the Board of Trustees Meeting held January 12, 2006. There was no opposition and the motion carried.

Chair's Report (Item IV.) Chair Sanchez announced that the Latin Chamber of Commerce is holding an installation of officers' luncheon on Thursday, February 16 and the Asian Chamber of Commerce is holding the Asian Community Achievement Awards on Friday, February 17. All Board members are invited to attend.

Executive Director Walters noted that he will be convening the PLA meeting held in Boston in March, and it will be the largest PLA conference in its history. For the national meeting in New Orleans, the President's program will have Anderson Cooper as its speaker.

Trustees Davis-Hoggard and Arthurholtz both expressed displeasure with the ALTA meetings that they attended in Chicago. They will, however, continue to be a part of the group to hopefully inject new

ideas and energy to encourage growth and interest.

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

Trustee Aguirre asked if there had been any follow-up with the School District after the Executive Director's meeting in January regarding the *Strategic Plan's* K-8 initiative. Walters answered that there will be a number of follow-ups in the days ahead. Two staff members are working on Executive Leadership Institute assignments related to the homework help initiative. The School District is pleased that the LVCCLD is expressing interest in children succeeding in test scores, higher graduation rates and working toward developing programs and services that support those ends. Collection Development Director Jan Passo is evaluating materials that can be purchased to support the CCSD curriculum.

Deputy Director, C.O.O. Robb Morss gave a brief update on the III implementation and training.

Chair Sanchez moved to accept Reports V.A. 1-7. There was no opposition and the reports were accepted.

Public Services and Security Report (Item V.A.1.)

Accepted.

Business Office Report (Item V.A.2.)

Accepted.

Human Resources Report (Item V.A.3.)

Accepted.

Technology Report (Item V.A.4.)

Accepted.

General Services Report (Item V.A.5.)

Accepted.

Marketing Report (Item V.A.6.)

Accepted.

Development Report (Item V.A.7.)

Accepted.

Unfinished Business (Item VI.)

None

Discussion and possible Board action regarding a proposed boundary change affecting the Boulder City Library

Executive Director Walters presented this item. He stated that the financial ramifications of Boulder City's boundary change corresponding to its library district are diminimus to LVCCLD. The proposal will have the effect of assuring that the Boulder City Library District boundaries are co-terminus with the city as with North Las

Minutes - Board of Trustees' Meeting

February 9, 2006

Page 3

District and the Las Vegas Clark County Library District. (Item VII.A.)

Vegas and Henderson library districts.

Chair Sanchez moved to proceed to execute an Interlocal Agreement, subject to review by counsel, to change the boundaries with the BCLD so that they remain coterminous with the city of Boulder City. There was no opposition and the motion was approved.

Discussion and possible Board action regarding award of a sole source contract in the amount of \$57,450.00 to Yamas Controls for the upgrade of the building controls system at the Las Vegas Library. (Item VII.B.)

General Services Director Steve Rice presented this item. The District has standardized to Yamas Controls to minimize staff training requirements on system software operation and repair of system hardware components.

NRS 332.115 exempts contracts from competitive bidding for equipment which by reason of the training of personnel is compatible with existing equipment, items which may only be contracted from a single source, hardware and associated peripheral equipment and devices for computers, and software for computers.

Trustee Aguirre moved to authorize staff to award a sole source contract in the amount of \$57,450.00 to Yamas Controls for the upgrade of the building controls system at the Las Vegas Library. There was no opposition and the motion was approved.

Discussion and possible Board action regarding contract award with Sprint for the purchase of data and telecommunication services. (Item VII.C.)

Information Technology Director, C.I. O. Al Prendergast presented this item.

At the October 11, 2005, the Board of Trustees authorized the Executive Director to contract with Sprint to provide telecommunications services for five (5) years to the District. The telecommunications services had previously been provided by XO Communications. However, poor customer services and reduced reliability prompted the decision to move the account from XO Communications to Sprint.

The IT Department has also transferred incoming and outgoing dial tone services from XO Communications to Sprint because combining services with a single carrier makes it easier to coordinate repairs and will improve the service quality. These services have been transferred to Sprint administratively but Board authorization is requested for extending the services through a five-year contract. Estimated costs are \$1500/month.

In addition to the telephone services, it is recommended that the District renew/extend its current data communications contract with Sprint for a new five-year term. The renewed data communications contract with Sprint is estimated at \$14,441/month and will result in a savings of \$341/month.

In 2005, the State Legislature passed Assembly Bill 39, which exempts telecommunications services from the bidding process. The IT Department has determined there are no other carriers who can provide services and support.

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 Sponer moved to authorize staff to contract with Sprint to provide incoming and outgoing telecommunication services for five (5) years to the District in the amount of \$1,501.50 per month and data communications services for five (5) years in the amount of \$14,441 per month. There was no opposition and the motion was approved.

Discussion and possible Board action to approve a proposed Technology Plan 2006-2008. (Item VII.D.)

Deputy Director, C.O.O. Robb Morss presented this item.

In order to meet the requirements for participation in the E-Rate Program and to apply for federally funded Library Services and Technology Act grants administered by the State Library, the District is required to file a three-year Technology Plan with the State Library.

The District contracted with Dubberly-Garcia and Associates to prepare the three-year plan in accordance with the requirements set forth by the Federal E-rate Program and the LSTA grant requirements.

Dubberly Garcia's plan is written to conform to the *Strategic Plan* adopted by the Board in May 2005. The proposed *Technology Plan* (draft) is included for Trustees' review and contains information regarding the District's current practices relating to technology as well as future technology the District will investigate over the next three years. The draft will require minor revisions from staff.

Trustee Carter moved to approve the Technology Plan 2006-2008 subject to revisions outlined by staff. There was no opposition and the motion was approved.

Discussion and possible Board action to approve contract terms for Library Automation Services provided to Nellis Air Force (NAFB) Library. (Item VII.E.)

Deputy Director Morss presented this item.

At the January 12, 2006 Board Meeting, staff reported that the NAFB Library had informed staff that they will be withdrawing from the system as they are moving to being a part of the overall U.S. Air Force Library consortium.

At the end of January, NAFB library personnel contacted the District and stated that they were successful convincing Nellis and related command to continue to contract for full participation in the District's automation system as the base has done in the past. As a result, NAFB bibliographic items will continue to be represented in the District's catalog and NAFB patrons will remain in the patron database. Fees will be based upon circulation, number of licenses, locations, courier services and cataloging support.

Chair Sanchez moved to authorize the Chair to execute new contracts for library automation services with the Nellis Air Force Base Library subject to review by Counsel. There was no opposition and the motion was approved.

Discussion and possible Board action to approve a proposed amnesty program for fines and fees not to exceed \$25.00 per cardholder during National Library Week, April 2-8, 2006. (Item VII.F.)

Deputy Director Morss presented this item.

The proposed amnesty week will provide patrons an opportunity to return overdue items and return their library account to good standing. The current circulation policy charges fines for overdue materials up to a maximum of \$4 per item. Once a patron's account has \$4 in fines the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned. Amnesty Week allows patrons an opportunity to return materials and have the fines waived up to \$25 per cardholder. This allows many families to be in good standing with the District so that they may resume borrowing library materials.

As an adjustment this year, the District will ask patrons to pay in full any remaining fines and fees over the \$25.00 that will be waived from their accounts. This will allow the District to lessen the number of patron accounts which have an outstanding balance. In addition it will also coincide with the payment functionality of the new Innovative System which will be in operation during this time. This means the District will no longer waive portions of a fine unless the patron pays the remaining balance on their account.

Many items are returned to the District as a result of the program. In past years over 20,000 overdue items have been returned during Amnesty Week.

A postcard promoting the amnesty program will be mailed to all patrons with overdue items just prior to the week. This promotion invites patrons who may have blocked library cards to come back to the library, return over due items and return their account to good standing.

Trustee Davis-Hoggard moved to approve amnesty program for fines and fees not to exceed \$25.00 per cardholder during National Library Week, April 2-8, 2006. With Trustee Overstreet dissenting, motion was approved.

Announcements (Item VIII.)

The next Board Meeting will be held Thursday, March 9, 2006 in the Clark County Library at 6:00 p.m.

Trustee Aguirre thanked Gallery Services Manager Denise Shapiro and District Staff for their assistance in hosting the recent exhibition of renowned Guatemalan artist Jose Colaj. The exhibition was held at the West Charleston Library Art Gallery.

Trustee Davis-Hoggard expressed gratitude for the mobile library services provided to her 94-year old friend.

Minutes - Board of Trustees' Meeting
February 9, 2006
Page 6

The Board members all appreciated and enjoyed the homemade sweet potato pie and pound cake provided for the Trustees' dinner by Trustee Davis-Hoggard.

Public Comment
(Item IX.)

None

Adjournment (Item
X.)

Chair Sanchez adjourned the meeting at 8:35 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary