

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
APRIL 13, 2006
(approved May 18, 2006)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, April 13, 2006.

Present: Board: E. Sanchez, Chair L. Overstreet
V. Davis-Hoggard (via phone) A. Aguirre
A. Arthurholtz K. Benavidez
T. Wong K. Carter
F. Sponer

Special
Counsel: Z. Kaplan

Absent: L. Harala

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Thomas Schoeman, CEO, JMA
Michael Crowe, Senior Project Manager, JMA
Deborah Rucks, Copy Center at Manpower

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

Roll Call All members listed above represent a quorum. Trustee Hoggard called in at 6:45 p.m.

Agenda Chair Sanchez announced a change in the Agenda. New Business Items VIII.A-C. will be taken up by the Board after the Executive Session before proceeding with the rest of the Agenda.

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

Approval of Proposed Minutes Regular Session, March 9, 2006 and Risk Management Committee Meeting, March 9, 2006. Chair Sanchez moved to approve the Minutes of the Board of Trustees Meeting held March 9, 2006. There was no opposition and the motion carried. Chair Sanchez moved to approve the Minutes of the Risk Management Committee Meeting held March 9, 2006. There was no opposition from Committee members and the motion carried.

Executive Session for labor negotiations briefing by staff and Counsel. (Item IV.) Chair Sanchez moved that the Board adjourn into Executive Session for labor negotiations briefing by staff and counsel. There was no opposition and the motion carried. The meeting was recessed at 6:05 p.m.

She indicated that it was to be a closed session, no action would be taken, and the session was expected to last thirty minutes.

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Discussion and possible Board action regarding award of contracts for architectural services for Centennial Hills Library and the West Las Vegas Library Homework Help Center and efficiency remodel projects (Item VIII.A.)

The Board meeting resumed at 6:40 p.m. Chair Sanchez had to leave due to another engagement. Trustee Benavidez assumed the chair for the remainder of the meeting.

Trustee Hoggard joined the meeting at approximately 6:15 p.m. General Services Director Steve Rice presented this item and reviewed the background. At the March 9, 2006 meeting, the Board of Trustees approved architect selection for the Centennial Hills Library and the West Las Vegas Library Homework Help Center and efficiency remodel projects.

JMA Architecture Studios (JMA) was selected for the Centennial Hills Library. The scope of work includes providing basic architectural services for a 25,000 square foot library with an additional 15,000 square foot centralized RFID materials processing center.

In keeping with current design priorities for public buildings, it is proposed that the new library be designed as a "green building" and meet requirements to obtain a LEED Silver Certification.

Two additional service components are proposed. It is recommended that the architect also include a theater for the library in keeping with other successful installations at the Clark County, Whitney, West Las Vegas and Summerlin libraries. This future addition would be designed through schematic/design or the design development phase but not carried through contract documents until funding is secured through private means or a future successful bond issue.

It is also proposed that the design team provide full time construction management on-site to ensure the library is built according to the plans and specifications. By adding this service, the District will not be required to hire additional staff to monitor ongoing construction.

JMA's proposed fee is \$1,297,117 plus authorized reimbursable expenses. Fees are in-line with projected design fees when District staff prepared the revised estimates. Basic fees are not based upon a final percentage of construction costs but reflect the time required by the design team and sub-consultants to complete the project.

Mr. Rice then introduced Thomas Schoeman, CEO of JMA, and Michael Crowe, Senior Project Manager, to answer questions about the firm's proposal.

Winston Henderson Architects (WH) was selected for the West Las Vegas Library Homework Help Center and efficiency remodel. The scope of work includes providing basic architectural services for a prototype homework help center and the circulation efficiency initiatives identified in the *Strategic Plan*. Additional services proposed include programming for the adult services area, primarily for creation of an adult computer lab to take the place of the lab currently located in the Young Peoples' Library, which is expected to become part of the Homework Help Center.

Mr. Rice also stated that since the West Las Vegas Library project was less defined, the proposal was separated into three segments. The first segment is for the basic scope of work which covers the estimated construction cost of \$500,000 plus \$250,000 for the Homework Help Center, with a fee of \$75,200. The proposal also provides flexibility with Scope Expansion I and II which depend on the degree of remodeling required in the library proper at a cost of \$20,000 and \$15,000 respectively. The total fee of \$110,200 covers all segments discussed.

Trustee Wong asked JMA to explain about the LEED Certification and JMA's experience with developing buildings with Silver Certification. Michael Crowe, JMA Senior Project Manager, responded. LEED Certification was written ten years ago by the U.S. Green Building Council as a points rating system which allows owners to measure how well their architects and contractors design and build an energy efficient building and also uses recycled materials in its construction.

Mr. Crowe went on to say the Silver Certification is the second certification. The ranking from lowest to highest is: Certified, Silver, Gold & Platinum. The Silver certification allows a "good" building with low additional costs of approximately 5%, a payback period of six years, and with energy savings of approximately 30-35% over the life of the building. Higher ratings of gold or platinum translate into higher initial costs for the owner. Mr. Crowe stated this will be his fourth project with a LEED Certification and he is the president of the local Green Building Council chapter.

Trustee Aguirre asked whether JMA anticipated having dialogue with the community regarding the design. Mr. Crowe responded that JMA plans to set up periodic meetings with the public and library staff.

Trustee Hoggard requested clarification regarding the additional costs required. Executive Director Walters responded that \$91,000 of JMA's total design fee of \$1,297,117 was due to LEED certification. Walters explained that the costs were an investment up front with cost savings spread over the life of the building. and further explained that the costs were in line with the numbers presented at the Board retreat last November.

Trustee Wong moved to authorize the Executive Director to execute a contract, subject to review by Counsel, with JMA Architectural Studios estimated at \$1,297,117, plus authorized reimbursable expenses, for architectural services for Centennial Hills Library. There was no opposition and the motion carried.

Trustee Hoggard requested clarification of WH's fee for the West Las Vegas Library. Mr. Rice explained that since the scope of work for the efficiency remodel has not been clearly defined, the estimated construction costs were simply an attempt to establish a not-to-exceed figure for design costs. Mr. Walters explained that the rate of WH's fee is on a sliding scale - the higher the construction cost, the lower the fee

percentage.

Trustee Overstreet moved to authorize the Executive Director to executive a contract with Winston Henderson Architects not to exceed \$110,200, plus authorized reimbursable expenses, for architectural services for the West Las Vegas Library Homework Help Center and efficiency remodel. There was no opposition and the motion carried.

Discussion and possible Board action regarding the award of printing and copying services contracts (Item VIII.B.)

Marketing and Community Relations Director Pat Marvel presented this item.

Bid No. 06-04, Printing Services for Library District Highlights, was advertised in accordance with District purchasing policies. Advertisements were placed in the *Las Vegas Review-Journal*, *Las Vegas Sentinel Voice* and *El Mundo*. The Request for Bid was also faxed to the American Indian, Asian, Latin, Philippine, and Urban Chambers of Commerce, Clark County's Fax on Demand, to agencies listed in the City of Las Vegas Minority, Women and Disabled Veteran Directory and Clark County's Business Utilization Directory. The Bid Opening was held on March 15, 2006. Ms. Marvel reported that three bids were received, with the lowest responsive and responsible bidder being Houdini's Magic Shop dba Houdini Printing. Their winning bid was \$37,640.68 per issue.

Bid No. 0607, Printing and Copying Services, was advertised in accordance with District purchasing policies. Advertisements were placed in the *Las Vegas Review- Journal*, *Las Vegas Sentinel Voice* and *El Mundo*. The Request for Bid was also faxed to the American Indian, Asian, Latin, Philippine, and Urban Chambers of Commerce, Clark County's Fax on Demand, to agencies listed in the City of Las Vegas Minority, Women and Disabled Veteran Directory and Clark County's Business Utilization Directory. The Bid Opening was March 29. Six bids were received for Items 1 and 2, Bags for Library Materials and Diversity bags, respectively. Ms. Marvel reported that the lowest responsive and responsible bidder was Premium Accents with a bid of \$12,600 for the Library Materials bags and a bid of \$11,600 for the Diversity bags. Four bids were received for Item 3, Copy and Quick Print Services. Marvel reported that the lowest responsive and responsible bidder was Copy Center at Manpower with a winning bid of \$6,680.

The bid documents provide for an initial term of one year with the option to renew the contract for up to three additional one-year periods provided that the contractor's performance remains satisfactory.

Ms. Marvel then introduced Deborah Rucks from Copy Center at Manpower to answer any questions. There were no questions from the Board.

Trustee Hoggard moved to authorize staff to award a printing services contract to Houdini's Magic Shop as specified in Bid No. 06-04; a printing service contract to Premium Accents for Items 1 and 2 as specified in Bid No. 06-07; and a copy and quick print services contract for Item 3 to

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Copy Center at Manpower as specified in Bid No. 06-07, and to extend the contracts in subsequent years subject to available funding and continuing contractor performance standards outlined in the bid documents. In the event the lowest responsive and responsible bidder is able not able to meet the terms of the contract, the Executive Director is authorized to award contracts to the next lowest responsive and responsible bidder. There was no opposition and the motion was carried.

Discussion and possible Board action regarding the FY 2006-2007 Tentative Budget submittal to the Department of Taxation and preparation for the May 18 budget hearing (Item VIII.C.)

Finance and Audit Committee Chair Andrea Arthurholtz reported on the committee meeting held April 13, 2006 at 4:30 p.m.

Deputy Director, CFO Fred James introduced this item. The *Nevada Revised Statutes* requires that the "Tentative Budget" be filed with the State Department of Taxation on April 15, 2006. The Tentative Budget will be adjusted according to the final revenue estimates received by May 10, as well as any subsequent expenditures, for the District's Budget Hearing scheduled for May 18, 2006. Mr. James estimates revenues will be approximately \$58 million with approximately \$49 million in expenditures.

The major adjustment in the expenditure side is the addition of 7.7 FTE, which include part-time page positions and positions in the Virtual Library and Marketing/Community Relations department.

Mr. James indicated that the District expects to transfer approximately \$8.2 million to the different programs within the Capital Projects Fund:

- \$750,000 Integrated Library System Program & RFID
- \$1,000,000 Technology Replacement Program
- \$1,450,000 Building Repair & Maintenance Program
- \$5,000,000 Capital Construction

Trustee Hoggard asked for a clarification on the additional positions. Mr. James responded that the 7.7 figure is equivalent to 3 full-time positions and 8-9 part-time positions.

Trustee Arthurholtz, on behalf of the Finance and Audit Committee, recommended the Board authorize the filing of the FY 2006-2007 Tentative Budget submittal to the Department of Taxation, in preparation for the May 18 budget hearing. There was no opposition and the recommendation was passed.

Chair's Report (Item V.)

Trustees who attended commented favorably on the recent Public Library Association (PLA) Conference in Boston. Current PLA President is Executive Director Daniel L. Walters.

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

Trustee Spomer moved to accept Reports VI.A. 1-8. There was no opposition and the reports were accepted.

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

Accepted.

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

Accepted.

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

Executive Director Walters called the Board's attention to the staff Diversity/Competitive Workplace Committee, most of who are in attendance. He advised the Board that the Annual Diversity Report was included in their packet.

Trustee Wong complimented the "award-winning" Staff Diversity/Competitive Workplace Committee on their work. He was very impressed that they had met their goals on all the different tasks and items for the 2005 Diversity Action plan and had gone beyond his expectations for their tasks in the 2006 Diversity Action plan. Trustee Hoggard agreed with Trustee Wong.

Accepted.

Technology Report (Item VI.A.4.)

Accepted.

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

Accepted.

Marketing Report (Item VI.A.6.)

Accepted.

Development Report (Item VI.A.7.)

Accepted.

Homework Help Project Report (Item VI.A.8)

Trustee Hoggard asked what the plans are for using volunteers, especially retired teachers, in the Homework Help Center. Deputy Director Robb Morss replied that Debbie McGuire, Regional Branch Services Director, and Nancy Hutchinson, West Las Vegas Library Branch Manager, have met with the Clark County School District officials, State Department of Education, PTA, and Nevada Association of Retired Teachers to develop partnerships to, among other things, provide volunteer tutors who are retired teachers.

Trustee Hoggard also stressed the importance of ensuring District staff and volunteers at all of the Homework Help centers reflect the cultural diversity of the community. Ms. Hoggard also wanted to know if we had statistical data on library patrons. Mr. Walters replied that the District does have statistical data on community diversity, by branch. In keeping with the District's Diversity policy, that data will certainly be factor in recruitment for the Homework Help centers.

Unfinished Business (Item VII.)

None

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Announcements
(Item VIII.)

Trustee Benavidez thanked the Library District for collaborating with Councilman Laurence Weekly's office and the City of Las Vegas in a Book Drive on Friday, April 7. The Book Drive enabled over 5,000 books to be distributed to over ten different schools, including the Nala Preschool and Child Care Center. Trustee Benavidez thanked those who donated books as well as the Library District who provided assistance and drop-off locations for books.

The next Board Meeting will be held Thursday, May 18, 2006 in the Las Vegas Library at 6:00 p.m.

Public Comment
(Item IX.)

Leslie Caprow of 2500 N. Buffalo Drive #230, Las Vegas, NV 89128.

Ms. Caprow identified herself as representing Alan Kaercher, of the insurance broker Kaercher Campbell & Associates (KCA).

Ms. Caprow referenced a letter delivered Tuesday, April 11 to each Trustee and written by Mr. Kaercher. In the letter, Mr. Kaercher outlines what he believes are substantial discrepancies in the RFQ process that resulted in the selection of Acordia, Inc. as the Library District's Broker of Record. Caprow stated that KCA is disputing the bidding process, and the scoring methods used. Caprow also stated that KCA offered the lowest bid and had been the District's broker previously, but was not invited for an interview. KCA was one of the six insurance brokers who submitted bids. Caprow requested a separate meeting with the Board of Trustees and the review panel to be heard on this issue.

Executive Director Walters advised Trustees that Mr. Kaercher's letter is being reviewed by legal counsel.

Adjournment (Item
X.)

Trustee Benavidez moved to adjourn the meeting at 7:13 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary