

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
FEBRUARY 8, 2007
(approved March 8, 2007)

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 8, 2007.

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

Counsel: G. Welt

Staff: Robb Morss, Deputy Director, C.O.O.
Numerous Staff

Guests: Winston Henderson, Winston Henderson Architects

V. Davis-Hoggard, Chair, called the meeting to order at 6:00 p.m.

Roll Call All members listed above represent a quorum. Due to difficulties with the telephone connection, Trustees Overstreet and Sponer were able to participate for only a short period of time.

Agenda Trustee Carter moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 11, 2007 and Executive Committee Meeting, January 11, 2007. Counsel Welt reported that he had checked *Robert's Rules of Order (RRO)*, as requested by Trustees at the last meeting, to determine if Trustees could vote to approve minutes of meetings they had not attended. According to Mr. Welt, nothing in *RRO* prevents Trustees from voting to approve minutes for meetings which they did not attend. According to Mr. Welt, all that is required to approve the minutes is for the Chair to ask if there are any corrections or additions to the minutes. If there are none, the minutes are approved as submitted. Mr. Welt said that a motion is only required if there is discussion, corrections or additions to the minutes.

Chair Davis-Hoggard then asked if there were any corrections or additions to the Minutes of the Board of Trustees Meeting held Thursday, January 11, 2007. Hearing none, the Minutes were approved as submitted. Chair Davis-Hoggard asked if there were any corrections or additions to the Minutes of the Executive Committee Meeting held Thursday, January 11, 2007. Hearing none, the Minutes were approved as submitted.

Chair's Report (Item IV.) Chair Davis-Hoggard reminded Trustees of the Legislative Day taking place in Carson City on March 22. She suggested Trustees who plan to attend should arrive the night before as the day starts early. Also, Chair Davis-Hoggard reminded Trustees of the dates of the Asian and

Latin Chamber events in February. She asked that Trustees advise Allison Boyer if they plan to attend any of the events.

Chair Davis-Hoggard announced that Executive Director Walters was in Carson City to testify before the Finance Committee as Chairman of the Nevada Library Association Legislative Committee regarding funds for collection development for the state's libraries.

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

Deputy Director Morss updated the Board on Mr. Walters' meeting with North Las Vegas City Manager Gregory Rose one day prior to the Board meeting. The purpose of the meeting was to discuss the North Las Vegas Library's (NLVL) request to rejoin the District's Integrated Library System network. Walters reported the meeting was very positive and that Mr. Rose agreed to a migration taking place at the start of the 2008-2009 Fiscal Year. Due to the size of the NLVL collection, this will be a very large project. The additional time would allow the District time to plan the NLVL migration along with other large projects already in progress.

Also discussed were the migration costs, which will be passed on to NLVL, and the possibility that NLVL would need to invest in RFID technology, if the District determined that was necessary as it goes through its own RFID project. Another item to be reviewed will be the cross-use issues. When NLVL was part of the District's network, the number of items checked out by their cardholders from the District was higher than the number NLVL patrons checked out from NLVL. The next step, according to Morss, will be for the interim NLVL Director, Kathy Pennell, to meet with him to discuss a detailed strategy for the migration.

Mr. Morss also said that Mr. Rose discussed the CTX with Mr. Walters. A bill is currently being planned for submission by the North Las Vegas City Council to make NLVL a recipient of CTX funds. Walters has also learned that the Government Affairs Committee is proposing a bill to limit changes to the CTX formula for 10 years. Morss notes that these bills are in opposition to each other. Once staff receives the language of both bills, a strategy will be developed on how to proceed. Morss noted that District lobbyist Robert Crowell is aware of the situation and will continue to monitor and update the District.

Trustee Wong asked for an update on the CTX funding shortfall reported at the last Board meeting. That is shown in the Business Office Report section. Once the reports had been discussed, Trustee Aguirre 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.)**

Mr. Morss announced that the District took First Place - Best Community Float at the Martin Luther King Day Parade. Morss commended District staff for turning out on a very cold day to participate. He thanked Jennifer Schember and Felton Thomas, co-chairs of the Committee for their efforts, as well as Lanyard Williams for

being the announcer and getting the crowd excited. He also thanked Nancy Hutchinson for her efforts. Trustees gave a round of applause.

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

C.F.O. Fred James responded to Trustee Wong's request for an update on the CTX funding shortfall of approximately \$800,000 to \$1.2 million reported at last month's Board meeting. Mr. James reported that Business Office staff had reviewed the analysis provided by the State and believes the shortfall will be in the range of \$1 million. The Executive Council met with Mr. Walters and has identified cuts in different operational areas to deal with the shortfall.

Trustee Wong requested a report for the Board next month that would provide specific information about the anticipated cuts. Chair Davis-Hoggard and Trustee Sanchez concurred with the request. The cuts consist of projects that can be postponed until next fiscal year. These cuts would take place in the General Operating Fund, not the Capital Projects Fund. James said a detailed report would be provided to Trustees at the next meeting.

**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
approval of the 95%
construction
documents for the
West Las Vegas
Library Homework
Help Center and
efficiency remodel.
(Item VII.A.)**

Facilities Director Steve Rice advised Trustees that material provided with the Board packet sent out last Friday represented 90% completion on the construction documents. Material provided to Trustees at this meeting represented the 95% construction documents called for in the item. Rice commended Winston Henderson and his staff for their hard work and advised Trustees that the project is on the revised schedule presented to Trustees at the January meeting. Rice noted that Library staff is still working on plans for moving different collection areas to accommodate patrons as the construction moves ahead. That information will be presented to the Board at the next meeting.

Mr. Rice then introduced Winston Henderson of Winston Henderson

Architects to present the revised plans and comment on the updated

cost estimate.

At this time, Trustees Sponer and Overstreet joined the meeting via telephone conference call.

Mr. Henderson showed Trustees the revisions to the plan for the West Las Vegas Library Homework Help Center and the efficiency remodel. The construction documents show the areas to be demolished and the planned changes to the library design to accommodate the new Homework Help Center located in the YPL area, the move of the adult computer lab to a new area in the branch and the planned efficiency improvements. The changes open up the branch area to house additional books and periodicals and service and self-check facilities.

Mr. Henderson explained that some of the delays were due to expanding the space for the Homework Help Center to allow for future expansion, as well as enlarging the space for the automated book return area, while reconfiguring storage and special collections area.

Mr. Henderson explained that one of the challenges will be to keep the branch open during construction. While staff are still working with Mr. Henderson on several strategies, one of the options will be to move a selective portion of the collection into the conference room area and relocate the main entrance to the branch to a door closer to the conference room. This will enable the main part of the building to be closed off so construction can occur in that area.

The other challenge will be to expend the funds allocated by the State of Nevada for the Homework Help Center prior to the deadline. Mr. Henderson said that the construction will be phased, with the Homework Help Center being the first phase to be completed to meet the deadline.

Mr. Henderson referred Trustees to the updated budget and said they are on track with the budget, currently at \$742,805.

Chair Davis-Hoggard and Trustee Sanchez reiterated their concern that it might be more efficient and cost-effective to completely close the branch during construction and plan to redirect patrons to other branches. Mr. Rice responded by saying that while there will be a lot of disruption at the branch due to the project, staff has discussed this topic at length and it is the general feeling of staff that it would be better to keep the branch open as much as possible. Patrons will be informed of the project and offered service alternatives.

Chair Davis-Hoggard suggested that the District begin to inform patrons in advance that service could be disrupted by the project, including those who use the conference room. Rice informed the Board that the Theater wing will remain open and the lobby space available as an alternative. Mr. Morss said that the branch has a good partnership with the Doolittle Center and the West Las Vegas Art Center to accommodate requests. Also, staff has been instructed to stop taking

conference room reservations.

Trustee Aguirre asked about provisions for controlling dust and signage to advise patrons with respiratory ailments. Mr. Rice responded that these requirements will be in the construction contract; such as affected areas to be covered with plastic sheeting to protect shelving. Fortunately, the HVAC system in the building is separate for the main and YPL areas. If construction is occurring in one area, the HVAC can be shut down to prevent dust from traveling to other areas. Communication to patrons about dust will be included in any communication about the project.

Chair Davis-Hoggard asked whether asbestos is present in the branch. Mr. Rice stated there is no asbestos.

Trustee Aguirre suggested that any communication to patrons should stress the end result, the expanded Homework Help Center and better branch to benefit area residents.

Mr. Henderson added that one of the strategies being discussed would be to have some of the construction work take place at night, when intensive demolition could occur while the branch is closed.

Trustee Sanchez asked whether an analysis had been done to see whether it would be more time- and cost-effective to close the branch down completely to do the work as opposed to doing the work while the branch remains open. Mr. Rice responded that the construction consultant is basing the cost and expected time to complete the work on the scope of the project. During the bidding phase, contractors will be expected to provide the information requested by Trustee Sanchez as part of their bid. Mr. Winston commented that in recent projects his firm has designed, they have discovered that while it may be more time- and cost-effective to completely vacate the building during the project, they will weigh that against the needs of the community.

Trustee Sanchez reiterated that she wants to ensure the District expends the money as granted to meet the deadline. Mr. Rice and Mr. Henderson explained that part of the delay in getting the construction documents to the Board was caused by the estimates coming in higher than expected. In order to reduce costs, changes were made in ceiling work and replacement carpet that reduced the work required but did not affect the primary goals of the project. This also shortened the construction time. For example, the original plan showed replacement carpet for the entire YPL. The carpet is five years old and wears well. It can be matched against new carpet fairly easily. The new plan will reuse carpet than replace it, which reduces the cost and some of the square footage affected by the project.

Chair Davis-Hoggard thanked Mr. Henderson for his work and said she looked forward to seeing the completed project.

Trustee Aguirre moved to approve the 95% construction documents for the West Las Vegas Library Homework Help Center and efficiency remodel and to authorize the Executive Director to approve the 100% construction documents upon completion of the City of Las Vegas Building Department's review and final review by District staff, and to proceed with the Bidding Phase. There was no opposition and the motion passed.

Discussion and possible Board action regarding contract award for the purchase of a packaged chilled water central cooling plant for the Summerlin Library. (Item VII.B.)

Mr. Rice presented this item and explained that funds were allocated in the Capital Projects Fund to replace the HVAC central plant for the Summerlin Library. The current system is over 13 years old, has required significant repairs in recent years, and is no longer reliable. The project will be done in two steps, the purchase of the unit and then the installation will be separate bids.

In response to a question from Chair Davis-Hoggard, Mr. Rice explained that, last fall, the District had sent out an Invitation to Bid for both the equipment and the installation. The prices on the bids received by the District were well over the amount allocated in the Capital Projects Fund of \$500,000. The lowest bid that came in was \$750,000. The bid was withdrawn, Rice said, and his department reviewed several options. He said that, due to the District's tax-exempt status, it would be cheaper for the District to invite bids for equipment and installation separately, in order to eliminate the sales tax. The installation, according to Rice, will run approximately \$150,000-\$200,000. Doing the bid process in two steps will save the District approximately \$100,000 and get the price closer to the original budgeted amount.

An Invitation to Bid was advertised in the *Review-Journal* and the community based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to all minority Chambers of Commerce and to mechanical equipment suppliers listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories and was posted on Clark County's "Fax on Demand" system. The bid opening was held on January 29, 2007. A total of three (3) bids was received. One (1) bid was deemed non-responsive and subsequently rejected. The bid results are as follows:

Bidder

Lawyer Trane Sales Agency LLC	Non-responsive
Johnson Controls, Inc	\$480,527.00
Norman S. Wright Mechanical	\$439,000.00

The lowest responsive and responsible bidder is Norman S. Wright Mechanical.

Trustee Carter asked whether 13 years is the typical lifetime for this type of unit. Mr. Rice answered that the expectation would be 20-25 years. At the same time the Summerlin unit was purchased, three other units of the same type, but from a different manufacturer, were purchased and have worked out well. The unit which will be purchased utilizes a different system which has been proven to last longer than the current system, approximately 30 years.

Trustee Carter moved to authorize staff to award a contract to purchase a packaged chilled water central cooling plant for the Summerlin Library in accordance with Bid No. 07-07, to Norman S. Wright Mechanical for an amount not to exceed \$439,000.00. There was no opposition and the motion passed.

Discussion and possible Board action regarding contract award for the purchase of an HVAC cooling tower for the Las Vegas Library. (Item VII.C.)

Mr. Rice presented this item and explained that funds were allocated in the general fund capital improvement budget to replace the HVAC cooling tower for the Las Vegas Library. The current cooling tower is over 16 years old, has required significant repairs in recent years, and is no longer reliable. Rice commented, as with the previous item and for the same reasons, this bid is for the equipment only, in order to realize savings. A subsequent invitation to bid will be advertised for the installation of the equipment. Rice did say that the life expectancy for cooling towers is about the age of the equipment in question.

An Invitation to Bid was advertised in the *Review-Journal* and the community based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to all minority Chambers of Commerce and to mechanical equipment suppliers listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories and was posted on Clark County's "Fax on Demand" system. The bid opening was held on January 29, 2007. A total of two (2) bids was received. One (1) bid was deemed non-responsive and subsequently rejected. The bid results are as follows:

Bidder

American Cooling Tower, Inc.	Non-responsive
Lawyer Trane Sales Agency LLC	\$69,242.00

The lowest responsive and responsible bidder is Lawyer Trane Sales Agency LLC.

Chair Davis-Hoggard moved to authorize staff to award a contract to purchase an HVAC cooling tower for the Las Vegas Library, in accordance with Bid No. 07-08, to Lawyer Trane Sales Agency LLC, for an amount not to exceed \$69,242.00. There was no opposition and the motion passed.

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 15-21, 2007.

Public Services Director Marie Cuglietta 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 District has done this for seven years and it is a very popular program with patrons.

Ms. Cuglietta explained that 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

(Item.VII.D.) materials and have the fines waived up to \$25 per cardholder. She continued by commenting that the amnesty program allows many families to return their cards to good standing so that they may resume borrowing library materials.

Mr. Morss said that the benefit to the library is that many items are returned during the program. Last year over 2,600 items which were overdue three months or longer were returned during Amnesty Week. A postcard promoting the amnesty program will be mailed to all patrons with overdue items just prior to the week. The promotion invites patrons who may have blocked library cards to come back to the library, return overdue items and return their account to good standing.

Mr. Morss said the District will require patrons to pay in full any remaining fines and fees over the \$25.00 that will be waived from their accounts. This allows the District to reduce the number of patron accounts that owe a balance. In addition, it also coincides with the payment functionality of the ILS program.

Chair Davis-Hoggard asked how much money was collected last year during the program. Mr. Morss said he would provide that information at the next Board meeting.

Trustee Aguirre moved to approve the amnesty program for fines and fees not to exceed \$25.00 per cardholder during National Library Week, April 15-21, 2007. There was no opposition and the motion passed.

Announcements (Item VIII.) The next Board Meeting will be held Thursday, March 8, 2007 in the Clark County Library at 6:00 p.m.

Public Comment (Item IX.) None.

Adjournment (Item X.) Chair Davis-Hoggard moved to adjourn the meeting at 6:45 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary