

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
MARCH 8, 2007
(approved April 12, 2007)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Clark County Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, March 8, 2007.

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

Counsel: G. Welt

Absent: L. Harala

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Shari, Alex and Lauren Wong

V. Davis-Hoggard, Chair, called the meeting to order at 6:04 p.m.

Roll Call All members listed above represent a quorum. Trustee Wong arrived at 6:08 p.m., and Trustee Benavidez arrived at 6:10 p.m.

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

Executive Session (Item III.) None scheduled.

Approval of Proposed Minutes Regular Session, February 8, 2007. Chair Davis-Hoggard asked if there were any corrections or additions to the Minutes of the Board of Trustees Meeting held Thursday, February 8, 2007. Hearing none, the Minutes were approved as submitted.

Chair's Report (Item V.) Chair Davis-Hoggard asked Trustees to indicate their preference of April 4 or 5 for the next meeting of the Finance & Audit Committee. After discussion, Trustees agreed the meeting would take place Thursday, April 5 at noon at the Las Vegas Library in the Boardroom.

Trustee Wong arrived.

Chair Davis-Hoggard recognized Trustee Wong's service to the Board of Trustees and the Library District. Trustee Wong was first appointed to the District Board of Trustees on April 21, 1998 and reappointed two times. This meeting will complete his term, but he can continue to serve until a new Trustee is appointed by the Clark County Board of Commissioners.

On behalf of the Board and staff, Chair Davis-Hoggard presented Trustee Wong with a clock engraved with his service dates and led

meeting attendees in a standing ovation. Chair Davis-Hoggard acknowledged Trustee Wong's contributions to the development of the District, including his initiation and encouragement of the District's Diversity program.

Trustee Wong thanked his fellow Board members for the experience serving with them. He said he had learned much from both current and previous Board members and was confident that Trustees would be able to handle the challenges ahead. Wong also thanked Executive Director Walters for his work, noting that their tenures at the District have almost coincided. Wong then commended staff throughout the District. He said the District has come a long way during his time as Trustee, and will go further with staff continuing to be involved, taking leadership roles and moving the District forward.

Trustee Benavidez arrived during Trustee Wong's remarks.

Chair Davis-Hoggard reminded Trustees of Library Legislative Day in Carson City on Thursday, March 22. In addition to Chair Davis-Hoggard, Trustees Arthurholtz, Sanchez and Aguirre plan to attend.

Chair Davis-Hoggard announced the next Executive Committee Meeting will be held at 4:00 p.m. on Thursday, April 12 at the West Las Vegas Library.

Chair Davis-Hoggard encouraged Trustees to attend as many Library functions as they can, as she is sure staff will appreciate their support. The next event is the Volunteer Appreciation Luncheon scheduled for noon on Sunday, March 18 at the Italian American Club.

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

Chair Davis-Hoggard asked Mr. Walters to update several items from his written report. She also said that she had a question for Human Resources Director Bud Pierce about his report.

Mr. Walters first said he wanted to acknowledge Trustee Wong's work and contribution to the District that has coincided with his tenure to date as Executive Director. Walters lauded Wong's inquisitiveness, thoroughness, and attention to detail on matters of significance and said that Trustee Wong's attention to detail has kept staff on its toes and that he will miss Wong's guidance.

Among Trustee Wong's many contributions, Walters wanted to highlight the District's Diversity program, which has received national recognition. During the program's first years of refining the approach, Trustee Wong was very active in shaping the policy document. Walters added that it was fitting that the Diversity Committee will be presenting another report on the components of the *Plan* at the meeting. Trustee Wong's interest in improving diversity has benefited the District.

Mr. Walters also thanked Trustee Wong's wife Shari, and his children, Alex and Lauren, for their support.

Mr. Walters updated the Board on two major legislative activities the District is tracking. The first item is the State's Collection Development grant, which for the first time in many years is being included in the Governor's budget. The grant has been represented by the State Library as matching funds required by the federal Institute of Museum and Library Services to demonstrate Nevada's minimum State Library funding levels that are necessary for the State Library to retain its eligibility to receive federal LSTA grand funds.

The Collection Development grant totals \$1.2 million for the biennium and is allocated to all public libraries in the state. The District receives close to 50% of the total grant amount, as the grant is prorated on service area population. During the 2005-2006 biennium, the District received approximately \$636,000. Trustees who participate in Library Legislative Day will receive a status report at that time.

The second item is a bill submitted by the City of North Las Vegas (NLV) to propose a mechanism by which that city's library district would be eligible for a share of the CTX revenue. The NLV Library District is not eligible to receive CTX funding because all CTX revenue for the area is allocated directly to the City of North Las Vegas. Instead of having a maximum property tax levy as is the case with other library districts in the state, the NLV City Council is granted authority to set its library district's levy as it deems necessary, only limited by the City's maximum property tax levy. The council can also allocate general fund revenues to its library district if it chooses.

The Clark County CTX revenue is a fixed amount each year. Any change in the formula that is used to distribute more or less funding to one or more of the eligible recipients, or a new recipient, can only be made if funding is reduced in an equal amount to one or more entities. The NLV proposal does not request an actual amount of CTX funds, however. According to the bill draft, the NLV Library District board would be able to request that the Nevada Tax Commission hear a request for funding, and that it be reviewed by the Tax Commission's executive director. The Commission's executive director would submit findings in support or opposition to the Commission.

According to Mr. Walters, a hearing was held earlier in the week. A fiscal note prepared by legislative staff suggests that if passed, the bill will have minimal impact upon the District, which would lose approximately \$34,280 in CTX revenue. Staff and District lobbyist Robert Crowell will continue to monitor the bill's progress.

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

Mr. Walters asked Deputy Director Robb Morss to provide a report on *The Big Read* program. Mr. Morss's report highlighted information included in the Executive Director's report.

Mr. Morss introduced Community Outreach and Adult Services Coordinator Jennifer Schember to report on this year's District adult reading program, *Reading Las Vegas*.

Ms. Schember explained that *Reading Las Vegas* will celebrate its 6th year with the addition of *The Big Read*. *The Big Read* is an initiative of the National Endowment for the Arts to partner with local libraries in order to encourage literary reading by asking communities to come together to read and discuss one book. Schember reported that the District has been fortunate to receive two grants to participate in this national initiative, developed in conjunction with the Institute of Museum and Library Services and Arts Midwest,. The book the District selected is Amy Tan's award winning novel, *The Joy Luck Club*.

Ms. Schember said that during the month of April, *Reading Las Vegas presents The Big Read* will feature special programs based on themes in *The Joy Luck Club*, including Chinese culture and family. The signature event will feature bestselling author Amy Tan sharing her life experiences during two visits, at the Clark County Library on Saturday, April 21 at 7:00 p.m. and the Summerlin Library on Sunday, April 22 at 2:00 p.m. There will be a book signing at both events and a special reception hosted by the Foundation at the Summerlin location. Schember advised Trustees that they will have reserved seating and to let staff know if they will be able to attend.

Ms. Schember also reported that in April, complimentary paperback copies of *The Joy Luck Club* will be distributed throughout the community, including the Clark County School District, Parks and Recreation, military facilities, hospitals and other locations where readers congregate. As in years past, participants in the District's reading program will receive free book bags sponsored by the Friends, and be eligible for prizes, including the Grand Prize of two tickets on Southwest Airlines.

Ms. Schember invited all Trustees to join the reading celebration by reading *The Joy Luck Club*, included in their packets, and participating in the reading program.

Chair Davis-Hoggard said she is looking forward to reading *The Joy Luck Club*. Chair Davis-Hoggard also thanked Mr. Morss for the report on the 2006 Amnesty Week results provided to Trustees in their meeting packet.

Mr. Walters then announced the resignation of Development Director Suzanne Hackett-Morgan, who is leaving to pursue other ventures. Walters acknowledged the tremendous amount of work Ms. Hackett-Morgan has done in getting the Las Vegas-Clark County Library District Foundation on its feet. Hackett-Morgan participated in the successful grant writing process for *The Big Read* program and will be missed. A national search will be conducted for her replacement. Walters led a round of applause for Ms. Hackett-Morgan.

Chair Davis-Hoggard expressed her appreciation to Ms. Hackett-Morgan and wished her well.

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

Chair Davis-Hoggard complimented the Diversity Committee on their work and asked Mr. Walters to read aloud an email from Camila Alire, Ph.D. Alire served as president of ALA's ACRL, the Association of College and Research Libraries, the same year Walters was PLA president. Dr. Alire is working on a book called *Serving Latino Communities*, which will include examples of best practices from libraries all over the country regarding library services to Latino communities. She has requested permission to highlight two District documents, the Diversity Vision Statement, and Diversity and the Las Vegas-Clark County Library District's Mission Statement. Walters informed the Board that he granted permission to Dr. Alire to use the requested documents in her book.

Mr. Walters reminded the Board that staff has done a number of programs, in the region and nationally, on the District's comprehensive diversity initiative. The District is considered a leader in this regard, so the request by Dr. Alire is another acknowledgement of the District's diversity efforts.

Mr. Pierce asked the members of the Diversity Committee present at the meeting to stand for recognition. In addition to Mr. Pierce and Assistant Human Resources Director Melissa Peters, the members present were Salvador Avila, Art Cabrales, Ann LaGumina, Joanne Ross, Jennifer Schember, Lorinda Soto, and Felton Thomas. Michele Black Ferreyra, also on the Committee, was unable to be present. The Board led a round of applause for the committee's work.

Mr. Pierce commented that the success of the District is due not only to the Committee's efforts, but also grows out of the participation of staff throughout the District in planning and participating in the programs. Pierce also stated that the success was a result of the culture that has been created at the District by Trustees, especially Trustee Wong, challenging staff to be the best in country as far as diversity programming is concerned.

Chair Davis-Hoggard requested that an ethnic breakdown of staff by branch be provided to Trustees. She understood that the report would be accurate as of the date produced, due to staff movement between branches. Mr. Pierce said he would be able to provide that type of report.

Trustee Aguirre asked about outreach to the Native American and the gay and bisexual communities and whether the information on that outreach could be included in future reports. Mr. Pierce will include that information. Aguirre also suggested that the District look into working with the Institute for Quality Education, based in San Diego, on future programming for parents. Pierce replied that any additional resources are helpful.

Trustee Aguirre commended the work of the committee and staff and added that the thorough reports and statistics contributed much to his understanding of the progress the District is making. Mr. Pierce

Minutes - Board of Trustees' Meeting

March 8, 2007

Page 6

responded to say that much of the information was put together by Ms. Peters and praised her leadership of the committee's work.

Trustee Wong congratulated Mr. Pierce, Ms. Peters and the rest of the committee on the improvements made every year. Starting from a two-page outline many years ago, Wong said the group shows tremendous creativity and persistence every year with their work on the action items. Wong said the work done by staff has made diversity an essential and important part of the District.

**Technology Report
(Item VI.A.4.)**

Accepted.

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

Accepted.

**Marketing Report
(Item VI.A.6.)**

Chair Davis-Hoggard thanked Patricia Marvel, Marketing and Community Relations Manager, for the information she provided to Chair Davis-Hoggard for her meeting with new County Commissioner Giunchigliani. Commissioner Giunchigliani would like all children in her district to get a library card.

**Development Report
(Item VI.A.7.)**

Accepted.

Once the requested reports were given, Chair Davis-Hoggard moved to accept Reports VI.A. 1-7. There was no opposition and the reports were accepted.

**Unfinished Business
(Item VII.)**

None.

Consent Agenda

1. Discussion and possible Board action regarding the purchase of TimeStar Enterprise software upgrade and of the Abra Workforce Control module.

Chair Davis-Hoggard asked Information Technology Director, Al Prendergast, to introduce the District's new Assistant IT Director, Ron Melnar. Mr. Prendergast gave a brief description of Mr. Melnar's background in the Air Force and experience working for the District. Mr. Melnar has approximately 20 years of experience as an information systems administrator and systems maintenance manager while he served in the United States Air Force. For the past eight months, he has been employed as a Systems and Network Analyst for the Library District. Mr. Melnar received his Bachelor of Science degree from the University of Phoenix in Las Vegas.

Trustees welcomed Mr. Melnar to his new position.

2. Discussion and possible Board action to increase the mileage rate from \$0.445 cents per mile to \$0.485 for employee

Trustee Aguirre moved to approve the Consent Agenda, Items VIII. A.1-3. There was no opposition and the motion carried.

reimbursed mileage.

3. Discussion and possible Board action regarding an employment contract for Ronald C. Melnar, Assistant Information Technology Director.

(Items VIII.A.1-3)

Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, Piercy Bowler Taylor & Kern, for auditing services for fiscal year ending June 30, 2007. (Item VIII.B.)

Chief Financial Officer Fred James introduced this item.

Chair Davis-Hoggard clarified that Mr. James found the auditors' work satisfactory.

Trustee Aguirre asked if the audit assignment was an open bid and requested a clarification of the circumstances behind the extension request. Mr. James replied that personal services contracts, which cover most accounting firms, do not require a competitive bidding process, just a "Request for Qualifications (RFQ)." Because of an oversight in the Business Office, the audit assignment was not put out for an RFQ for the 2006-2007 Fiscal Year. Mr. James said that current plans are to put the audit assignment out to bid in November 2007 for the 2007-2008 Fiscal Year.

Trustee Overstreet clarified that Trustees would be voting on an appointment that would cover Fiscal Year 2006-2007 only, and Counsel Welt clarified that what the District will be issuing in November is an RFQ, as this service does not require a bid.

Trustee Sponer moved to authorize staff to extend the appointment of Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2007. There was no opposition and the motion carried.

Discussion and possible Board action to approve contract terms for Library Automation Services provided to the Springs Preserve Library. (Item VIII.C.)

Mr. Morss introduced this item by explaining that the Library District has provided library automation and courier services for neighboring library districts for over ten years. The arrangement has benefited the residents of Clark County by providing access to collections from any of the participating libraries.

Mr. Morss reported that Springs Preserve Library staff has had meetings over the past year with the Executive Director and several key public service staff to discuss the possibility of their new library contracting automation services through the District. Morss acknowledged the hard work of Public Services Director Marie Cuglietta and Support Services and Systems Director Chris Britsch to set up the arrangement.

According to Mr. Morss, the Springs Preserve Library will be a unique

reference library supporting the Springs Preserve's mission of inspiring the community to sustain the land and embrace local culture. The library will reflect and enhance the Springs Preserve experience through a collection focusing on topics such as ecology, flora and fauna of the Mojave, water conservation, green architecture, wildlife, education, visual and performing arts, archaeology and history of the Southwest, nonprofit management, and museum studies. The opening date of the Springs Preserve is June 8, 2007.

The library is scheduled to open on May 15, 2007, and will house approximately 12,000 objects: books, journals, CDs, DVDs, etc.; in addition, Springs Preserve staff is working with EBSCO Information Services for on-line databases relevant to the Springs Preserve experience. While the collection is specialized, the target audience of the library is the general public and includes a youth and young adult collection.

Mr. Morss continued that a major difference between the Springs Preserve Library and the other public libraries that have automation agreements with the District is that the Springs Preserve Library is a research library and its materials will not be available for circulation to the public. All District patrons will be able to access information about the Springs Preserve Collection through the District's online catalog and will have access to the Springs Preserve collection but must visit the Springs Preserve library to use the materials.

Staff has formulated a new fee structure for a non-circulating library which includes a membership fee and licensing costs, but excludes courier costs as materials from the Springs Preserve Library will not be transported between District branches. These fees will enable the District to recover all expenses related to the Innovative system that the District will incur due to the inclusion of the Springs Preserve as part of the District's automation consortium.

Mr. Morss concluded by saying that the Springs Preserve Library will also cover all one time start up costs that will be charged by Innovative Interfaces to bring their library branch online and in compliance with the District's automation system.

Trustee Sponer asked what Springs Preserve Library materials would be online for District patrons to access. Mr. Morss explained that patrons will be able to identify all Springs Preserve materials listed along with District materials when they did a search. Morss also said that the District had quite a comprehensive collection on flora and fauna, so it's possible that the District would have the material which the patron could then check out. If the material is located at the Springs Preserve Library, District patrons would then be able to go there and view the material.

Trustee Sponer moved to authorize the Executive Director to execute a contract for library automation services with the Springs Preserve Library subject to review by Counsel. There was no opposition and the

motion carried.

**Announcements
(Item IX.)**

Trustee Wong thanked three important people that he inadvertently left out in his earlier remarks, his wife Shari, and children Alex and Lauren. During his period as a Trustee, Wong married and had children. Alex and Lauren go to the library quite often, so he said staff will continue to see the Wong family for many years to come.

The next Board Meeting will be held Thursday, April 12, 2007 in the West Las Vegas Library at 6:00 p.m.

**Public Comment
(Item X.)**

None.

**Adjournment (Item
XI.)**

Chair Davis-Hoggard moved to adjourn the meeting at 6:42 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary