

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
June 9, 2010
(approved July 8, 2010)

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 5:00 p.m., Wednesday, June 9, 2010.

Present:

Board:	F. Barron, Chair	A. Aguirre
	V. Davis-Hoggard	R. Kirsh
	K. Benavidez	K. Crear
	L. Carrasco (via telephone)	M. Saunders
	C. Reese	R. Ence (via telephone)

Counsel: G. Welt

Absent: None

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: Charles Dorsey, Wells Fargo Insurance Services, USA, Inc.

F. Barron, Chair, called the meeting to order at 5:00 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Trustee Ence attended via telephone and was on the line when the meeting began; Trustee Carrasco attended the meeting via telephone and called in at 5:17 p.m. Appendix A.

Agenda (Item II.) Chair Barron advised meeting attendees that there would be no need for an Executive Session. Trustee Benavidez moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2010. (Item III.A.)

Trustee Davis-Hoggard reported on the Risk Management Committee meeting held earlier on June 9 to review and recommend property and casualty insurance coverage and public officials and employment practices liability insurance coverage for the policy year commencing July 15, 2010. Davis-Hoggard reported that the Committee voted to recommend coverage through Philadelphia Indemnity Insurance Company.

Counsel Welt advised that, since \$5,000,000 of the \$20,000,000 total umbrella coverage was being covered by Travelers Insurance, any motion should address that.

Trustee Davis-Hoggard moved to authorize staff to award two policies through Wells Fargo Insurance Services USA, Inc., to Philadelphia Indemnity Insurance Company and Travelers Insurance, proportionately, at an annual premium of \$211,819 for property and casualty insurance for the policy year commencing on July 15, 2010. There was no opposition and the motion carried.

Trustee Davis-Hoggard moved to authorize staff to award a contract, through Wells Fargo Insurance Services USA, Inc., to Philadelphia Indemnity Insurance Company at an annual premium of \$23,497 for

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public officials and employment practices liability insurance for the policy year commencing on July 15, 2010. There was no opposition and the motion carried.

Executive Session (Item IV.)

Removed.

Approval of Proposed Minutes Regular Session, May 20, 2010. (Item V.A.)

Trustee Kirsh moved to approve the Minutes of the Board of Trustees Meeting held May 20, 2010. There was no opposition and the motion carried.

Chair's Report (Item VI.)

Chair Barron announced that the Ad-Hoc Trustee Travel Policy Committee meeting will be held Thursday, July 8, 2010 in the Summerlin Library at 4:00 p.m. Members of the Committee are Chair Barron as well as Trustees Benavidez, Davis-Hoggard and Reese.

Chair Barron continued to say that Executive Director Goodrich will shortly complete her first year at the District and it would be time to complete her performance evaluation. She handed out copies of an evaluation form and advised Trustees that they would receive an evaluation form to fill out through email or via U.S. Mail. These forms should be returned to Counsel Welt via email or fax by July 1st so that he may compile the results. At the July Board meeting, the results of the evaluations would be presented in an executive session. Ms. Goodrich's performance would then be discussed.

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

Ms. Goodrich reported that the District is now in a time of transition. Staff has begun notifying those staff that are impacted by the cuts necessitated by the FY 2010-2011 budget. This is a very tough situation for everyone involved in the process. Goodrich acknowledged publicly that the situation is not one that anyone wanted to be in but one that is necessitated by the current financial environment. She emphasized that the District will miss all employees who are departing, those who are taking the VESP and retiring, and those who are being laid off.

Ms. Goodrich discussed the employee reassignments to different branches. She mentioned that later in the summer, staff will be polled on their preference for different branches as work locations. While she emphasized that no guarantees are made about locations, efforts will be made to try to mitigate the impact of the relocations.

Ms. Goodrich acknowledged the Board's interest in programs to provide support to laid-off staff. She reported that the District has arranged to provide classes through the Department of Employment Training and Rehabilitation as well as contracting for the services of local career counselor for two hours for each laid-off employee. The career counselor offers a variety of services: resume writing, critique, interview techniques, skills analysis, job search methods, as well as techniques to cope with the emotions that can come with the changes.

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In addition, the District has provided several booklets for staff as well as information on applying for unemployment benefits.

Ms. Goodrich continued with her report by reporting that the District's new web site was successfully launched the day prior to the meeting after a few delays. With a much fresher and cleaner look, she felt it would be easier for patrons to read and navigate while providing information with fewer required clicks. Goodrich also discussed the addition of an online survey function called Counting Opinions. There are three lengths of surveys as well as a special Summer Reading Program survey. Information gathered through the web site can be combined with customer opinions and feedback provided through other mechanisms to give staff a complete picture of patron opinions. With limited resources, this information will help ensure that staff use District resources in the most appropriate ways to meet patron needs. She will report back once several months of data have been accumulated.

Trustee Saunders asked if there was a fee associated with the survey. Ms. Goodrich said that Counting Opinions is a product that staff have purchased. She had planned to purchase the product prior to the budget issues but felt it was important to continue with the purchase in order to have data on the front end as staff moved to begin another strategic planning process. The program will also allow staff to collect all the forms and feedback received through various areas into one location to provide the most complete picture of patron opinion on various District programs.

Trustee Aguirre moved to accept Reports VII.A. 1-7. There was no opposition and the reports were accepted.

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

Accepted.

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

Accepted.

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

Accepted.

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

Accepted.

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

Accepted.

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

Accepted.

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Development Report Accepted.
(Item VII.A.7.)

Unfinished Business None.
(Item VIII.)

Consent Agenda

1. Discussion and possible Board action to approve a joinder with Clark County for the purchase of general office supplies from Staples.

Trustee Reese asked about the meaning of the word "joinder" as used in one of the proposed actions on the Consent Agenda. Counsel Welt explained that, in this particular situation, it meant to "join" with Clark County in its contract with Staples for the purchase of office supplies without going through a formal bid process. Clark County has already gone through the process and the District will benefit.

Trustee Carrasco joined the meeting at this time via telephone.

Trustee Crear moved to approve the Consent Agenda in its entirety which consisted of the following items:

2. Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for fiscal year 2010-2011.

Authorized staff to utilize Clark County's contract with Staples for the purchase and direct delivery of general office supplies and to authorize staff to extend the contract for three two-year renewals in subsequent years subject to funding being available and the vendor continuing to meet specifications as outlined in the contract documents.

Authorized staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for Fiscal Year 2010-2011, as approved in the District's Adopted Budget by the Board of Trustees.

There was no opposition and the motion carried.

(Item IX.A.1-2.)

Discussion and possible Board action regarding proposed revisions to the District's Employment of Relatives/Fraternization policy.
(Item IX.B.)

Human Resources Director Jerilyn Gregory explained proposed revisions to the District's Employment of Relatives/Fraternization policy.

Ms. Gregory said that currently, the District's policy regarding Employment of Relatives/Fraternization does not allow employees to either "...supervise or have in his/her chain of command any other employee who is a relative as defined by the policy." Gregory said that will not change. However, the policy further indicates that employees who are relatives, who represent themselves as a household, or who cohabitate, may not be assigned to the same branch or work location, even if they are in separate departments. The only exceptions made are for those employees working as Pages.

Ms. Gregory explained that revisions are proposed to this policy to remove the restriction that employees, "...will not be concurrently assigned to the same library branch or work location..." This will provide both the District and its employees with greater flexibility in determining assignment of work locations, especially with the

forthcoming consolidation of support departments to the Windmill Library and Service Center.

Language regarding the definition of relatives has been revised to include the following wording: "...domestic partners, individuals living in the same household and relationships which result from adoption and marriage."

Ms. Goodrich advised Trustees that they have received a revised version of the item. After their packet was sent, labor counsel Scott Abbot recommended slight changes to the language.

Finally, Ms. Gregory explained that language has been added to include: "If there is a situation where an action of the District, such as a reduction in force, results in an involuntary circumstance where two relatives may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee."

Trustee Crear asked how a situation could occur when the District would not know if an employee supervised a relative. Ms. Gregory explained that often relatives have different names.

Counsel Welt confirmed that Ms. Gregory has reviewed the new language with labor counsel in relation to the Collective Bargaining Agreements (CBA).

Trustee Benavidez asked if there was a grandfather policy, what would happen for example in a case where one long-time employee married another long-time employee's sibling. Ms. Gregory explained that current policy requires that the employees notify the District which would then move the employees. That would not change. Gregory said that these proposed changes would cover the District in the case of an involuntary move or transfer, where the District is not aware of the relationship. Once the District is made aware of the relationship, staff would immediately make plans to move the employees. Until the reassignment is completed, the supervisory employee cannot be in that position in relation to the other employee.

Trustee Kirsh asked about the penalty for not complying with item two under the policy, requiring the supervisory employee notify the District within ten days of becoming related or involved in a relationship with an employee in their chain of command. Ms. Gregory noted that there have been no changes proposed to that item Trustee Kirsh is referring to which has been current policy since 2003. Ms. Goodrich added that employees are well aware of the requirement as they are provided copies of the District's personnel policy upon hiring. Counsel Welt added that the penalty would be the same as with any violation of District *Personnel Policy* and therefore subject to discipline.

Trustee Aguirre moved to adopt the proposed revisions to the District's Employment of Relatives/Fraternization policy. There was no opposition and the motion carried.

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Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2010-2011 and accompanying Resolution 2010-03. (Item IX.C.)

Chair Barron reported on the Nominating Committee's meeting on Wednesday, June 8. The Committee voted to propose the following Trustees to fill Board officer positions:

Chair – Aldo Aguirre

Vice Chair – Kelly Benavidez

Secretary – Ron Kirsh

Treasurer – Verlia Davis-Hoggard

Counsel Welt clarified that only the Chair cannot be elected to any office more than two consecutive terms. The other officers do not have term limits, so to speak.

There were no additional nominations from the floor for any of the offices. The nominees each accepted the nomination and the nominations were closed for each office by a vote of the Board.

Trustee Davis-Hoggard moved that the nominees proposed by the Nominating Committee be elected by acclamation. There was no opposition and the following Trustees were elected to serve as officers for FY 2010-2011. Aldo Aguirre, Chair; Kelly Benavidez, Vice Chair; Ron Kirsh, Secretary; Verlia Davis-Hoggard, Treasurer.

Trustee Aguirre moved to pass Resolution 2010-03 authorizing Fred James, CFO and newly elected Treasurer Verlia Davis-Hoggard to execute checks on behalf of the Library District. Resolution 2010-03 is attached as Appendix B.

Presentation of a report on Development Office activities in the past year and possible discussion on the issues presented in the document. (Item IX.D.)

Development Director Danielle Milam presented a report on the Development office and District's Foundation.

Ms. Milam noted that the *Strategic Service Plan 2008-2011*, adopted in September 2008, called for the District to build organizational capacity related to partnering with the Library District Foundation and other potential donating organizations to support and enhance District services. More specifically, the Plan calls for:

1. The development of a multi-year fund-raising plan
2. The clarification of fundraising responsibilities between the District, Foundation, and other potential donating organizations.

The Development Director position was filled in November, 2008, with responsibility for two aspects of District development: 1) oversight of all Development Office functions and participation on Library District's Executive team, and 2) responsibility for further development of the Library Foundation from a start-up position.

Accomplishments and Next Steps:

Ms. Milam noted that the biggest issue to affect the Foundation was last month's action by District Trustees to restructure the District in light of the current economic situation. This action has provided a lot of information for the Development Office to determine specific District

needs so that Ms. Milam may work with members of the Foundation Board of Directors to strategically focus their efforts.

In the last year and a half, Ms. Milam said that the Development Office's activities have been more opportunistic. Over the next three to five years, she believed the Development Office will be able to be more strategic in its activities.

Development Office: The Development Office roles and responsibilities have evolved as follows:

- Oversight of the Federal e-Rate subsidy program for phone and data services, working with the District's IT Department. Over the past two years, the District's request for reimbursement has grown from \$250,000 to \$300,000. The Development Office also shepherded the District's *Technology Plan* through review and Board adoption, per the requirements of the federal e-Rate program. Possible changes to the program at the federal level, as well as detailed review of the current contracts by the Development Office, may result in increased revenue to the Foundation from this source.
- Development and management of District grants. Procedures for funneling District grants and sponsor requests (over \$500) were established before 2008. In the past two years, the District has requested grant support for capital, program, and capacity-building projects, totaling \$336,312. These grants were developed based on priorities established by the Board in October 2009 and through internal staff conversations. For the most part, these grants are from government funds that are passed from the federal agencies to the states in predictable annual rounds of funding. An additional \$300,000 comes to the District from the federal and state Departments of Education for the English language instruction program, C.A.L.L., as an existing grant that continues to be extended year after year. At this moment, only one grant is pending, a capital and training project that expands broadband speeds, technology, and training: the Library's share is \$3.6 million of a \$9.3 million regional request for these federal stimulus funds coming out of the Dept. of Commerce.

Ms. Milam thanked Trustees who have spent time in the last week making calls and sending emails to the Nevada congressional delegation in support of the above grant. At the suggestion of Trustee Ence, Milam said that outlying branch staff are being encouraged to contact their local officials as well. There is also an outstanding grant request from Clark County to provide microwave systems to outlying areas. If funded, the two grants will provide more speed, wi-fi coverage and training opportunities which would greatly expand connectivity in these outlying areas.

- Acknowledgement of District gifts from individuals, estates, and corporate sponsors. The policy in place requests that solicitations over \$500 go through the Development Office and

all gifts to the District go through the Development Office for acknowledgement letters and recognition. At this point, donor recognition is primarily accomplished on the web site.

Ms. Milam noted that some of these gifts come as the result of estates being settled, so she wanted to acknowledge Counsel Welt's efforts as well.

- Participation in the District-Foundation Agreement to oversee the operations of volunteer-run used bookstores in 11 urban branches and online sales with discard vendors. This revenue comes to approximately \$250,000 per year. Revenues generated from these sales are restricted. To date, the Foundation has been invoiced for \$127,833 for program support, and \$46,229 for position support.

Ms. Milam explained that the Agreement clarifies the role of the Foundation in overseeing the bookstore sales; developing a District-wide volunteer program; and supplementing the District and Foundation budgets for programs and grants across all areas – summer reading for children and teens, homework help, cultural events, films, theater productions, community collaborations such as the Vegas Valley Book Festival, and C.A.L.L. materials and technology licenses. The term of this annual agreement is September 1, 2009 through August 30, 2010. The Board of Trustees will consider an annual extension of this Agreement at the July 2010 Board meeting.

- Upon the adoption of the internal *Forward to Basics* guidelines and passage of the District's FY 2010-2011 budget last month, there is an evolving clarity of focus for District grant-seeking in the next 3-5 years.
 - Youth Programs and Resources – *Forward to Basics* and the Board priorities set for reading and literacy efforts means that District staff will focus on improving and expanding the reach of story times, early childhood and parenting programs, child and youth reading programs, youth access and training in technology and use of digital resources, and outreach and training to child care providers, along with opportunities to expand the District's juvenile collections.
 - Adult Programs and Resources – The *Forward to Basics* guidelines shifts the focus of adult programming from an emphasis on literary events such as author presentations and culture celebrations, to adult programming that specifically targets community economic recovery and information needs related to employment, business development, health, finances, housing, government services and other critical e-communications. The Development Office will look for opportunities to partner with local agencies that provide training, build new training curricula for District computer center classes, and identify opportunities for building this kind of adult

programming through local, regional and national partner opportunities.

- Collections, Capital Projects, Staff Training, and other Opportunities. Looking at the next 3-5 year budget constraints on staffing, training and collections, the Development Office will continue to look for opportunities to supplement District collections and staff training budgets. Development staff will continue to search for capital funding that matches District needs, from federal, state and philanthropic sources.

Library Foundation: The Foundation Board of Directors have met 10 times since they were reactivated in January 2009. Ms. Milam thanked the Directors for coming to a lot of planning meetings as the work proceeded. She also acknowledged Board Trustees Barron and Crear for their work as Foundation Directors and their enthusiastic participation in Foundation meetings.

In alignment with the priorities established by the District's Board to build community levels of reading and literacy, the Foundation has taken on the following fundraising roles and responsibilities:

- Building the capacity of the Foundation to act as a grant-seeker. Most importantly, the Foundation completed an annual audit which positions the Foundation for requesting grants from philanthropic organizations.
- Acknowledging and recognizing Foundation donors. Over \$83,000 has been raised from individual gifts since November 2008, with most gifts under \$100, and several designated for various library branches or services. Ms. Milam noted that the recent budget news prompted several unsolicited gifts in the \$100 range from new donors.

The primary form of donor recognition to date is an annual list of donors on the Foundation website. Ms. Milam said she plans to frequently refresh the site with updates on District programs and Foundation donors.

- A new Foundation program was created this year to award five \$1,000 Tom and Bonnie Lawyer West Las Vegas Scholarships to graduating youth for five years. Donations from the public will be sought to supplement this award in future years.

- **FAST FORWARD VEGAS**

The Foundation will officially launch a new community campaign this June, with the publication of this year's *Giving Guide*, distributed to 35,000 subscribers of the *In Business Las Vegas* publication. A copy of the Foundation ad in the publication was provided to the Trustees. The campaign seeks to raise library visibility, friends and funds for four program areas designed to catalyze regional recovery:

- Accelerate Learning - Teaching young children to love reading raises community levels of school readiness, school

success, workforce capacity and economic resilience. Donations will support story times, family literacy programs, summer reading, homework help, digital literacy, and English language instruction.

- Pursue Prosperity – The library has abundant resources for people and businesses in transition. Internet access for job search, business development, government e-services, and health information is in high demand, used by half of the District's 6 million annual visitors. Donations will expand collections, technology and training, connecting people and businesses with resources they need to recover and thrive.
- Invest in Imagination – District facilities provide a lively cultural resource in the region, home to two-thirds of Nevada's population. In addition to over 13 million items checked out to 640,000 cardholders, the District provides a rich array of cultural, literary and community programs free to the public. Contributions will support literary events, community celebrations and collaborations that enrich civic life.
- Spark Regional Recovery – The Foundation will convene "Capital Conversations," community gatherings to explore the future of the Vegas Valley and identify the assets that will spark and sustain regional recovery and reinvention. Donations and sponsorships will be sought to support these community engagement events.

Ms. Milam said that this program area is designed as a way for the Foundation to move from a "start-up" organization with no community visibility to an organization whose Directors are perceived to have clout. Using very broad community issues, the Foundation will bring together influential community leaders to position the Foundation as community players.

Ms. Milam concluded by saying that the long-range plan is to raise the visibility of the Foundation as the District's fundraising arm. She met with Trustee Crear and her husband, Cedric Crear, and discussed several ideas to pursue those goals.

Trustee Crear said that one of the ideas discussed at the meeting was to elevate the Foundation through program support by local businesses. All District residents would be encouraged to get their library cards and then bring them into their local businesses which will increase awareness of what a library can bring to a community and what programs it can provide. Businesses would then be encouraged to sponsor those District programs. Crear emphasized that the Foundation Board is dedicated to moving forward and said she has enjoyed the process of planning the Foundation's future.

Trustee Kirsh asked about whether the Foundation would be changing officers periodically. Ms. Milam said that elections would be held at the

Foundation Board of Directors meeting scheduled for the next week. Former District Trustee Tim Wong has agreed to serve as Foundation President and local architect Patrick Klenk has agreed to serve as the Foundation's Secretary/Treasurer.

Trustee Aguirre asked about the Foundation's web site. Ms. Milam said that the Foundation is very fortunate that its web site is one click away from the District's main page. Visitors can click on "SUPPORT US" and get to the Foundation's site. Also, searching for the Foundation on Google or other sites bring visitors to the Foundation's site.

Trustee Aguirre commented that the photos in Foundation's ad shown to the Trustees did not reflect the diversity of the District's population and suggested changes for the future. Ms. Milam said she will work on those suggested changes.

Chair Barron said that, as a Foundation Director, she was very excited about the planned activities.

Trustee Kirsh asked Ms. Milam to confirm that the ad would be directed to the District's service area and would not go to residents of the other area library districts, which Ms. Milam acknowledged.

Ms. Milam thanked Trustees for their attention.

There was no action required for the item.

Announcements
(Item X.)

Chair Barron announced that the next Board Meeting will be held Thursday, July 8, 2010 in the Summerlin Library at 6:00 p.m.

Ms. Goodrich acknowledged the presence of several retiring staff members at their last Board meeting: Nanci Adam, Administrative Assistant, Business Office; Marie Cuglietta, Public Services Director and Jim Hayes, Regional Branch Services Director. She thanked them for their invaluable service. Goodrich added that each individual has worked for the District for a number of years and asked everyone to join her in a round of applause which occurred.

Public Comment
(Item XI.)

None.

Adjournment
(Item XII.)

Chair Barron adjourned the meeting at 5:52 p.m.

Respectfully submitted,

Ron Kirsh, Secretary