

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
October 14, 2010
(approved November 10, 2010)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Sahara West Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, October 14, 2010.

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

Counsel: G. Welt

Absent: None

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests: None

A. Aguirre, Chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Barron attended via telephone. Trustee Carrasco arrived at 6:04 p.m. Appendix A.

Trustee Benavidez led everyone in the Pledge of Allegiance.

Agenda (Item II.) Chair Aguirre moved Item IV. (Executive Session) to come after Item XI. (Public Comment). Trustee Davis-Hoggard moved to approve the Agenda as amended. There was no opposition and the motion carried.

Sahara West Library Branch Presentation (Item III.) Executive Director Goodrich introduced Branch Manager Kim Clanton-Green to provide information about the Sahara West Library.

Ms. Clanton-Green thanked Trustees for the opportunity to talk about the Sahara West Library. Clanton-Green introduced her leadership team which consists of Assistant Branch Manager Lorinda Soto, Young People's Library (YPL) Department Head Leah Ciminelli, Computer Center Supervisor Ron Marchalonis, Scheduling and Production Services (SPS) staff member Marcela Chiarandini as well as Circulation Department Head Becky Monaco. She said that these individuals, along with other branch staff members, are very hard-working and a credit to the District.

Ms. Clanton-Green advised Trustees that the Sahara West Library is the largest public library in Nevada, at least until the Windmill Library opens. At 122,000 square feet, the building opened its doors in 1997 and circulates over 1.4 million items per year, averaging 65,712 patron visits each month.

The new bookstore, which opened this year, is over 700 square feet and does an enormous amount of business. Staffed mostly by volunteers, the money raised in the space goes to the District's

Foundation which provides support to the District. In addition, the Sahara West Library is fortunate to have an average of 832 volunteer service hours each month. Ms. Clanton-Green commented that she did not know how she would be able to run a building of the size of Sahara West and with the current circulation level without their assistance.

Ms. Clanton-Green next discussed the YPL Department at the branch. It is the largest in the District with over 321 programs that served over 21,347 children over a one year period (September 2009-September 2010). YPL programs include baby and pre-school story times. In addition, special teen programs such as Twilight dances as well as a program on "How To Survive A Zombie Apocalypse" have been very popular. Clanton-Green added that quite a bit of the children's programming at the branch focuses on literacy.

To serve Sahara West's diverse population, there is an International Languages room with material in over 37 languages. Ms. Clanton-Green said that, based upon the Clark County School District's 09-10 Accountability Report, the population served by the Sahara West Library is composed of 45.8% Caucasian, 21.1% Hispanic, 12.64% African American and 18.3% Asian Pacific Islanders. In addition, the same report shows that over 30% of the students in schools served by the Sahara West Library are eligible for the Free and Reduced Lunch Program (FLRP). Clanton-Green added that that figure has increased from 22% in the last several years due to the economic downturn.

Sahara West has 26 adult and eight children's Internet accessible computers. Ms. Clanton-Green said that these computers are used all the time and that there is rarely an open seat. In addition, wireless usage at the branch has increased tremendously, which Clanton-Green again attributed directly to the economy. While Clanton-Green does not keep statistics on the Wi-Fi usage, according to the patrons she has spoken to, they may keep the devices they use to access the Internet, but may no longer be able to afford the cost of Internet connectivity at home.

Ms. Clanton-Green concluded by asking if there were any questions and invited Trustees on a branch tour after the meeting.

Trustee Barron congratulated staff at the branch.

Ms. Goodrich took the opportunity to congratulate Ms. Clanton-Green, her leadership team and branch staff for the tremendous job they do to serve District patrons. Goodrich also pointed out that a library with an annual circulation of over 1 million items, much less close to 1.5 million items, is phenomenal. The Sahara West Library is one of the busiest libraries in the country as well as being the largest public library in the State of Nevada.

Trustee Carrasco arrived during Ms. Clanton-Green's presentation.

Chair Aguirre thanked Ms. Clanton-Green and her staff for the fine job they do serving District patrons.

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Approval of Proposed Minutes Regular Session, September 16, 2010. (Item V.A.)

Trustee Benavidez moved to approve the Minutes of the Board of Trustees Meeting held September 16, 2010. There was no opposition and the motion carried.

Chair's Report (Item VI.)

Chair Aguirre thanked staff for setting up tours for the Trustees of the Windmill Library and Service Center site as well as of the Mesquite Library. He appreciated the opportunity for Trustees to see these locations. Aguirre also congratulated Mr. Rice and his staff for keeping the work under budget and for the projected early completion of the construction. Aguirre noted that he would be attending the next Latin Chamber luncheon at the Springs Preserve, noting it was good to have a presence at these community events. He thanked Trustees who could attend the luncheons for their work representing the District.

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

Ms. Goodrich drew Trustees' attention to a memo, distributed at the meeting, which provided details on the American Library Association's upcoming Midwinter Meeting in January 2011. Trustees were asked to contact the Executive Assistant indicating their wish to attend the conference.

Ms. Goodrich then noted how staff are working to tie the District's activities, as shown in the monthly reports, to specific service priorities stated in the *Strategic Service Plan* and *Forward to Basics*. Goodrich pointed out the changes Marketing and Community Relations Director Pat Marvel made to her report, and the changes Deputy Director Robb Morss is making to the Public Services report as part of the move to align the reporting of District activities with the service priorities set by Trustees.

Ms. Goodrich reported on that afternoon's tour of the Windmill Library and Service Center construction site conducted for several Trustees by Facilities Director Steve Rice at which she was present. Goodrich added that another tour of the Windmill site, as well as two tours of the Mesquite Library, would occur for Trustees in the next week. She added that planning for the move has already begun and briefly discussed the work being done by IT and Facilities to prepare for the consolidation of all District support departments to the Service Center at the Windmill location.

Ms. Goodrich then discussed an activity she has been involved in on her personal time that ties in with District priorities. Goodrich has become a member of the Women's Leadership Council of United Way. The signature project for this group is the Family Engagement Program. Working with five area high schools with the highest rates of truancy and lowest levels of graduation, the group is establishing Family Engagement Centers at these schools. These centers are planned to ensure that parents and caregivers can feel welcome at these schools. The opposite of a closed campus format, there will be computers for use by parents and caregivers to access online School District and other important information. Goodrich believes this

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activity aligns perfectly with the District's priorities and is looking forward to educating the center's users about District programs and services.

Trustee Davis-Hoggard noted in Ms. Goodrich's report the service pins awarded to long-time employees at the West Las Vegas Library. She requested, in the absence of a District-wide staff day, that Trustees be invited to attend occasions when service pins are awarded to staff.

Trustee Davis-Hoggard asked about Ms. Goodrich's recent meeting with Las Vegas Mayor Oscar Goodman. Goodrich reported that Mayor Goodman was interested in more space for the Natural History Museum, currently located across from the building shared by the Las Vegas Library and the Lied Children's Museum. As the space being vacated by the Lied Museum is less than the Natural History Museum's current space and the District has no plans to move the Las Vegas Library, the meeting was very short.

Trustee Reese commented on how much she appreciated Ms. Goodrich's response to a recent article in the *Smithsonian* magazine about Las Vegas. Ms. Goodrich commented that she had felt the article, by J.R. Moehringer, entitled "Las Vegas: An American Paradox," gave a one-sided view of Las Vegas and that she felt that *Smithsonian* readers would appreciate hearing about the diverse activities and services available to residents.

Trustee Crear 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.

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

Unfinished Business None.
(Item VIII.)

Discussion and possible Board action regarding contract award for the roof replacement at the West Las Vegas Library.
(Item IX.A.)

General Services Director Steve Rice explained that funds were allocated in the Capital Projects Fund for the roof replacement at the West Las Vegas Library. The single-ply membrane roofing systems on the original library and theater areas of the building are over 16 years old and have deteriorated to the point of needing replacement. Rice added that the roof on the YPL wing is only 8 years old and will not be replaced at this time.

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, the National Association of Minority Contractors (NAMC) and to roofing contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on September 17, 2010. A total of 8 bids were received, ranging from \$252,085 to \$97,724.

The lowest responsive and responsible bidder is The Original Roofing Company, a local contractor. Their bid is less than the estimate and within budget. Staff recommended awarding the contract to the low bidder.

Trustee Kirsh asked about the wide disparity between the high and low bid amounts. Mr. Rice explained that he has seen disparities happening frequently in the current economy. The bidders on this job all had the same specifications and several indicated they plan to use the same suppliers. What seems to be happening in this case is a combination of very competitive bids by the different vendors. Rice said that some vendors may be trying to bid a low price to get the job and some may have bid a higher amount to make a higher profit. Counsel Welt added that some vendors may be trying to ensure their employees remain working, a comment with which Rice agreed. Rice has worked with both the high and low bidder and felt either would complete the job as required.

Trustee Reese said she was happy to hear about Mr. Rice's confidence with the low bidder. She asked whether the District was required to select the low bidder and what remedies are available in case staff believes the lowest bidder on a particular job is not competent. Rice explained that a responsive bidder is one that has complied with the bid, i.e. submitted the documents called for in the RFP in a complete bid package. He said that there are criteria that can be used to evaluate whether a vendor is responsible, but that staff do not usually get into that as the District currently requires proof of the vendor's ability to obtain 100% bonding so the District is protected from a vendor's failure to perform. The District is compelled to take the lowest responsive and responsible bid.

In response to a further question from Trustee Reese, Mr. Rice said that it would be a very difficult process to provide specific reasons to not accept the lowest responsive and responsible bid. Counsel Welt

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added that not choosing the lowest responsive and responsible bidder generally leads to litigation. Sometimes bidders who are judged not responsive but have the lowest bids initiate litigation. Welt added that, in the many years he has been District counsel and because of the bonding provision, there have only been one or two occasions where the lowest responsive and responsible bidder was not selected.

Trustee Ence asked whether the bids came in close to staff estimates for the project cost. Mr. Rice said that the estimate for the project was about \$200,000 and agreed with Ence that he was pleased with the low bid amount. He explained that this is only one part of the total project and that other items that are not included in the re-roofing cost include the removal and replacement of the enclosed ductwork and removal of the current pigeon deterrent devices so that the roofing work can proceed.

Trustee Kirsh moved to authorize staff to award a contract for the roof replacement at the West Las Vegas Library in accordance with Bid No. 11-04 to The Original Roofing Company for the amount of \$97,724. There was no opposition and the motion was allowed.

Announcements (Item X.)

Trustee Benavidez asked everyone to join her in wishing Trustee Carrasco a happy birthday as today marks this special occasion and then led a round of applause for Trustee Carrasco.

Chair Aguirre announced that the next Finance and Audit Committee Meeting will be held Wednesday, October 27, 2010 in the Las Vegas Library Boardroom at noon.

The next Board Meeting will be held Wednesday, November 10, 2010 in the Las Vegas Library at 6:00 p.m.

There will be no December Board meeting.

Chair Aguirre noted that the artwork Trustees saw at the Sunrise Library last month in the meeting room was produced by the branch's young patrons and he wanted to commend Sunrise Branch Manager Anna Vaillancourt and curator Denise Alvarado for their work in getting the young people involved in the project. Aguirre noted that this is one of the many ways that the District can get the community involved.

Public Comment (Item XI.)

None.

Executive Session (Item IV.)

Chair Barron advised attendees that the Executive Session would be closed and said that it would cover litigation and labor issues. Chair Aguirre adjourned the meeting into Executive Session at 6:31 p.m.

Chair Aguirre reconvened the Regular Session at 6:51 p.m.

Adjournment (Item XII.)

Trustee Benavidez moved to adjourn the meeting at 6:51 p.m. There was no opposition and the motion carried. The meeting adjourned at 6:51 p.m.

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Respectfully submitted,

Ron Kirsh, Secretary

2010 ATTENDANCE

APPENDIX A OCTOBER 14 REGULAR BOARD MEETING

2010		January 14 Regular Board Mtg	January 27 Finance & Audit Cmte	February 11 Regular Board Mtg	March 4 Finance & Audit Cmte	March 11 Risk Management Cmte	March 11 Regular Board Mtg	April 1 Finance & Audit Cmte	April 8 Finance & Audit Cmte	April 8 Regular Board Mtg	May 12 Special Board Mtg	May 20 Regular Board Mtg	June 8 Nominating Cmte	June 9 Risk Management Cmte	June 9 Regular Board Mtg	July 8 Ad-Hoc Trustee Travel Policy Cmte	July 8 Regular Board Mtg	August 12 Ad-Hoc Trustee Travel Policy Cmte	August 12 Regular Board Mtg	September 16 Regular Board Mtg	October 14 Regular Meeting	
Aguirre		P	P	P	P	P	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	
Barron		P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A-E	P	
Benavidez		A-E	A-E	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Carrasco		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A-E	P	
Crear		P	A-E	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Davis-Hoggard		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Ence		P	P	P	P	P	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	
Kirsh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Reese		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Saunders		P	P	P	P	A-E	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

attended Committee meeting but not a member

A-E Excused absence
 A-U Unexcused absence
 as of October 15, 2010