

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' AD-HOC CONFERENCE ROOM/PAC USE COMMITTEE MEETING**  
**LAS VEGAS, NEVADA**  
**NOVEMBER 9, 2010**  
**(approved January 13, 2011)**  
**(corrected and reapproved February 10, 2011)**

The Board of Trustees' Ad-Hoc Conference Room/PAC Use Committee of the Las Vegas-Clark County Library District met in the Las Vegas Library Boardroom, Las Vegas, Nevada, at 12:00 p.m., Tuesday, November 9, 2010.

**Present:** Committee: K. Crear, Chair  
R. Kirsh  
A. Aguirre, ex-officio  
V. Davis-Hoggard  
M. Saunders

Counsel: G. Welt

Absent: K. Benavidez  
C. Reese

Staff: Jeanne Goodrich, Executive Director  
Robb Morss, Deputy Director, C.O.O.  
Jennifer Schember, Access Services Manager

Guests: None

K. Crear, Committee Chair, called the meeting to order at 12:05 p.m.

**Roll Call (Item I.)** All members listed above represent a quorum. Trustee Benavidez did not attend due to illness and Trustee Reese did not attend due to her work schedule. Both are excused absences.

**Agenda (Item II.)** Chair Crear asked for a vote to approve the Agenda as proposed. There was no opposition and the motion carried. NOTE: This was done at the end of the meeting after the discussion.

**Discussion and possible Committee direction regarding possible changes to policies governing use of District conference rooms and Performing Arts Centers and associated user fees. (Item III.)** Chair Crear opened the meeting by reporting on the work done by Crear, Deputy Director Robb Morss and Access Services Manager Jennifer Schember, to distill the differing views expressed by Trustees at the September 16, 2010 Board meeting regarding changes to the policies and user fees governing the use of District conference rooms and Performing Arts Centers (PACs) into several options for the Committee to review.

Chair Crear noted the extensive discussion at the October meeting on accommodating the non-profit groups and community special interest groups. These groups require a large amount of staff time to verify the status of these groups. Crear also mentioned the great concern shown by Trustees to ensure a wide variety of group had access to the District's meeting spaces and PACs.

Mr. Morss presented several options to Committee members:

FREE USE OR NO FREE USE:

- Conference Rooms
    - 1 free use by non-profits per month
- OR
- No free uses by any groups

**Minutes - Board of Trustees' Ad-Hoc Conference Room/PAC Use Committee Meeting  
November 9, 2010  
Page 2**

- PACs
  - No free uses by any groups

**FEES:**

- Conference Rooms
  - \$15 per hour charge for all meeting rooms, regardless of size
- OR
  - Small meeting rooms (700 sq. ft. or less) - \$15 per hour
  - Large meeting rooms (over 700 sq. ft.) - \$25 per hour
- PACs:
  - Room rental \$35 per hour
- OR
  - Room rental \$50 per hour

**OTHER COSTS:**

- Tech fees - \$25 per hour for 8 hours or less; \$50 per hour after 8 hours
- Security Fees - \$15 per hour; \$25 per hour with less than 72 hours notice
- Dark Day/storage fee (PACs only for all runs over 2 weeks) - \$100 per day

Mr. Morss confirmed the issues posed by groups who do not have non-profit status and are known as "community special interest groups." In an attempt to maintain an option for community groups, he said he investigated the Nevada Secretary of State's website and learned that groups can register with the state as a non-profit (\$75 initial registration fee plus \$10 annual fee). Morss said that if Committee members wanted to continue offering groups a free option, requiring this registration would be a possible way to get staff out of the current, lengthy process.

Executive Director Goodrich added that Committee members were not limited by specific options, for example if they wanted to pick an item from option one and an item from option two, they were welcome to do so. For example, the Committee could recommend no free uses by any user groups, charging a fee of \$15 per hour for all meeting rooms, regardless of size, and \$50 per hour for all PACs.

Committee members extensively discussed several different components of the proposed with all Committee members participating.

- Whether to treat all groups (community special interest groups, non-profits or commercial users) equally, or to offer state registered non-profits groups an opportunity to use District space at no cost.

Counsel Welt recommended staff further check with the Secretary of State's office on whether the state registration requires proof the group confirm its 501(c)(3) or 501(c)(5) status. He added that this would actually expand the number of groups allowed to use

the space and include homeowner's association meetings, which sometimes require additional security.

Chair Crear emphasized that she feels the District should maintain a free option for community groups and said that she favored requiring the registration by the Secretary of State as a way for staff to eliminate that task.

- Recovering staff costs and room use costs for the District, while still offering community groups the opportunity to utilize District space for their meetings and events. Option A, per Mr. Morss would almost cover staff and security costs for the District's meeting rooms and PAC spaces. Option B would certainly do so. The increased rates would not fully cover costs for heating, cooling and maintaining these spaces. Morss said that the proposed changes would do more to help firm up policies and treat groups equally.

Mr. Morss provided examples of costs that different types of groups would incur under the current policy and the two proposed options.

**MEETING ROOM USER – 2 HOUR MEETING:**

Current - \$0-\$150 (depending on type of group and number of meetings held that month)

Option A - \$0-\$30 (depending on the type of group and number of meetings held that month)

Option B - \$30 (small room) or \$50 (large room)

**PAC USER – 1 DAY USE – 4 HOUR EVENT:**

Current - \$169 (Includes rental, security and tech fees)

Option A - \$295 (Includes rental security and tech fee)

Option B - \$347.50 (Includes rental, security and tech fee)

**PAC USER – 3 DAY USE – 34 HOUR EVENT:**

Current - \$1,226 (Includes rental, security and tech fees)

Option A - \$2,950 (Includes rental, security and tech fees)

Option B - \$3,460 (Includes rental, security and tech fees)

Mr. Morss reiterated that the proposed one free use would only apply to meeting rooms, not PACs.

- The issue of the difference in conference room size making a difference in the fee, especially if a branch only had one meeting room. For example, there is only one meeting room at the Sunrise Library. It is over 700 sq. ft. and would fall under a higher price, if the Trustees chose that option.

Trustee Saunders asked if there was an option that was preferred by staff due to easier logistics. Mr. Morss said that staff preferred eliminating all free uses and keeping to one rate for all conference room spaces.

Trustee Davis-Hoggard said she was all in favor of eliminating the free use option and reducing the large number of different categories used to determine the costs for use of District spaces by different user

groups. She asked about options for groups who could not change their meeting times. Mr. Morss replied that the Clark County Library is an option for groups wishing to meet later as their meeting rooms and PAC spaces are completely separate from the rest of the branch as well as being staffed to accommodate different times for meetings. Morss added that not all branches can do so due to space and staffing issues. He said that many groups have simply adjusted their meeting times to accommodate the new hours.

Trustee Aguirre asked how the District planned to communicate with the community regarding any new regulations. Mr. Morss said that each branch has advised its user groups and would continue to do so.

Trustee Saunders wanted to accommodate the community groups but also acknowledged the need to cover the District's expenses. He asked if the District would still be able to work with community groups that help to further the District's mission. Mr. Morss assured Trustees that the District would still partner with groups to provide programs that help to fulfill the District's mission. The District's costs for these events (room use and technical and security costs) would be covered by the District. These partnerships come under a separate agreement, the District's sponsorship application, and would not come under these room use policies.

Trustee Aguirre asked how the proposed rates compared to other area venues. Mr. Morss said that the proposed rate changes would still keep the District as the most inexpensive area venue:

Charleston Heights - \$70 per hour for non-profits, \$198 per hour for commercial use.

Winchester Community Center - \$300 per day for non-profits, \$600 per day for commercial use.

UNLV - \$1,400 per day for non-profits, \$2,000 per day for commercial use.

Ms. Goodrich commented that the District's spaces may receive more usage by different types of groups with the reduction in different types of user groups and events categories which may mean more money for the District.

Trustee Aguirre asked about the percentage increase in staff costs. Mr. Morss replied that the actual rates for a tech will go from \$12 to \$25 per hour and that security fees are currently \$10 and will go up to \$15 per hour.

Trustee Kirsh asked whether the District requires fees to be paid in advance. Mr. Morss said that the fees and costs for conference room usage do require full payment in advance but that only 50% of the estimated costs for PAC usage are required in advance. This is due to possible changes in rehearsal hours required and actual staff costs not being known until after the event is completed.

Mr. Morss noted that the policies and fees have not been changed in approximately 16 years and Counsel Welt added that he believes the

**Minutes - Board of Trustees' Ad-Hoc Conference Room/PAC Use Committee Meeting  
November 9, 2010  
Page 5**

fees were not increased 16 years ago when the policies were formalized. Morss added that the economy was different for most of that time period.

Trustee Saunders moved that the Committee recommend the following changes to the current policies governing use of District conference rooms and Performing Arts Centers and associated user fees to the full Board:

- No free uses by any user group
- Conference Room/PAC fees:
  - Small meeting rooms (700 sq. ft. or less) - \$15 per hour
  - Large meeting rooms (over 700 sq. ft.) - \$25 per hour
  - PACs (all) - \$50 per hour
  - Dark Day/Storage Fee (PACs)- \$100 per day (for all runs over 2 weeks)
- Staff fees:
  - Technical staff fees - \$25 per hour (8 hours or less), \$50 per hour (after 8 hours)
  - Security fees - \$15 per hour, \$25 per hour (with less than 72 hour notice)

Trustees Davis-Hoggard, Kirsh and Saunders voted yes, Chair Crear voted no. The motion carried.

Mr. Morss suggested that the updated policy include provisions, as an annual administrative action, to adjust the rates for technical assistance and security, as contract costs for security and personnel costs for techs increase. The Committee verbally indicated that was acceptable. No vote was taken.

**Announcements  
(Item IV.)**

None.

**Public Comment  
(Item V.)**

None.

**Adjournment  
(Item VI.)**

Chair Crear adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Keiba Crear, Committee Chair