

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' MEETING**  
**LAS VEGAS, NEVADA**  
**July 11, 2013**  
**(approved September 12, 2013)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Centennial Hills Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, July 11, 2013.

**Present:** Board: K. Benavidez, Chair  
K. Crear M. Saunders  
R. Ence Y. Yturralde  
S. Bilbray-Axelrod S. Moulton  
R. Wadley-Munier M. Francis Drake

Counsel: G. Welt

Absent: None

Staff: Jeanne Goodrich, Executive Director  
Numerous Staff

Guests: None

K. Benavidez, 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. Appendix A.  
Deputy Director, COO Robb Morss led attendees in the Pledge of Allegiance.

**Public Comment (Item II.)** None.

**Agenda (Item III.)** Trustee Ence moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Approval of Proposed Minutes Risk Management Committee Meeting, June 13, 2013, Nominating Committee Meeting, June 13, 2013, and Regular Session, June 13, 2013. (Item IV.A-C.)** Trustee Wadley-Munier moved to approve as one motion the Minutes of the Risk Management Committee Meeting held June 13, 2013, the Minutes of the Nominating Committee Meeting held June 13, 2013 and the Minutes of the Board of Trustees Meeting held June 13, 2013. There was no opposition and the motion carried.

**Chair's Report (Item V.)** Chair Benavidez asked Trustees who attended the recent ALA conference in Chicago to provide brief reports.

Trustee Saunders said he thought the conference was very good. He attended a pre-conference seminar, "Nuts and Bolts for Trustees," and had interesting discussions with other Trustees regarding hiring a new Executive Director. Another seminar, on leadership, was sponsored by United For Libraries and Saunders was able to meet several library leaders there. He said that one of the highlights of this conference was

the seminar, "Re-imagining the Library." It was about creating a library, "Anythink," which creates an experience that draws in patrons. Saunders announced that he has been named to ALA's Intellectual Freedom Advisory Committee for the next year. He concluded by passing out a handout he received, "Five Leadership Roles for Library Trustees," which he thought very important as the District embarks on a search for a new library director.

Trustee Yturralde said that she thought this conference was different from previous conferences in that there was more information for Trustees and she said she appreciated the opportunity to attend. Yturralde said she participated in many discussions with fellow Trustees about hiring and received a lot of information about methods to use and what not to do. The opportunity to have these discussions with other Trustees in similar situations was valuable. She also said that people are excited to come to Las Vegas for the ALA Conference in 2014.

Trustee Wadley-Munier attended several sessions on outreach to the library's community and working with community partners to pool resources. One session was about art in libraries and how young people doing community service could participate. These young people were coming into the library and being shown how to use their artistic talent and available technology to create something new. She also attended a session on how libraries are helping communities realize what libraries have to offer to them in the way of local resources and technology they could use. Wadley-Munier was grateful for the opportunity to attend the conference as it allowed her to understand how a lot of the tools staff bring to the Trustees for consideration could serve the District as both the employees and constituents can benefit from these tools. She also echoed Trustee Yturralde's comments about the conference offering more experiences for trustees.

Trustee Bilbray-Axelrod echoed the comments made by other Trustees about the conference. The highlight for her was a Trustee-recommended conference that she thought would showcase a documentary on public libraries. Instead, after seeing a rough-cut short version, there was a discussion on libraries led by a library historian, Dr. Wayne Wiegand, who was, according to Bilbray-Axelrod, one of the most dynamic public speakers she has ever heard. There was lots of participation by the audience at the session. Bilbray-Axelrod said that Dr. Wiegand provided so much information that she kept asking questions. After the session, she was able to talk to him and Wiegand has volunteered to speak in Las Vegas as he is in the area several times a year. Ms. Goodrich welcomed the offer and said staff would get in touch with the speaker.

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

Executive Director Goodrich and Chair Benavidez asked Deputy Director Robb Morss to join them at the podium. Mr. Morss, who will retire from the District on July 12, 2013, was then presented with a special proclamation, signed by current Trustees. The proclamation celebrates Morss' "30 years, 7 months, 2 days and 8 hours of work for the District since 1980." Morss started as a Page and worked his way up the ladder at the District with many positions at different branches.

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The special proclamation, as Ms. Goodrich explained, celebrates the "Evolution of Man" in a Keith Haring style design personalized to Morss' history with the District. The special proclamation was created by the District's Graphics Department. After the presentation, Morss was given a standing ovation by all present at the meeting.

Mr. Morss said he had been speechless all week and wanted to thank everyone. He said his District history started when he was 16 at the Sunrise Library due to the efforts of his father and it has been a wonderful experience. The District has done a marvelous job not only with him, but also with many of his colleagues, who have also come up the ranks. Morss thanked the District for the educational support he was provided. Morss hoped he had been able to give back to the District as much as he has received over the years.

Mr. Morss then thanked the Trustees and especially the staff he has worked with who have been so supportive. He acknowledged the good friends and colleagues who have done great work over the years. Morss noted that when he started working at the District, there were four branches which were mainly storefronts and the Clark County Library building. He has seen the growth from a small "mom and pop" group to a large organization with many wonderful people that was named Library of the Year in 2003. He said he was proud to be associated with this group but was also looking forward to the next phase in his life, though he will continue to be a library patron.

After Mr. Morss concluded, there was more applause.

Chair Benavidez, Trustees Yturralde, Saunders, Crear, Wadley-Munier, Ence and Moulton all thanked Mr. Morss for his service and work for the District and wished him well.

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

No questions.

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

Trustee Moulton asked Deputy Director, CFO Fred James about the 6% drop in property tax revenue received by the District in May 2013 as opposed to the amount received in May 2012 and wondered if the decline was a trend. Mr. James said that the revenues that the District receives in May can vary. The District usually does not receive a large amount of property tax receipts during May. April is usually when the majority of property tax receipts come in, generally 95-96% of the total. Ms. Goodrich emphasized that property tax receipts are not down 6% for the year, just down 6% from May 2012. James assured Moulton that the decline was not large and Goodrich added that the lower receipts were more than offset by the District's ending fund balance.

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

No questions.

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

Trustee Bilbray-Axelrod had questions about several items listed in the Technology Report. She asked IT Director Al Prendergast about the telecommunications services being added to the Mt. Charleston Library. Mr. Prendergast said that wireless connectivity to this location has always been a challenge as the land lines are very slow. This necessitated the satellite connection. In response to a further question by Bilbray-Axelrod, Prendergast clarified that this was a different system from the Wi-Fi connection used by patrons. The satellite connection is for staff connection to the District's network.

Trustee Bilbray-Axelrod also noted that Mr. Prendergast had said in his report that Wi-Fi access was being turned off after the District's business hours and she was worried how that would affect the District's patrons in the Mt. Charleston area due to the Carpenter 1 fire. Mr. Prendergast explained that the District is now turning off patron Wi-Fi access across the District (not specifically at Mt. Charleston) once the buildings close in the evening and said staff will evaluate the situation carefully. The reason for the shutdown is due to security concerns. Shutting down the service will dissuade patrons from remaining on property after hours.

Ms. Goodrich clarified that the Mt. Charleston area has been evacuated and the library, located across the street from the County Fire Station has been closed. So far, the building has not been affected by the fire. The local staffer is also a volunteer firefighter. She added that the District is accommodating the needs of residents who have been displaced, especially at the Centennial Hills Library, which is closest to the schools that have been assisting the residents. The District, for example, is waiving fines. The last thing people should worry about is their library materials. Staff will continue to work with residents once they are able to return to their homes in the Mt. Charleston area.

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

No questions.

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

No questions.

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

No questions.

**Unfinished Business  
(Item VII.)**

None.

**Discussion and  
possible Board  
action regarding  
contract award for  
the installation of  
new floor finishes at  
Clark County  
Library.**

Facilities Director Steve Rice explained that funds were allocated in the Capital Projects Fund to install new floor finishes at Clark County Library. The carpeting in several areas of the building is 19 years old and has deteriorated to the point of needing replacement. The replacement floor finishes will include a combination of carpet and rubber flooring. Mr. Rice said that rubber flooring will be placed in high-

(Item VIII.A.)

traffic areas and in all stairways to prolong its life and reduce maintenance costs.

An Invitation to Bid was advertised in the *Review-Journal* and community based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to minority Chambers of Commerce and to contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on June 28, 2013. A total of four (4) bids was received. The bid results follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
STG Enterprises, Inc.	\$287,849
Roberts Roof and Floor, Inc.	\$299,846
Flooring Solutions of NV, Inc.	\$322,875
Continental Flooring	\$342,902

The lowest responsive and responsible bidder is STG Enterprises, Inc. and staff recommended that the contract be awarded to them.

Trustee Yturralde moved to authorize staff to award a contract for the installation of new floor finishes at Clark County Library in accordance with Bid No. 13-07 to STG Enterprises, Inc. for the amount of \$287,849.00. There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for architectural services for the Sunrise Library renovation.**  
(Item VIII.B.)

Mr. Rice explained that in May 2012, staff engaged Kimberly Bolan and Associates to prepare a space planning report for the Sunrise Library. Staff at the Sunrise Library had been working within a woefully inadequate Young People's Library (YPL) for several years. The report showed how to expand, within the existing building, the YPL space and its various services. This report was also be used as the basis for programming and design of the expansion.

LG Architects, Inc. was engaged in January, 2013 to prepare a statement of probable construction cost, based on the Kimberly Bolan and Associates report, to be used for budgeting purposes. The Adopted Budget for FY 2013-2014 includes funding of \$1,395,000 for the project which includes architectural fees and fire protection costs.

LG Architects, Inc. was selected to perform the architectural services for this renovation project based on its library design experience and quality of prior work performed for the District. Their experience includes work on the District's Laughlin Library and three of the recent efficiency remodels at District libraries completed within the last several years. They were also the architects for the North Las Vegas Library's Aliente and Anthem libraries and worked on master planning for the Springs Preserve.

In accordance with NRS 332.115, professional services are exempt from competitive bidding. Additionally, in accordance with NRS 625.530, the selection of a registered architect must be made on the basis of the competence and qualifications of the architect and not on the basis of competitive fees.

The architectural services' scope of work includes programming, schematic design, design development, interior finish material selection, construction documents, construction administration, project

closeout, and furnishings selection and specifications for the YPL expansion and carpet replacement in the remaining areas of the building. The work includes repurposing the auditorium stage area and branch story room spaces. These areas are elevated and they will be placed on ground level to make the spaces flexible and easier to use.

Additionally, since the existing building is not fire protected, the scope of work includes the design and engineering work required to install a fire alarm and fire sprinkler system throughout the entire building. Mr. Rice noted that the Sunrise Library is the only building in the District without a fire protection system. The building code at the time it was built, circa 1985, did not require a fire alarm system or sprinklers. The District looked into the cost several years ago, but decided not to pursue it at that time. With the extensive work planned, it is now prudent to add this work to preserve the building and collections.

The negotiated fees for LG Architects, Inc. are as follows:

YPL Expansion	\$106,190
Fire Protection	\$42,800
<hr/>	
Total	\$149,710

Trustee Wadley-Munier asked about the expected completion date. Mr. Rice explained that he planned to bid the work in December 2013. If the contract is approved in January 2013, work should start in March 2013. He expected the work to take three to four months, with a tentative completion date at the end of June 2014.

Chair Benavidez asked about the effect of the proposed work on everyday use of the library. Mr. Rice said that the District will attempt to keep the building open and acknowledged that there will be some inconvenience to patrons, but staff and contractors will attempt to minimize this. Rice did say that, based upon his experience, this may change, noting that the Spring Valley Library had to be closed when the efficiency project was in process there. He emphasized that every effort will be made to avoid closing the branch.

Trustee Moulton wanted to confirm the areas affected by the work. Mr. Rice described the YPL and auditorium spaces as the area to the left as patrons enter the building. Moulton followed up by asking about the changes to the auditorium. Mr. Rice explained that the stage and side support areas will be removed so that the floor will be level. While final space programming has not been completed (this will be part of the proposed contract), he anticipated the area becoming a flexible general program space with moveable furniture so that the space can be reconfigured to serve a variety of needs. Rice would like to maintain the current projection system in the auditorium. Moulton agreed with Ms. Goodrich that 30 years was a long time to wait for the work.

In response to a question from Trustee Wadley-Munier, Mr. Rice confirmed that the proposed action was to approve the contract for the architects to create all the design and engineering work for the project.

Trustee Yturralde asked about fire protection for the rest of the building not included in the project. Mr. Rice clarified that the fire protection work would cover the entire building, not simply the YPL space.

Trustee Crear asked about Ms. Cullin's designs and whether they were available for Trustees to review. Mr. Rice explained that Ms. Cullin's design was a conceptual space plan with just a few ideas on the floor plan, not an actual design. The concepts in her plan will be incorporated in the plans Trustees will see and approve. Rice will share designs with Trustees at various phases of the project, probably at the design development phase and the 95% completed construction drawings phase. Approving this proposed action will allow those to go forward.

Trustee Wadley-Munier moved to authorize staff to award a contract to LG Architects, Inc. in the amount of \$149,710, plus authorized reimbursable expenses, for architectural services for the Sunrise Library renovation, subject to review by Counsel. There was no opposition and the motion carried.

**Discussion and possible Board action regarding proposed revisions to the District's Fixed Assets Inventory Policy. (Item VIII.C.)**

Deputy Director CFO Fred James explained that the Board amended and adopted the current *Fixed Assets Inventory Policy* on December 11, 2008. The proposed revisions to the current *Policy* include redefining theft-sensitive items and correcting typographical errors.

The Business Office performs an inventory of capital assets costing \$5,000 or more. Although theft-sensitive assets cost less than \$5,000, the Business Office tracks these items because they can be easily stolen. The current *Policy* lists examples of theft-sensitive assets (for example; televisions, DVD players, etc.). The revised *Policy* removes these examples, but states that theft-sensitive assets are "items identified by the District." This revision provides the District with flexibility in determining which assets are theft-sensitive because the list will continue changing over time. The *Fixed Assets Inventory Policy* provides general guidelines to staff. There is more detailed information in the Business Office's accounting procedures manual.

Trustee Saunders questioned why several reporting requirements were removed in the proposed changes. Mr. James noted that these reporting requirements were included when the District was much smaller with fewer controls. The District now has sophisticated accounting controls, including a review of the Fixed Assets which are audited on an annual basis by an outside firm. Saunders then asked if the report would be included in the audit report and James replied that Trustees would not see the report in the audit, but that the auditors would be reviewing it as part of their review of the District's accounting system. That way, the controls and reporting requirements are in place. Saunders said he was satisfied.

Trustee Moulton moved to approve the proposed revisions to the District's *Fixed Assets Inventory 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 2013-2014 and accompanying Resolution 2013-02. (Item VIII.D.)**

Chair Benavidez reported that the Nominating Committee had met earlier in the day and agreed to propose the following Trustees as Board Officers for the Fiscal Year 2013-2014:

Chair – Keiba Crear

Vice Chair – Michael Saunders

Treasurer – Ydoleena Yturralde

Secretary – Randy Ence

There were no additional nominations for Chair, Vice Chair, Secretary and Treasurer from the floor.

Chair Benavidez moved to close the nominations and elect the proposed slate. There was no opposition and the motion carried.

Trustee Saunders moved to pass Resolution 2013-02 authorizing Fred James, CFO and newly elected Treasurer Ydoleena Yturralde to execute checks on behalf of the Library District. There was no opposition and the motion carried.

### **Announcements (Item IX.)**

Ms. Goodrich and incoming Chair Crear presented a set of bookends to outgoing Chair Benavidez.

Chair Crear said that when Trustee Benavidez was first appointed to the Board in 2004, one of her first official duties was to attend Library Legislative Day, where she became known affectionately among the library staff who attended as “the fun trustee.” Crear continued to say that Trustee Benavidez has served as Board Secretary and Vice Chair, and has served two terms as Chair. She has led with calm authority and guided the Board through some important issues. To name a few:

- The Board selected an architect for the Mesquite Library expansion. Construction was completed and the expansion opened on July 16, 2012.

- Led the Board in responding to the community’s concerns regarding the meeting room policy and rates.

- Began a new strategic planning process that culminated in the Board’s adoption of our strategic framework, READ LEARN ACHIEVE, as well as a new Library District mission statement that better reflects the Board’s commitment to outward-focused services that meet the needs and aspirations of our community.

Chair Crear said that it was her pleasure to present Trustee Benavidez with a pair of engraved marble bookends and to ask everyone to join her in thanking Benavidez for her leadership as Board Chair. There was a round of applause.

Trustee Moulton said that what impressed her about Trustee Benavidez is her constant smile. However, when Benavidez stands for something, it is very noticeable. Moulton used as an example the recent meeting room issue. Moulton said she did not know the history of the issue but Benavidez did. Moulton felt Benavidez was courageous in voting the dictates of her beliefs and Moulton appreciated it.



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The August 8, 2013 Regular Board Meeting has been cancelled.

The next Board Meeting will be held Thursday, September 12, 2013 in the Rainbow Library at 6:00 p.m.

**Public Comment  
(Item X.)**

None.

**Executive Session  
(Item XI.)**

Removed from Agenda.

**Adjournment  
(Item XII.)**

Chair Benavidez adjourned the meeting at 6:48 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Randy Ence, Secretary

# 2013 ATTENDANCE

## APPENDIX A

### JULY 11, 2013 REGULAR BOARD MEETING

2013		January 10 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Finance & Audit Cmte	March 14 Regular Board Mtg	April 11 Finance & Audit Cmte	April 11 Regular Board Mtg	May 9 Special Board Mtg	May 16 Regular Board Mtg	June 13 Risk Mgmt Cmte	June 13 Nominating Cmte	June 13 Regular Board Mtg	July 11 Nominating Committee	July 11 Regular Board Mtg
Benavidez	Kelly	P	A-E	P	P	A-E	P	P	A-E	P	P	P	P	P
Bilbray-Axelrod	Shannon	P	A-E		P		P	P	P	P	P	P	P	P
Crear	Keiba	P	P	P	P	P	P	P	P	P	P	P	P	P
Drake*	Marilyn	X	X	X	X	X	X	A-E	P			P		P
Ence	Randy	P	P	P	P	P	P	P	P			P	P	P
Kirsh**	Ron	A-E	P		P		P	P	P	A-E	A-E	A-E	X	X
Moulton	Sheila	P	P	P	P	P	P	P	P	P	P	P	P	P
Reese***	Carol	P	P		P	P	P	X	X	X	X	X	X	X
Saunders	Michael	P	P	P	P	P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin	P	P		P		P	P	P	P	P	P	P	P
Yturralde	Ydoleena	A-E	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

\* Appointed for a term beginning April 18, 2013  
 \*\* Resigned June 17, 2013  
 \*\*\* Term expired April 17, 2013

as of July 12, 2013

**Resolution 2013-02 Authorizing Checking Account Signature**

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 14<sup>th</sup> of June, 2012 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Michael Saunders were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District and an engraved signature plate was prepared in their names; and

WHEREAS, Michael Saunders, Treasurer of the LVCCLD Board of Trustees completed his year term on June 30, 2013 and his appointment as Treasurer was extended until the election of a Treasurer at the July 11, 2013 Board meeting; and

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District through July 31, 2013:

Frederick J. James, Jr., Deputy Director, Chief Financial Officer and Michael Saunders, Treasurer of the LVCCLD Board of Trustees

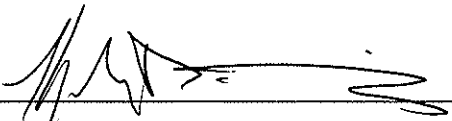
AND, NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of August 1, 2013:

Frederick J. James, Jr., Deputy Director, Chief Financial Officer and Ydoleena Yturralde, Treasurer of the LVCCLD Board of Trustees

AND, THEREFORE RESOLVED that Frederick J. James, Jr., Deputy Director, Chief Financial Officer, as the acting representative of the LVCCLD and Ydoleena Yturralde, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2014.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 11<sup>th</sup> of July 2013, LVCCLD Trustees.

  
\_\_\_\_\_  
Kelly Benavidez, Chair

  
\_\_\_\_\_  
Attest: Member, Board of Trustees