

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' MEETING**  
**LAS VEGAS, NEVADA**  
**NOVEMBER 14, 2013**  
**(approved January 9, 2014)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Enterprise Library, Las Vegas, Nevada, on Thursday, November 14, 2013.

**Present:**

|        |                  |                                  |
|--------|------------------|----------------------------------|
| Board: | K. Crear, Chair  | M. Saunders                      |
|        | R. Ence          | Y. Yturralde                     |
|        | S. Moulton       | R. Wadley-Munier (via telephone) |
|        | M. Francis Drake | F. Ortiz                         |

Counsel: G. Welt

Absent: K. Benavidez - excused  
S. Bilbray-Axelrod - excused

Staff: Tom Fay, Deputy Director/COO  
Numerous Staff

Guests: John Lansdell, LG Architects  
Jason Jorjorian, LG Architects

K. Crear, Chair, called the meeting to order at 6:06 p.m. (immediately after the Finance and Audit Committee concluded their meeting).

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Trustee Wadley-Munier attended via telephone. Trustees Benavidez and Bilbray-Axelrod had excused absences. Appendix A.

Trustee Ortiz led attendees in the Pledge of Allegiance.

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

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

**Approval of Proposed Minutes Regular Session, October 10, 2013 and Special Board Meeting, October 22, 2013. (Item IV.A-B.)**

Trustee Ortiz asked that the Minutes of the Board of Trustees Meeting held October 22, 2013 be corrected to show that he moved to postpone the decision to hire an executive search firm until the November 14, 2013 Board Meeting.

Trustee Ence moved to approve the Minutes of the Board of Trustees Meeting held October 10, 2013 and the Minutes of the Special Board Meeting held October 22, 2013 (as corrected). There was no opposition and the motion carried. Trustees Saunders abstained from voting on the Minutes of the Special Board Meeting held October 22, 2013, as he had not been present.

**Chair's Report (Item V.)** Chair Crear said she did not have a report and would ask Trustees who attended the Nevada Library Association meeting in October in Reno to provide their reports.

Trustee Yturralde said that it was great to meet other people working in libraries in Nevada. It was another reminder of how fortunate

Trustees are to be a part of a District which is so prepared and thriving. Yturalde thought the biggest highlight of the conference was being present as Executive Director Goodrich was named Librarian of the Year. Yturalde said she greatly appreciated attending these conferences and connecting with other Trustees.

Trustee Moulton said the conference was so interesting and she is grateful that the District is not having some of the problems that other libraries in the state are having as the District is viable and in the black financially. She had asked that a copy of a handout she received at one of the sessions she attended be provided to each Trustee. The presentation was by James LaRue, who is the Director of the Douglas County Libraries in Colorado. In the handout which was provided to Trustees, Moulton wanted to emphasize the page entitled, "9 Principles of Boardmanship," especially as Trustees go through the process of hiring a new Executive Director. It is important that the Trustees know their roles in working with the Executive Director.

Trustee Moulton added that the District is blessed that Ms. Goodrich is the Executive Director, noting that Ms. Goodrich is well-respected in Nevada and the country. If the Board stands united and supports the Executive Director, then the community will understand the importance of the role the Library District plays and will understand the importance of the libraries in the community. She also thanked the District for the opportunity to attend NLA.

Trustee Ortiz said this was an opportunity for him, as a new member, to learn about and meet staff and Trustees from other libraries around the state. Based on conversations with other attendees, Ortiz could see that District staff is doing a wonderful job. He thanked them for their work as so many people, children and parents use District facilities extensively.

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

No questions.

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

Mr. Fay corrected his written report: Circulation for the month of September 2013 was 1,237,995, not 1,179,990 as shown in the report. This means the District showed an increase of 2%, not a decrease of 3%, compared to the 2012 September circulation figures. Fay apologized for the error.

Mr. Fay also mentioned that invitations to the 40<sup>th</sup> anniversary of the West Las Vegas Library had gone out to all Trustees and he expressed the hope that they could attend. The event will take place on Monday, December 2<sup>nd</sup> from 3:30-5:30 p.m. at the West Las Vegas Library. He commented that celebrating that many years in the community is a milestone and one that everyone should be proud of.

Trustee Ortiz said he would be there.

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

No questions.

**Human Resources Report (Item VI.A.3.)** No questions.

**Information Technology Report (Item VI.A.4.)** No questions.

**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.

**Consent Agenda** Trustee Ence moved to approve the Consent Agenda in its entirety:

**Discussion and possible Board action regarding authorization to purchase vehicles from Ford Country at previously bid contract rates of the State of Nevada (Bid No. 8036).** Authorizing staff to purchase five vehicles from Ford Country at previously bid contract rates of the State of Nevada (Bid No. 8036) for the amount of \$139,139.

**Discussion and possible Board action regarding authorization to purchase audio console systems for the Clark County Library and West Las Vegas Library theaters.** Authorizing staff to purchase audio console systems for the Clark County Library and West Las Vegas Library theaters in accordance with Bid No. 14-04 from Full Compass Systems for the amount of \$58,884.

There was no opposition and the motion carried.

**(Item VIII.A.1-2)**

**Discussion and possible Board action regarding authorization to purchase audio console systems for the Clark County Library and West Las Vegas Library theaters.**

**(Item VIII.A.1-2)**

**Discussion and possible Board action to approve the selection of an executive search firm.** Human Resources Director Jerilyn Gregory explained that at their meeting on September 12, 2013, Trustees approved the recruitment process recommended by staff for the upcoming Executive Director search.

As part of the process recommended by staff, Trustees attended presentations given by executive search firms June Garcia, LLC

**(Item VIII.B.)**

(Garcia) and Bradbury Associates/Gossage Sager Associates (Bradbury) at a special Board Meeting held on October 22, 2013. At these presentations Trustees had an opportunity for a question and answer period with each firm.

Trustee Saunders apologized for not being present at the Special Meeting due to a work-related conflict. He said he had reviewed the material and had several questions. Saunders first asked Ms. Gregory to confirm that the fee for Garcia was \$18,000 plus travel and that the fee for Bradbury was \$24,000 including travel. Ms. Gregory agreed, noting that, when one considers the travel costs, the fees are very comparable.

Trustee Saunders also asked whether Garcia is a solo operation while Bradbury utilizes a team of associates. Ms. Gregory said that was her understanding. Saunders then asked for more information on the guarantee Bradbury had provided. If the selected candidate did not work out in the first year, Bradbury would perform the next search at no charge. Ms. Gregory said that was correct, with Counsel Welt stating it would be a continuation of the original search.

Chair Crear reported that she had received an email from Trustee Bilbray-Axelrod, who was not able to attend the meeting and requested her comments be placed on the record. Bilbray-Axelrod stated that she supported the selection of Bradbury with one concern: their ability to service the District with their multiple clients.

Chair Crear thanked Trustees for their patience with the process. She wanted to make sure everyone had an opportunity to review the materials and was grateful that Trustees took that opportunity and allowed Trustee Saunders the opportunity to participate in the process as well.

Trustee Moulton moved to authorize Jerilyn Gregory, Human Resources Director, to sign a contract with Bradbury Associates/Gossage Sager Associates executive search firm, subject to review by counsel. There was no opposition and the motion carried.

**Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by Piercy Bowler Taylor & Kern for the year ending June 30, 2013.**

**(Item VIII.C.)**

Deputy Director/CFO Fred James explained that the draft of the Fiscal Year 2012-2013 financial and compliance audit report was presented to the Finance and Audit Committee earlier in the evening by Mr. Richard Bowler, a representative with the Certified Public Accounting firm of Piercy Bowler Taylor & Kern. Trustee Yturalde, Chair of the Finance and Audit Committee, reported that the auditors were issuing an unqualified opinion. She then said that the Committee recommended approval of the auditor's report.

Trustee Saunders thanked Mr. James for maintaining prudent controls over the financial operations of the District and said that his work is very much appreciated. James said he would share these comments with his staff at their next meeting.

Trustee Yturalde moved to approve the 2012-2013 Audit Report as presented by Piercy Bowler Taylor & Kern, and to incorporate the Opinion Letter into the official minutes of the Board of Trustees'

**Discussion and possible Board action regarding approval of the Construction Documents Phase for the Sunrise Library renovation. (Item VIII.D.)**

November 14, 2013 Meeting. There was no opposition and the motion carried.

Appendix B.

General Services Director Steve Rice said that LG Architects has completed the Construction Documents phase for the Sunrise Library renovation.

Drawings depicting final floor and finishes plans and a Construction Documents phase statement were provided to Trustees.

The tentative project schedule is:

|                                       |                   |
|---------------------------------------|-------------------|
| Construction Documents Approval       | November 14, 2013 |
| County Plan Review Completion         | January 15, 2014  |
| Bidding and Contract Award Completion | March 13, 2014    |
| Construction Completion               | June 30, 2014     |

Mr. Rice then asked Mr. Lansdell and Mr. Jorjorian from LG Architects to update the Trustees. Mr. Lansdell explained that this phase requires approval from the Trustees to go to the county for building review and permitting and then to contract bidding. At this point, the estimate of probable cost on the entire project of \$1.3 million is slightly less than was estimated in the Design Development phase.

Mr. Jorjorian briefly went through the scope of the project at the Sunrise Library: installing a fire alarm and sprinkler system, reflooring the entire building, redoing most of the lighting, and expanding the Young People's Library (YPL) area. The goal in the expansion of the YPL area is to create as much flexibility as possible. There will be a teen/juvenile area lounge/work space occupying much of the former multipurpose room and space in the former story time area for programs and small meetings. The former green room is being converted into a homework help space. Jorjorian noted that the furniture plan is not final and still needs to be worked out with staff.

Mr. Jorjorian explained that the design plan accentuates the existing architecture of hexagonal shapes and emphasizes the "Sun" in the Sunrise Library name through lighting, flooring and ceiling tiles. Paint colors and design features would help focus attention on specific areas within the building. Some of the changes in the design that have occurred since the last meeting is the addition of a small pony wall in the juvenile area that adds additional power. There will be an interesting tile pattern up the wall and hardware to hang art. In the homework help area, there will be additional space for computers. There will also be a surround sound system to work with the existing projection screen system in the juvenile shelving area. The operable partition wall would be positioned so the large screen in the former multipurpose room would still come down for programs.

Chair Crear asked how many computers would be in the space. Mr. Jorjorian said the space could accommodate 16 laptops. The team is still working on storage solutions for the laptops when not in use.

Trustee Moulton asked whether the operable partition wall would allow a music program to be held in the program space without sound penetrating to the open area and Mr. Jorjorian said that while the partition will not be as solid as a block wall, sound will not penetrate.

Trustee Moulton also asked about seating capacity in the program space, which Mr. Jorjorian said was about 40 people including both tables and chairs.

Trustee Saunders asked if the renovations were being made with eye towards energy efficiency. Mr. Jorjorian replied yes, especially with the lighting. In the building, all the incandescent and florescent fixtures are being eliminated wherever possible, with LED lighting put in its place. The electricity usage will actually be a tradeoff: lighting planned for the project will increase lights for all spaces while eliminating the theatrical lighting currently in the multipurpose room.

Trustee Ortiz asked about some of the acronyms listed in the Statement of Probable Cost. Mr. Lansdell explained that NIC or \$0 listed next to several items is due to the fact that these items are not needed for the project. This is a standard form.

Trustee Ortiz then questioned the costs of several items listed in the furniture section. He pointed out a proposed sofa and club chair that showed costs of \$12,000 and \$6,000 respectively. Mr. Rice noted that the furniture choices are not final and will be bid separately. Mr. Lansdell and Mr. Jorjorian explained that the items in question are not typical of residential furniture. They are unusually sized and must be covered in fabric that wears well for the anticipated heavy library usage. One of the items is a curvilinear sofa made for both storage and seating. The club chair is sized so that both a parent and child can be working together in the seat.

Trustee Wadley-Munier moved to approve the Construction Documents phase for the Sunrise Library renovation and to authorize staff to proceed with County plan review and bidding phase. There was no opposition and the motion carried.

**Announcements  
(Item IX.)**

Chair Crear encouraged Trustees to attend the West Las Vegas Library 40<sup>th</sup> Anniversary Party on December 2<sup>nd</sup>. She knew the programming would be very interesting.

The next Board Meeting will be held Thursday, December 12, 2013 in the Summerlin Library at 6:00 p.m. NOTE: This meeting was later cancelled.

**Public Comment  
(Item X.)**

Robert Havasy, no address: Mr. Havasy said that he was new to the area and first visited the library a few weeks ago. At that time he was informed of the policy requiring everyone to wear shoes. He cannot wear shoes and wondered what can be done to make an exception to the policy to allow him to use the library. He thanked the Board for their time. Chair Crear said that District staff would be in touch to follow up with him.

**Executive Session**

Removed from Agenda.

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**(Item XI.)**

**Adjournment**  
**(Item XII.)**

Chair Crear adjourned the meeting at 6:44 p.m.

Respectfully submitted,

Randy Ence, Secretary

# 2013 ATTENDANCE

## APPENDIX A

### NOVEMBER 14, 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 | August           | September 12 Regular Board Mtg | October 10 Regular Mtg | October 22 Special Board Mtg | November 14 Finance & Audit Cmt | November 14 Regular Board Mtg |
|------------------|----------|------------------------------|-------------------------------|-------------------------------|----------------------------|-------------------------------|----------------------------|-------------------------|--------------------------|------------------------|-------------------------|---------------------------|------------------------------|---------------------------|------------------|--------------------------------|------------------------|------------------------------|---------------------------------|-------------------------------|
| Benavidez        | Kelly    | P                            | A-E                           | P                             | P                          | A-E                           | P                          | P                       | A-E                      | P                      | P                       | P                         | P                            | P                         | NO BOARD MEETING | A-E                            | P                      | P                            |                                 | A-E                           |
| Billbray-Axelrod | Shannon  | P                            | A-E                           |                               | P                          |                               | P                          | P                       | P                        | P                      | P                       | P                         | P                            | P                         |                  | P                              | P                      | P                            |                                 | A-E                           |
| Crear            | Keiba    | P                            | P                             | P                             | P                          | P                             | 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                         |                  | P                              | P                      | P                            | P                               | P                             |
| Ence             | Randy    | P                            | P                             | P                             | P                          | P                             | 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                         |                  | X                              | X                      | X                            | X                               | X                             |
| Moulton          | Sheila   | P                            | P                             | P                             | P                          | P                             | P                          | P                       | P                        | P                      | P                       | P                         | P                            | P                         |                  | P                              | P                      | P                            | P                               | P                             |
| Ortiz***         | Felipe   | X                            | X                             | X                             | X                          | X                             | X                          | X                       | X                        | X                      | X                       | X                         | X                            | X                         |                  | P                              | P                      | P                            | P                               | P                             |
| Reese****        | Carol    | P                            | P                             |                               | P                          | P                             | P                          | X                       | X                        | X                      | X                       | X                         | X                            | X                         |                  | X                              | X                      | X                            | X                               | X                             |
| Saunders         | Michael  | P                            | P                             | P                             | P                          | P                             | P                          | P                       | P                        | P                      | P                       | P                         | P                            | P                         |                  | P                              | P                      | A-E                          | P                               | P                             |
| Wadley-Munier    | Robin    | P                            | P                             |                               | P                          |                               | P                          | P                       | 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                         |                  | 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  
\*\*\* Appointed July 10 to fill Kirsh's unexpired term, not sworn in until after July 11th meetings  
\*\*\*\* Term expired April 17, 2013

as of November 15, 2013





## INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

Board of Trustees  
Las Vegas - Clark County Library District  
Las Vegas, Nevada

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Las Vegas - Clark County Library District (the District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

An audit performed in accordance with applicable professional standards is a process designed to obtain reasonable assurance about whether the District's basic financial statements are free from material misstatement. This process involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the basic financial statements to enable the design of audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as the overall presentation of the basic financial statements.

**Management's Responsibility for the Financial Statements.** Management is responsible for the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility.** Our responsibility is to express an opinion on the basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion.** In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters.** Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, postemployment benefits other than pensions, schedule of funding progress and budgetary comparison information on pages 7-14 and 45-47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for

placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Information.** Our audit was conducted for the purpose of forming our opinion on the financial statements that collectively comprise the District's basic financial statements. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information as listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards*.** In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2013, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Pursey Bowler Taylor & Keen*

Las Vegas, Nevada  
October 23, 2013