

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
APRIL 9, 2015
(approved May 21, 2015)

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, April 9, 2015.

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

Counsel: G. Welt

Absent: J. Melendrez (excused)

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests:

M. Saunders, Vice-Chair, called the meeting to order at 6:46 p.m. He presided over the meeting as Chair Crear attended via telephone.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Chair Crear and Trustee Wadley-Munier attended via telephone as did Counsel Welt. Trustee Wadley-Munier called in at 6:53 p.m. Trustee Melendrez had an approved absence. Appendix A.

Trustee Bilbray-Axelrod led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Approval of Proposed Minutes Nominating Committee, March 12, 2015 and Regular Session, March 12, 2015. (Item IV.A-B.) Trustee Moulton moved to approve the Minutes of the Nominating Committee Meeting held March 12, 2015, and the Minutes of the Board of Trustees Meeting held March 12, 2015. There was no opposition and the motion carried.

Chair's Report (Item VI.) Nothing to report.

Executive Director's Report (Item VII.A.) Trustee Bilbray-Axelrod complimented staff upon their reports as she finds them interesting and informative. She then suggested that Trustees attending the Nevada Library Legislative Day in Carson City on Monday, April 13, 2015, reiterate the large amount of library usage by patrons. She pointed to District statistics showing the rise of virtual

library usage and that, as well, there still are a large number of books and magazines checked out. She wanted Trustees to emphasize that libraries are NOT going away.

Trustee Moulton requested that the Nevada State Council on Libraries and Literacy 2015 Report to the Governor and Legislature be provided to Trustees attending Nevada Library Legislative Day to give to legislators. Executive Assistant Boyer explained that the report, plus information on the District, will be included in packets provided to Trustees at the event for distribution to legislators.

Trustee Yturralde wanted to express her appreciation of the Outreach team as she appreciates all their efforts to make people aware of different library services.

Executive Director Heezen thanked all the staff at Sahara West for their work on the opening of Teens@, the new teen center at the branch, specifically branch manager Kim Clanton-Green and YPL Department head Valerie Marchalonis. He also thanked General Services Director Steve Rice, Assistant General Services Director John Vino, Youth Services Coordinator Mary Nelson and Assistant Public Services Director Jennifer Schember for their work on the project. Heezen believes the opening of this space is a giant step forward to help teens achieve their full potential.

Dr. Heezen then thanked Ms. Clanton-Green for showing up at 5 a.m. to host the Las Vegas Executives Association the previous day in The Studio. Heezen is a member of LVEA and used the group's meeting at the library to promote District services, the Food for Thought program (April 12-25) and National Library Week (April 12-18). LVEA members also enjoyed a talk by the artist currently exhibiting her work in The Studio, Linda Alterwitz (the District's official "Artist in Residence").

Dr. Heezen thanked staff members in Access Services and the Virtual Library for their work with patrons who had been notified about their past due items via prior to the start of the Food for Thought program.

Dr. Heezen then announced that Development Director Danielle Milam has been selected as one of "Las Vegas' Top 100 Women of Influence" by *My Vegas* magazine.

Dr. Heezen reported on his visit to Mesquite where he met with Mayor Allan Litman and staff to begin the process of discussions for a new location in Mesquite for a larger library. The city owns a piece of land in front of the current location and the District would like to negotiate an agreement with the city to deed to the District the land plus the space the Mesquite Library currently occupies. The District owns the building, not the land. Heezen noted that Mesquite had been identified 12 years ago as a location for a larger branch due to its population growth, but several issues, most notably the recession, prevented more than a temporary addition to the current space being built. He will attend the next Mesquite City Council meeting at which time the Council will vote on moving forward with the discussion.

Dr. Heezen then reported on his meetings with the city of Las Vegas staff on the land for the East Las Vegas building.

Minutes - Board of Trustees' Meeting

April 9, 2015

Page 3

Dr. Heezen mentioned that the District would be participating in Library Snapshot Day on Thursday, April 16, 2015. He reported that he had promoted National Library Week activities and the Food for Thought program to the Clark County Commission this week and would be at the Las Vegas City Council meeting next week. He said the Clark County Fair would be taking place on April 11-12 in Logandale and that the Outreach Department would have a booth, supported by Moapa staff. Heezen then reported that Collection and Bibliographic Services Director Chris Britsch would be retiring in June and Accountant Keshi O'Neal had left to work for the city of Las Vegas.

Trustee Yturralde 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.)

Trustee Francis Drake attended the Anime Fest on March 14, 2015, at the Sahara West Library and she acknowledged and thanked staff members who were involved. Staff members mentioned included Branch Manager Kim Clanton-Green and Youth Services Coordinator Mary Nelson along with Natalia Tabisaura, Soraya Silverman and Marisa Eytalis for their coordination of the entire event. The following staff members Valerie Marchalonis, Yvonne Bayles, Ryan Korn, Mayra Korn, Chelsea Snead, Stefanie Bailey, Tala Miranda, Amber Dennis, and Elizabeth Weist did a wonderful job setting up the various stations for the event. These stations included: Anime (Japanese animation production), Manga (Japanese comics), Cosplay (Costume play usually comic books, cartoon, video game or action film characters) and Comic Books. Drake said that other features included an Artist Alley with Disney, Universal as well as *The Simpsons* and *King of the Hill* artist, Carlos Nieto III, Cosplay Competition, Anime videos, Video Game Competition and an Animation Lab. Attendees also enjoyed Kuminari Taiko drummers and an onsite food truck. She thought the event was well organized and well attended. Drake and her husband both look forward to going again.

Trustee Wadley-Munier joined the meeting via telephone during Trustee Francis Drake's comments.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

Minutes - Board of Trustees' Meeting

April 9, 2015

Page 4

Marketing Report No questions.
(Item VII.A.6.)

Development Report No questions.
(Item VII.A.7.)

Unfinished Business None.
(Item VIII.)

Discussion and possible Board action regarding contract award for library building consultant services to develop. (Item IX.A.)

General Services Director Steve Rice explained that a Request for Qualifications (RFQ) for a library building consultant was advertised in the *Las Vegas Review-Journal* and the community-based minority newspapers. Additionally, the RFQ notice was faxed to all minority Chambers of Commerce and to firms listed in the Clark County and city of Las Vegas MBE, WBE, SBE and PBE business directories. The services requested in the RFQ are considered professional services and award is made in accordance with the provisions of the Nevada Revised Statutes, Chapter 332, Purchasing: Local Governments, Section 332.115.

The consultant's services include conducting a needs assessment encompassing input and data gathering and an analysis of branch collection, staffing, seating, technology, and community meeting space requirements, and development of generic building programs for a typical urban and outlying branch. The generic building programs will break down all assignable space within each branch type and include a matrix of common and optional physical elements, facilities requirements, and adaptability criteria to meet future needs. For the proposed East Las Vegas Library, Mesquite Library and future branches as approved, the generic building programs will be refined to reflect the service and space needs of the specific community the branch will serve. It is anticipated that the consultant's services will commence the first part of May and be completed by the end of August.

A total of six submittals were received. A review committee comprised of members of the Executive Council performed the evaluation process. The committee evaluated the information provided by each consultant based upon the following criteria: qualifications, experience, project team, project approach and client references. The committee selected Pugsley.Simpson.Coulter. ARCHITECTS (PSC), whose project team includes Margaret Sullivan Studio (MS), as the consultant best suited to fulfill the requirements of the RFQ. PSC is a local design firm that has over 20 years experience planning and designing public libraries. MS is a design firm that focuses on civic and cultural institutions. They specialize in visioning, programming and designing libraries of the 21st century and are recognized as a national leader in the programming and interior design of the future public library.

Discussion ensued, with Trustees Bilbray-Axelrod, Yturralde, Moulton, Saunders, Ence and Ortiz asking questions about staff participation, need for the program, number of submissions, whether the contract would limit other architectural firms from designing the actual

buildings, whether PSC has worked for the District on other projects, and use of the building program to cut costs.

Dr. Heezen, Mr. Rice and Counsel Welt participated in the discussion as Trustees wanted to ensure the staff Public Innovation Team participated in the planning, that the building programs covered staff and patron needs, that future RFQ's for building architects ensured that many firms had an opportunity to bid on their design, and that the libraries to be built did reflect their individual communities and future growth opportunities. They were very excited to see this process moving forward and did not want "monuments," but buildings to serve District patrons that reflect their neighborhoods.

Mr. Rice said that 26 firms picked up the District's submission for the plan and he was happy that they received six submissions. He added that, if programming documents were done correctly, any design architect could use them to lead their work. He noted that MS provided an example of their programming work as part of their submission and it ran to 250 pages, showing how much work goes into the final product. Dr. Heezen agreed that this was necessary as the programming must guide the architect in areas such as weight load, sight lines, storage, staff areas, etc. Heezen said that Ms. Sullivan, an experienced library designer knows the flexibility the library of the future needs to contain.

Trustee Bilbray-Axelrod moved to authorize staff to award a contract to Pugsley.Simpson.Coulter. ARCHITECTS not to exceed \$135,000, plus authorized reimbursable expenses, for library building consultant services to develop generic building programs for a typical urban and outlying branch to be used to guide the design of the District's proposed East Las Vegas Library and Mesquite Library as well as future branches, subject to final review by Counsel. There was no opposition and the motion carried.

Public Hearing regarding the Proposed Interlocal Agreement for the transfer of the Las Vegas Library building and related improvements to the city of Las Vegas. (Item IX.B.)

Vice Chair Saunders opened the Public Hearing for comments on the Proposed Interlocal Agreement for the transfer of the Las Vegas Library building and related improvements to the city of Las Vegas.

Mr. Rice explained that public notice was given on March 29 and 30 in the *Las Vegas Review-Journal*, that the Board of Trustees of the Las Vegas-Clark County Library District (the "Board") has adopted a Resolution to transfer the Las Vegas Library Building and related improvements, located (on Assessor's Parcel Number 139-27-708-017) at 833 Las Vegas Boulevard North, Las Vegas, Clark County, Nevada 89101, to the city of Las Vegas in exchange for 6.05 acres of city of Las Vegas-owned vacant real property (Assessor's Parcel Number 139-36-302-005), located at 2601 Sunrise Avenue, Las Vegas, Clark County, Nevada 89101, a capital contribution, and other consideration from the city of Las Vegas for construction of the new East Las Vegas Library by the Las Vegas-Clark County Library District. The terms of the proposed exchange are set forth in an Interlocal Contract for the Transfer of Land Between the city of Las Vegas and the Las Vegas-Clark County Library District ("Proposed Interlocal Agreement").

Minutes - Board of Trustees' Meeting

April 9, 2015

Page 6

Pursuant to NRS 277.050, a governing body of a political subdivision may exchange real property to another governmental entity without advertising for public bids on such terms as authorized by the Board after holding a public hearing at which objections by the public may be heard.

There were no comments from the public.

Vice Chair Saunders closed the Public Hearing.

**Announcements
(Item X.)**

The next Board Meeting will be held Thursday, May 21, 2015, in the Windmill Library at 6 p.m.

Trustee Bilbray-Axelrod reminded attendees that "Touch-a-Truck" will also be held on Saturday, April 11 and she thanked Outreach Librarian Joe Stoner and his staff for supporting this event which is hosted by Family to Family Connection.

Vice Chair Saunders and Dr. Heezen pointed out flyers were available for the Food for Thought program, Club Read, the District's summer reading program. In addition, discounts are available for library card holders at The Mob Museum and the District's most recent *Highlights* is also out, thanks to Public Relations Manager Karen Bramwell and the Marketing and Community Relations department. Trustees are encouraged to take flyers and information.

**Public Comment
(Item XI.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

**Adjournment
(Item XIII.)**

Vice Chair Saunders adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Randy Ence, Secretary

2015 ATTENDANCE

Appendix A

April 9, 2015 Regular Board Meeting

2015		January 8 Regular Board Mtg	February 12 Regular Board Mtg	March 12 Nominating Committee Mtg	March 12 Regular Board Mtg	April 9 Finance and Audit Cmte	April 9 Regular Board Mtg		
Benavidez*	Kelly	P	P	X	X	X	X		
Bilbray-Axelrod	Shannon	P	P	P	P	P	P		
Crear	Keiba	P	P	P	P	P	P		
Drake	Marilyn	P	P	P	P	P	P		
Ence	Randy	P	P	P	P	P	P		
Melendrez**	Jose	X	X	P	P		A-E		
Moulton	Sheila	P	P	P	P	P	P		
Ortiz	Felipe	P	P	P	P	P	P		
Saunders	Michael	P	P	P	P	P	P		
Wadley-Munier	Robin	A-E	P	P	P	P	P		
Yturralde	Ydoleena	P	P	P	P	P	P		

attended Committee meeting but not a member

A-E Excused Absence

A-U Unexcused Absence

* Term expired March 6, 2015

** Appointed for a term beginning March 6, 2015

as of April 10, 2015