

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
AUGUST 11, 2016
(approved September 8, 2016)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, August 11, 2016.

Present:

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

Counsel: G. Welt

Absent: R. Wadley-Munier, excused

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

Guests: None

M. Saunders, 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 Wadley-Munier had an excused absence. Appendix A.
Trustee Yturralde 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 Regular Session, May 19, 2016, Purchasing Policy Committee Meeting, June 9, 2016, Regular Session, June 9, 2016, and Regular Session, July 14, 2016. (Item IV.A-D.) Trustee Moulton moved to approve as one motion, the Minutes of the Board of Trustees Meeting held May 19, 2016; the Minutes of the Purchasing Policy Committee Meeting held June 9, 2016; the Minutes of the Board of Trustees Meeting held June 9, 2016; and the Minutes of the Board of Trustees Meeting held July 14, 2016. There was no opposition and the motion carried.
Trustee Moulton and Chair Saunders complimented staff on their exhaustive preparation of thorough minutes. Executive Director Dr. Heezen thanked Executive Assistant Allison Boyer for her work.

Chair's Report (Item V.A-C.) Chair Saunders reviewed Trustee preferences for Board committees and named Trustees to the following Committees for Fiscal Year 2016-2017. The Board Chair is an ex-officio member of all committees.

Executive Committee – Chair Saunders, Trustees Bilbray-Axelrod, Ence, and Yturralde

Finance and Audit Committee – Chair Bilbray-Axelrod, Trustees Crear, Ence, Moulton, Ortiz, Wadley-Munier, and Yturralde

Risk Management Committee – Chair Francis Drake, Trustees Wadley-Munier, and Yturralde

Bylaws Committee – Chair Wadley-Munier, Trustee Moulton, and Counsel Welt

Nominating Committee – Will be appointed in May, 2017. Several Trustees expressed an interest to serve on this committee next time

Purchasing Policy Committee of the Whole – Trustee Ortiz will serve as Chair and the entire Board will serve on this Committee

Naming Committee of the Whole – Trustee Moulton will serve as Chair and the entire Board will serve on this Committee. This is a new committee

Chair Saunders then asked Trustees Bilbray-Axelrod, Melendrez and Ortiz, who attended the June 2016 ALA Annual Conference in Orlando, Florida, to provide brief reports.

Trustee Bilbray-Axelrod said she had a great trip and learned a great deal. She said most valuable are the interactions with other attendees, while sitting on the buses or meeting for coffee while talking about best practices. Bilbray-Axelrod has some information about programs she would like staff to look at and will provide it to Ms. Boyer. One of her favorites of these programs was a NASA exhibit (out of California) where an attendee can literally explore the surface of Mars. Bilbray-Axelrod said she is always proud to represent the District as its size and good reputation are well-known.

Trustee Melendrez explained that this was his first time attending ALA and was amazed by the size and the variety of programs and workshops. What also stood out to him were the multiple organizations represented under the ALA umbrella. He attended some of the leadership meetings to see the challenges they are facing.

One of the programs he attended was "Young Professionals of Diversity," where different leaders discussed their roles and provided their perspectives on the opportunities available. The program stressed that there is a need to diversify executive staff in libraries and provided information on what individuals need to do to advance and receive leadership training.

Trustee Melendrez also had several conversations about partnerships. He spoke about meeting a staff member from the San Diego Library where the library hosts two charter schools in their facilities. Melendrez commented that with the challenges facing the Clark County School District, this might be something to look at. Another presentation he attended was about different elements and levels of diversity programming for youth.

Trustee Ortiz said the conference was interesting and he had a good time. He spent an entire day at a workshop with a mix of new and seasoned professionals. Ortiz said that a lot of the ideas and programs

that were being discussed at the training have already been done at the District though some of the new ideas need to be vetted. He also attended a jail and prison library workshop. He said these types of libraries were all over the place depending upon what the prison allows for prisoners. For example, some allow only books with no spines. However, he felt that prison libraries still managed to get the job done.

Trustee Ortiz said he attended an author event where the author, who had a book ranked #1 on the New York Times book list, explained how to write a novel. The event attracted over 300 people. What that told him is that people still want to write and read books. Ortiz took that to mean that books and writing are not dead.

Finally, Trustee Ortiz said that the keynote speakers were very dynamic and there was a lot of excitement in library systems, regardless of the type. He thanked the District for allowing him to attend.

Chair Saunders thanked the Trustees who attended ALA for representing the District and continuing their professional development.

Library Reports **(Item VI.)**

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

Dr. Heezen drew Trustees attention to the new format of his report, which is now similar to all the other reports provided by the members of the Executive Council.

Dr. Heezen reported that the District's land transfers were mostly completed. Regarding the East Las Vegas site, the Southern Nevada Regional Housing Authority and the Department of Housing and Urban Development have all signed off and escrow has closed, so the District is now officially in possession of the property for the new East Las Vegas Library. At the Mt. Charleston site, Trustees have an item on the agenda today that will resolve the last encroachment issue. Finally, also on the agenda tonight, Trustees will be asked to approve an interlocal agreement with the city of Mesquite as well as a resolution that is required to move the Mesquite project forward.

Dr. Heezen noted that Development and Planning Director Danielle Milam and Community Engagement Director Matt McNally have been working very hard on a partnership with Ardell Griffith and the Workforce Connections staff to set up One-Stop locations at several District branches for customers to access career development information.

Dr. Heezen thanked Technical and Productions Services staff members Brian Zawistowski and Nyla Walker, and Scheduling and Production Services staff member Phil Baranski for their hard work on the Board meeting.

Dr. Heezen said that he and Branding and Marketing Director Betsy Ward are continuing their branch visits. Earlier this week, they visited the Mt. Charleston and Indian Springs libraries. Today, they visited the Las Vegas and Summerlin libraries. Ms. Ward is learning that the

District serves very different neighborhoods that work together as one diverse community. Heezen emphasized that what is common to all libraries is staff's passion for service. Heezen added that Ms. Boyer has set up meetings for almost all Trustees with him and Ms. Ward so that Trustees may speak with Ward regarding their perception of and suggestions for the Branding and Marketing function.

Trustee Ortiz thanked Dr. Heezen for this report. He said it is critical for the District to have transparency and he thanked the Executive Director for continuing in that tradition on the important issues.

Trustee Crear commented that, with the District's reorganization in place and the changes within the different departments underway, she would like to see presentations by the staff on the new areas, similar to the presentations given by Branch Managers in previous years. She felt it would be helpful to Trustees and provide them with information on the new function areas, changes to staff responsibilities and how the work plans are going forward.

**Library Operations,
Security Reports
and Monthly
Statistics
(Item VI.A.1.a.)**

Trustee Crear asked about the incident of vandalism to employees cars at the Clark County Library on June 16, 2016. She also wanted to know if the District had cameras in that area. Dr. Heezen reported that there is a camera in the area. Staff have decided to file charges. He then elaborated on the all-day meeting he and Library Operations Director Jennifer Schember held at the branch in light of this incident. Employees would like to see more camera coverage of their parking and throughout the rest of the facility. At this time, Ms. Schember is holding off on making permanent recommendations until completion of the Building and Services Master Plan. Any changes made as a result of the incident must be uniform and within budget while still taking the health and safety issues of the staff into account.

Ms. Schember said she decided, as a result of the above meeting, to send Assistant Library Operations Director Mario Aguilar to the Clark County Library, beginning August 1, for approximately four to six weeks to observe staff and customers. He will focus on security and staffing concerns including whether to add or change camera locations and whether additional staff needs to be located at the site. In addition, Ms. Schember reported, Assistant Facilities Director John Vino and Safety Coordinator Nicole Baker went to Clark County and conducted a walk-around to evaluate areas of concern, perhaps to add lighting to areas that are not well-lit, as well as talk to staff. The security presence at the location has been increased in the evenings for staff when they leave the building.

Trustee Crear commented on branches taking advantage of the Pokémon GO trend. She said, that while she does not know anything about Pokémon, she is happy that staff are keeping up with the times and implementing programming as shown in this month's report to serve the District's community interested in this very popular game.

**Branding and
Marketing Report
and Electronic**

Trustee Ortiz commented that statistics in this month's report show that Electronic Resources usage increased from 2015 to 2016 while gate count for the entire District only dropped by 2%. That tells him

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Resources Statistics (Item VI.A.2.a.)	<p>that there is still a big need for libraries. The District still has the foot traffic, while, at the same time, it is meeting the needs of the electronic and digital community. The District serves a purpose, does good work, and the results are impressive.</p> <p>Chair Saunders agreed that the statistics are impressive. He said he is an avid user of digital services but wondered if eMedia is sustainable given the costs involved. Dr. Heezen responded by saying that libraries around the country are working together to work on the issue of digital rights management. He said that progress has been made over the last three years. Previously, five publishers would not even sell to libraries. Now, they are selling to libraries, but the cost is high and there are a limited amount of times a digital item can be circulated. The American Library Association and its member libraries are leading that effort to change this, but libraries still have a way to go to bring the costs down and increase the number of times an item can be circulated.</p>
Community Engagement Report (Item VI.A.2.b.)	<p>No questions.</p>
Development and Planning Report (Item VI.A.2.c.)	<p>Trustee Moulton said the Raising Las Vegas community action plan referenced in the report was so important as it was family-oriented and focused on working with other non-profits in the community. She complimented staff on doing the networking in the community the District needs to be doing.</p>
Information Technology Report (Item VI.A.2.d.)	<p>No questions.</p>
Financial Services Report (Item VI.A.3.a.)	<p>No questions.</p>
General Services Report (Item VI.A.3.b.)	<p>Trustee Moulton complimented staff on the high levels of work order completion reflected in this month's report. She said she appreciated that 366 corrective work orders were initiated and 345 of them were completed, and, that 200 preventative maintenance work orders were initiated and 198 of them were completed. She liked that staff sees the need and that the work is getting done.</p>
Human Resources Report (Item VI.A.3.c.)	<p>No questions.</p>
	<p>Trustee Moulton moved to accept Reports VI.A.1-3. There was no opposition and the reports were accepted.</p>
Unfinished Business (Item VII.)	<p>None.</p>

Discussion and possible Board action regarding approval of terms and authorization to enter into an Interlocal Agreement with the City of Mesquite for maintenance of the existing and new library sites and other related matters, and approval of Resolution 2016-03 regarding the same. (Item VIII.A.)

General Services Director Steve Rice explained that in August 2015, the Las Vegas-Clark County Library District (District) and the Redevelopment Agency (RDA) of the City of Mesquite (City) entered into an Agreement for the transfer of real property, the development of a new library, and other related matters. In the RDA Agreement, Section 3(a) contemplates the Parties entering into a maintenance agreement for the parcels being transferred from the City to the District.

Upon approval of the terms and authorization to enter into an Interlocal Agreement with the City, the Board of Trustees will then be asked to approve Resolution No. 2016-03: A resolution of the Board of Trustees of the Las Vegas-Clark County Library District approving the District's participation in an Interlocal Agreement between the District and the City of Mesquite.

Trustee Ence moved to approve the terms and to authorize staff to enter into an Interlocal Agreement with the City of Mesquite for maintenance of the existing and new library sites and other related matters, subject to final review by Counsel. There was no opposition and the motion carried.

Trustee Ence moved to approve Resolution No. 2016-03: A Resolution of the Board of Trustees of the Las Vegas-Clark County Library District approving the District's participation in an Interlocal Agreement between the District and the City Of Mesquite. There was no opposition and the motion carried.

Resolution No. 2016-03 is attached as Exhibit B.

Discussion and possible Board action regarding authorization to sell a 0.08395 acre portion of the Mt. Charleston Library property to permanently resolve an encroachment issue with an adjacent property owner. (Item VIII.B.)

Mr. Rice explained that the District purchased the property for the Mt. Charleston Library in 1985, knowing there were encroachment issues that existed on the south border. Several of the residential structures along Aspen Avenue were encroaching on District property. In 1988, the District offered owners of the encroaching structures an opportunity to resolve the matter by transferring enough land to each owner to clear the encroachments through the use of quitclaim deeds. The cost to the owners was an equal share of the cost of the survey work needed to identify the land to be transferred. All but two of the owners participated. Since that time, one of the remaining encroachments with Ms. Melanie Chacon was resolved through use of a License and Easement Agreement entered into in 2009. The second encroachment was resolved through the sale of a 0.082 acre parcel to Mr. Ralph Cordell.

Ms. Chacon is now requesting that the District sell her the land under her residence as well as enough land for the required setback and access to Aspen Avenue under the same terms and conditions as the sale to Mr. Cordell. The size of the parcel is 0.08395 acre or 3,657 square feet. The appraised value of the parcel is \$33,000.

The financial terms are as follows:

1) Purchase price is \$33,000 which is the fair market value of the property from the appraisal.

2) Ms. Chacon will pay \$7,000 for proportionate share of legal expenses. This amount is half the cost of the expenses and Mr. Cordell paid the other half when he purchased his parcel.

3) Ms. Chacon will pay \$6,097 for proportionate share of engineering and survey expenses. This amount is one third of the total cost. Mr. Cordell paid one third and the District is paying one third.

The District is paying a share of the engineering and survey expenses in anticipation of selling a third parcel created once with the new parcel map. This third parcel is located in front of a land-locked parcel which is on the market and the District anticipates the purchaser needing access to the land-locked property. The District anticipates selling this third parcel upon the same terms as were given to Mr. Cordell and Ms. Chacon.

4) Ms. Chacon will pay one-half of transfer taxes and closing costs (estimated at \$750).

Mr. Rice concluded by saying that staff recommends the sale of the 0.08395 acre parcel to Ms. Chacon in order to permanently resolve the encroachment issue. Upon completion of the sale, the existing License and Easement Agreement will be terminated and, approximately 20 years of work in attempting to solve this will come to an end.

Trustee Bilbray-Axelrod had Mr. Rice explain the location of the parcel in question for this item and the third parcel created by the new survey. Rice reiterated that District staff anticipated that whoever purchases the landlocked parcel will want access to it and will approach the District. This way, the District is prepared.

Mr. Rice commented that property lines in the entire area are a mess, and that this is not just a problem on the District's land. Mt. Charleston residents have been trying to resolve these issues for a number of years. This came about because of the way the original Mt. Charleston resort was divided up and sold many years ago. The District's land has been resurveyed to confirm its exact property lines and where the encroachments are located.

Trustee Ortiz asked whether the District paid up front for the survey or whether the District would pay in escrow. Mr. Rice explained that the District has already paid the costs.

Trustee Bilbray-Axelrod moved to authorize staff to finalize the sale of a 0.08395 acre portion of the Mt. Charleston Library property to Ms. Melanie Chacon in accordance with the terms and conditions set forth in the proposed Agreement of Purchase and Sale of Property, subject to final review by Counsel. There was no opposition and the motion carried.

**Announcements
(Item IX.)**

The next Board Meeting will be held Thursday, September 8, 2016 in the Rainbow Library at 6:00 p.m.

**Public Comment
(Item X.)**

None.

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Executive Session Removed from Agenda.
(Item XI.)

Adjournment Chair Saunders adjourned the meeting at 6:41 p.m.
(Item XII.)

Respectfully submitted,

Ydoleena Yturralde, Secretary

2016 ATTENDANCE

Appendix A

August 11, 2016 Regular Board Meeting

2016		January 14 Regular Board Mtg	February 11 Regular Board Mtg	March 10 Regular Board Mtg	April 14 Finance & Audit Cmte	April 14 Regular Board Mtg	May 19 Regular Board Mtg	June 9 Purchasing Policy Cmte	June 9 Nominating Committee	June 9 Regular Board Mtg	July 14 Regular Board Mtg	August 11 Regular Board Mtg	
Bilbray-Axelrod	Shannon	A-E	P	P	P	P	A-E	P	P	P	P	P	
Crear	Keiba	A-E	A-E	P	P	P	P	P	P	P	P	P	
Drake	Marilyn	P	P	P		A-E	P	P	P	P	P	P	
Ence	Randy	P	P	P	P	P	P	P	P	P	P	P	
Melendrez	Jose	P	P	P	P	P	P	P	P	P	P	P	
Moulton	Sheila	P	P	A-E	P	P	P	P	P	P	P	P	
Ortiz	Felipe	P	P	A-E	P	P	P	P	P	P	A-E	P	
Saunders	Michael	A-E	P	P	P	P	P	P	P	P	P	P	
Wadley-Munier	Robin	P	A-E	P	P	P	P	P	P	P	P	A-E	
Yturralde	Ydoleena	P	P	P	A-E	A-E	A-E	P	P	P	P	P	

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absence

as of August 15, 2016

**RESOLUTION NO. 2016-03:
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE LAS VEGAS-CLARK COUNTY
LIBRARY DISTRICT (DISTRICT) APPROVING THE DISTRICT'S PARTICIPATION IN
AN INTERLOCAL AGREEMENT BETWEEN THE DISTRICT AND THE CITY OF
MESQUITE (CITY).**

WHEREAS, Nevada Revised Statutes Chapter 277.180 provides that two or more public agencies may enter into an interlocal agreement for the performance of any governmental service, activity, or undertaking which any of said agencies is authorized by law to perform; and

WHEREAS, Nevada Revised Statutes Chapter 277.045(2) requires that interlocal agreements be adopted by formal resolution or ordinance; and,

WHEREAS, the District and the Redevelopment Agency of the City of Mesquite ("RDA") entered into an Agreement on August 18, 2015 for the transfer of real property and the development of a new 16,000 square foot library and other related matters; and

WHEREAS, in the RDA Agreement, Section 3(a) contemplates the Parties entering into a "Maintenance Agreement"; and

WHEREAS, the parties have drafted an interlocal agreement that more fully clarifies each party's respective responsibilities in regards to said Maintenance Agreement; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Las Vegas-Clark County Library District that the Interlocal agreement between the District and the City is approved and adopted.

PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Las Vegas-Clark County Library District on the 11th day of August, 2016.

Las Vegas Clark County Library District:

By: Michael Saunders
Michael Saunders, Chair, Board of Trustees

ATTEST:

Ydoleena Yturralde
Ydoleena Yturralde, Secretary, Board of Trustees

Approved as to Form:

Gerald M. Welt
Gerald M. Welt
Attorney for Las Vegas-Clark County Library District