

**MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
July 12, 2018
(approved October 11, 2018)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, July 12, 2018.

Present:

Board:	S. Moulton, Chair	F. Ortiz
	E. Foyt	R. Wadley-Munier
	Y. Yturralde	S. Bilbray-Axelrod, via telephone
	R. Ence, via telephone	M. Francis Drake
	J. Melendrez	K. Benavidez
Counsel:	G. Welt, via telephone	
Absent:	None	
Staff:	Dr. Ronald R. Heezen, Executive Director	
	Numerous Staff	
Guests:		

S. Moulton, 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. Trustees Bilbray-Axelrod, Ence and Counsel Welt attended via telephone. Appendix A. Trustee Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Chair Moulton removed Item IV.A-C, and IV.D. Trustee Wadley-Munier moved to approve the Agenda as changed. There was no opposition and the motion carried.

Approval of Proposed Minutes-Regular Session, November 9, 2017; Proposed Minutes-Regular Session, May 24, 2018; Proposed Minutes of the Risk Management Committee, June 14, 2018; and Proposed Minutes, Regular Session, June 14, 2018. (Item IV.A-E.) Items IV.A-C and Item IV.E. were removed from the Agenda. Trustee Benavidez moved to approve the Minutes of the Nominating Committee Meeting held June 14, 2018. There was no opposition and the motion carried.

Chair's Report
(Item V.)

Chair Moulton read out a list of Committees and named the members for the next Fiscal Year:

FY 2018-2019 Committee Assignments -

STANDING COMMITTEES:

Executive Committee: Sheila Moulton, Chair; Felipe Ortiz, Vice-Chair; Elizabeth Foyt, Secretary; Robin Wadley-Munier, Treasurer

Finance and Audit Committee: Felipe Ortiz, Chair; Kelly Benavidez, Robin Wadley-Munier, Ydoleena Yturralde

Risk Management Committee: Jose Melendrez, Chair; Kelly Benavidez, Elizabeth Foyt, Marilyn Francis Drake, Felipe Ortiz

Bylaws Committee: Shannon Bilbray-Axelrod, Elizabeth Foyt, Robin Wadley-Munier, Counsel Gerald Welt

Chair Moulton would determine the Chair of the Committee once she has had a chance to speak to Committee members. Moulton also asked that the Committee undertake a review of the Bylaws as it has been several years since that was done.

Nominating Committee: Will be appointed in May

SPECIAL/AD-HOC COMMITTEES:

Purchasing Policy Committee of the Whole: Felipe Ortiz, Chair; the entire Board serves as members of the Committee.

Naming Libraries Policy Committee of the Whole: Kelly Benavidez, Chair; the entire Board serves as members of the Committee.

The Chair is an ex-officio member of all Committees.

Chair Moulton asked that the Executive Assistant send out a list of all the Committee to each Trustee.

Chair Moulton then asked Trustees Bilbray-Axelrod and Foyt to discuss their experiences at the recent American Library Association Conference in New Orleans.

Trustee Foyt thanked the District for allowing her to attend. It was an honor to represent the District. Foyt met authors, librarians, and other Trustees as she attended the sessions and enjoyed the exhibit hall. As she has worked as a librarian and attended ALA in the past, she observed that it was bigger and better than before. She described several sessions: the Opening Session with Michelle Obama was most impressive. In addition, Foyt praised Trustee Bilbray-Axelrod's appearance on a panel discussion interaction with government officials, and she was delighted to be in the audience. Foyt also attended a workshop on working with the homeless in libraries and saw a screening of "the Public." Producer Emilio Estevez answered questions after each of the three screenings. She also saw Sally Field, who will have a new book coming out shortly. The movie screening and Ms. Field's presentation was also very popular. Regarding the exhibits, Foyt reported that there were many interactive displays, not just books, but items from NASA, items on STEM topics, and a great many

other groups.

Trustee Foyt said that New Orleans was very welcoming as ALA is the largest conference that returned after Katrina, which the residents appreciated. Foyt concluded her presentation with one last thought, "There are more libraries than McDonald's in this country, we have an army of advocates, and we need to mobilize."

Trustee Bilbray-Axelrod said she was honored to be asked to appear on the panel that Trustee Foyt mentioned. She reported that she was blown away by the makerspaces shown in the exhibit hall, but believes the District is ahead of the curve. She said that, during Ms. Obama's presentation, she was told that 9,000 people were in attendance, with several thousand in an overflow room. Obama's presentation, really a conversation, ranged over the importance of reading, libraries, and parenting. Bilbray-Axelrod said that New Orleans is a magical city and this conference was the best library conference she's attended so far.

Chair Moulton asked if Trustees Bilbray-Axelrod and Foyt met other library trustees that served in state legislatures. Both Trustees said they had not run into anyone and were not aware of any others. Moulton thinks it is special that Trustee Bilbray-Axelrod has the opportunity to represent the Library District but also Nevada, as a state legislator.

Chair Moulton said that she wants to review the Bylaws during this year and reminded Trustees that their meetings are governed by *Robert's Rules of Order*. She asked Counsel Welt to review the book at one of the upcoming meetings.

Library Reports (Item VI.)

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

In addition to his written report, Executive Director Dr. Heezen reported on the following:

Each Trustee had been provided with a gold library card. These cards would not expire, even if the Trustee moved out of the Library District's service area. These are provided in recognition of the Board's service to the District and in appreciation of all they do.

A new Trustee to take Trustee Ence's place will be appointed by the Clark County Commission on July 17 at their meeting.

Each Trustee was provided with a copy of the District's FY 2018-2019 Adopted Budget.

This morning, at the Windmill Library, Fox5 News filmed a report on the District's new program which features the availability of lending of American Girl dolls at 19 of the District's 25 libraries.

Finally, Dr. Heezen thanked everyone who worked on this meeting; from TPS, Brian Zawistowski and Candyl Anderson; and Jani Jeppe and Brenda Bouie from the West Las Vegas SPS.

Chair Moulton asked whether, when the District's portable hotspots are returned, the District can see how many hours or times the hotspots

have been used by the borrower. Dr. Heezen, who believes this availability is one of the factors affecting circulation numbers, advised that staff are not able to check on that, that staff only know the raw circulation numbers of each unit, which was confirmed by IT Director Al Prendergast. Moulton said she was amazed to see the wait list for checking out the hotspots. Dr. Heezen agreed, saying that District patrons, who live in the metro area, will go to one of the outlying branches to be able to check out this item. Prendergast added, that to get the information Moulton is requesting, staff would need to access the portal used by the hotspots. Moulton said that would not be necessary.

Chair Moulton said that she wanted to check one of the American Girl dolls herself.

Trustee Ortiz was very impressed with the printed copy of the *FY 2018-2019 Adopted Budget*. He felt it was significant, that in the book, starting on page 76, each library has a section. This breaks down the overall budget into what is being spent in each library's neighborhood and is a much better selling point for the District. He thanked those who had a role in putting this publication together and would like to see that continued. Deputy Director/CFO Fred James thanked Trustee Ortiz, reported that the document is available on the website, and thanked his staff in the Financial Services Department and the Branding and Marketing staff for their work in putting this document together.

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

No questions.

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VI.A.2.a.)**

No questions.

**Community
Engagement Report
and Monthly
Statistics
(Item VI.A.2.b.)**

Chair Moulton thanked Community Engagement Director Matt McNally for responding to questions raised at last month's Board meeting. She said that was important to understand how tech hours were scheduled so that, as some Trustees requested, there could be greater use of some of the facilities.

Mr. McNally thanked Trustees for the opportunity to comment. He said, that as staff looked at Facility usage, and the types of programs they wanted to present, they always had to be cognizant of what staff are required for each of these programs. This is closely monitored within the department.

Trustee Melendrez thanked Mr. McNally and his staff for their response to a request from Melendrez regarding the English Language program and some other programs which will lead to more partnership with

another community group. McNally credited Jill Hersha, Literacy Services Manager, for her role in that request. Melendrez also thanked programming staff at the Summerlin Library, as his daughter recently

performed in a ballet at that branch as part of her studies at a local ballet school, and he said that Summerlin staff were outstanding.

**Development and Planning Report
(Item VI.A.2.c.)**

No questions.

**Information Technology Report and Monthly Statistics
(Item VI.A.2.d.)**

No questions.

**Financial Services Report
(Item VI.A.3.a.)**

No questions.

**General Services Report
(Item VI.A.3.b.)**

No questions.

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

No questions.

Trustee Wadley-Munier moved to accept the Library Reports Item VI.A.1-3. There was no opposition and the motion carried.

**Unfinished Business
(Item VI.)**

None.

**Discussion and possible Board action to declare fines and fees of approximately \$1,751,854.94 that are five years old, dating from the year 2013, as uncollectible and purge from District records.
(Item VIII.A.)**

Library Operations Director Jenn Schember advised Trustees that, in September 2000, the Board authorized staff to contract with a collection agency, Unique Management Services, Inc. (Unique) to pursue the collection of delinquent fines and fees owed to the District. At that time, the Board approved a motion to expunge fines and fees owed prior to January 1999. The rationale for forgiving this debt was that the fines and fees preceding the implementation of the former automation system (DRA) were considered uncollectible.

For the past 18 years, since contracting with collection agencies, the District has recovered over \$10,716,960.15 in items and \$7,221,696.07 in fines and fees. For a brief period of time, the District contracted with Aargon Collection Agency, Inc. during FY 2006-2007. However, due to performance issues, the District returned to Unique, with whom the District is still under contract.

In June 2004, the Board authorized staff to declare fines and fees

totaling \$704,763.00 that were five years old, dating before 1999, as uncollectible and to purge these from District records. At that time, staff recommended that each year delinquent fines and fees that are

older than five years be reported to the Board for the purpose of being declared uncollectible.

Currently, there are 33,622 outstanding accounts from the year 2013. Collection agencies advise that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt.

Ms. Schember emphasized that this is not a forgiveness campaign. Since 2013, staff have made several efforts to collect this debt by sending several notices, including a monthly email statement of charges and printed notices; in addition to the letters and phone calls made by our Collection Agency, Unique Management Services.

In addition, Schember said that Unique has stated that there is little hope of collecting this debt since there is a one-year Statute of Limitations that prevents the District and the Collection Agency from actively pursuing further action on these outstanding fines and fees.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there is approximately \$1,751,854.94 in outstanding fines and fees that accrued in 2013. By clearing these fines and fees the District will be able to purge these inactive patrons and delete these items from its database.

The following table shows a comparison of calendar years between 2010-2013:

	<u>CY 2010</u>	<u>CY 2011</u>	<u>CY 2012</u>	<u>*CY 2013</u>
Amount of Unrecoverable billed items	\$1,178,517.73	\$1,055,796.03	\$1,321,189.05	\$1,434,515.56
Amount of unrecoverable fines and fees	\$455,245.73	\$420,871.93	\$326,766.58	\$317,339.00
Number of patrons with unrecoverable billed items	11,932	11,001	12,394	12,370
Number of patrons with unrecoverable fines and fees	30,676	28,135	23,296	21,252
Number of Items to Be Purged	47,206	42,705	50,507	53,803
Average Cost Per Item	\$24.75	\$25.50	\$26.16	\$26.66
Average Amount Owed	\$89.28	\$91.11	\$106.60	\$115.97

Per Patron

**Projected amounts*

In response to a question from Chair Moulton, Ms. Schember confirmed that the District does collect a lot of the unrecovered items as part of the April Food for Thought program.

Trustees Yturalde moved to declare fines and fees of approximately \$1,751,854.94 as uncollectible, dating from the year 2013, and authorize staff to purge from District records.

**Announcements
(Item X.)**

The August 9, 2018 Regular Board Meeting has been cancelled.

Chair Moulton advised Trustees that they have been provided with material to use as part of the Executive Director's evaluation, which will be on the Agenda at the September Board meeting.

The next Board Meeting will be held Thursday, September 20, 2018 in the Windmill Library at 6:00 p.m. Please note the date change from September 13, 2018.

**Public Comment
(Item XI.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

**Adjournment
(Item XIII.)**

Chair Moulton adjourned the meeting at 6:33 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2018 ATTENDANCE

Appendix A

July 12, 2018 Regular Board Meeting

2018		JANUARY	February 8 Regular Board Mtg	March 8 Regular Board Mtg	April 12 Finance & Audit Cmte	April 12 Regular Board Mtg	May 24 Regular Board Mtg	June 14 Risk Mgmt Cmte	June 14 Nominating Cmte	June 14 Regular Board Mtg	July 12 Regular Board Mtg
Benavidez	Kelly	NO MEETING	P	P	P	P	P	P	P	P	P
Bilbray-Axelrod	Shannon		P	P	P	P		P	P	P	P
Drake	Marilyn		P	P	A-E	A-E	P	A-E		A-E	P
Ence	Randy		A-E	P	P	P	P	P	P	P	P
Foyt	Elizabeth		P	P	P	P	P	P	P	P	P
Melendrez	Jose		P	P	A-E	A-E	P	P	P	P	P
Moulton	Sheila		P	P	P	P		P	P	P	P
Ortiz	Felipe		P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin		P	P	P	P		P	P	P	P
Yturralde	Ydoleena		P	P	P	P	A-E		P	P	P

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of July 13, 2018