

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 8, 2018
(approved May 24, 2018)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Charleston Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 8, 2018.

Present: Board: S. Moulton, Vice Chair
Y. Yturralde S. Bilbray-Axelrod
R. Wadley-Munier M. Francis Drake
F. Ortiz J. Melendrez
K. Benavidez E. Foyt

Counsel: G. Welt

Absent: R. Ence, Excused

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

Guests:

S. Moulton, Vice Chair, called the meeting to order at 6:01 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Bilbray-Axelrod, Foyt, and Yturralde attended via telephone. Chair Ence had an excused absence.
Appendix A.
Trustee Wadley-Munier led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Vice Chair Moulton removed items V.A-H and J-K from the Agenda.
Trustee Benavidez moved to approve the Agenda as changed. There was no opposition and the motion carried.

Presentation of awards to Finalists and winners of the Library Card Design Contest by Board of Trustees Chair Randy Ence and Executive Director Dr. Ronald R. Heezen (Item IV.) Branding and Marketing Director Betsy Ward explained that, last September, the District launched its first-ever Library Card Design Contest. Staff were ready for a new look for the District's library cards, and Branding and Marketing wanted to create something that was reflective of what the library means to District customers. There were three categories for entries: Children, Teens, and Adults, and every entrant was tasked to create an original work of art that reflects what the library means to them.

Nearly 700 entries from all age groups came in and the Ms. Ward emphasized that the work was so creative, funny, insightful, and heartfelt that it was hard to choose. Staff ended up with 21 finalists, with seven finalists in each age category. Again, it was a very hard decision, as all of the finalists were wonderful entries. But in the end, there are six winners, two winners in each age category.

Ms. Ward extended staff's sincere thanks to all the finalists and winners, as well as every person who took the time to share with us their talent, and their love of the library. Ward is happy to announce that some of the finalists and winners are here tonight, and each of them will receive a very special commemorative

award. The entry for each individual is memorialized on the plaque they will receive.

Ms. Ward asked Vice Chair Moulton and Executive Director Dr. Ron Heezen to present the awards.

The Finalists in the KIDS category are: Charlotte Kynaston, Chase Zhang, Daciana Popa, Miriam Michelson, and Jace Newsom. Ms. Popa was present to accept the award.

The Winners in the KIDS category are: Mehaliye Abate and Robia Grasmick.

The Finalists in the TEEN category are: Destiny Dobiesz, Elle Renner, Franz Domino, Jose Rea, and Julio Gerardo. Ms. Dobiesz's teacher and Mr. Rea were present to accept their awards.

The Winners in the TEEN category are: Catelyn Kaufman and Katelynn Day. Both were present to accept their awards.

The Finalists in the ADULT category are: Desmond Ullrich, Giovanni Andino, Pam Toulouse, Sally Wirth, and Valerie Cana. Mr. Andino and Ms. Cana were present to accept their awards.

The Winners in the ADULT category are: Lisette Nunez and Kenneth Lamup. Both were present to accept their awards.

Each award-winning design can be seen in Appendix B.

After the award presentations were complete, Ms. Ward continued explaining that the culmination of all of this creativity is the arrival of the District's six new library cards. February happens to be Library Lovers' Month, and the new cards will be available in all 25 of the District's libraries as of Valentine's Day, February 14. In addition, staff have obtained a celebrity endorsement of the new library cards and the #GetCarded hashtag thanks to Trustee Yturralde. Trustee Yturralde works for Jonathan & Drew Scott, the stars of HGTV's "The Property Brothers," and the brothers are fans of our Library District. Ward sent them the new #GetCarded t-shirts and they sent back a fun and informative video for the District to use on its social media channels and the website. Ward then showed the video featuring the Scotts.

Ms. Ward reported that staff has already started getting the word out to the public that new library cards will arrive soon. In addition, on January 31st, Dr. Heezen appeared on FOX5 News to publicize the program. Ward then showed the video from that appearance.

Ms. Ward explained the type of materials that will be used to support the library card promotion which will be delivered to all branches. It will include #GetCarded buttons, window decorations, display cards for the desks, and a giant library card prop for customers who want to take selfies.

Ms. Ward concluded by thanking all of the Library Card Contest participants, Trustee Yturralde, and Jonathan and Drew Scott, "The Property Brothers," for helping staff to create and launch the District's brand new library cards. There was a round of applause.

Trustee Benavidez asked if current library card holders could exchange their cards for one of the new cards. Ms. Ward said that, for one year, they can exchange their current cards for one of the new cards at no charge. Normally, there is a cost of \$1 to obtain a new card. Branch staff will be trained on

transferring the information and getting customers set up on their new cards. The card number will be different, but customers can reset and use their same PIN.

Trustee Wadley-Munier asked if the Trustee name badges would also be changed. Dr. Heezen said that those would change once the rebranding has been completed.

Vice Chair Moulton thanked Trustee Yturralde for obtaining the participation of "The Property Brothers". She liked the publicity that the District has received. She then thanked all the Finalists and winners who came which resulted in another round of applause.

**Approval of
Proposed
Minutes:
Regular
Session,
October 13,
2016; Regular
Session,
January 12,
2017; Regular
Session,
February 9,
2017; Regular
Session, May
18, 2017;
Regular
Session, June 8,
2017; Regular
Session, July
13, 2017;
Regular
Session,
October 12,
2017; Special
Meeting,
October 26,
2017, Finance
and Audit
Committee
Meeting,
November 9,
2017; Regular
Session,
November 9,
2017; and
Regular
Session,
December 14,
2017.
(Item V.A-K.)**

Items V.A-H and J-K were removed from the Agenda.

Trustee Ortiz asked that the minutes of the Finance and Audit Committee Meeting held November 9, 2017 be corrected to show him as the Committee Chair.

Trustee Ortiz moved to approve the Minutes of the Finance and Audit Committee Meeting held November 9, 2017 as corrected. There was no opposition and the motion carried.

Chair's Report None.
(Item VI.)

Library Reports
(Item VII.)

Executive Dr. Heezen started off by referring Trustees to his written report. He then
Director's thanked TPS techs Brian Zawistowski and Nyla Walker and West Charleston SPS
Report staff members Amiel Bravo and Firouzeh Forouzmand for their work on this
(Item VII.A.) meeting. He also thanked Executive Assistant Allison Boyer for the amount of
time and hard work she puts into make these meetings succeed.

Dr. Heezen then asked Ms. Boyer to read several commendations received from two members of the Nevada Congressional Delegation in honor of the Best Buy Teen Tech Center Opening on January 8, 2018. Ms. Boyer read the two commendations which were from Senator Dean Heller and Congresswoman Dina Titus. These will be framed and placed in the Best Buy Teen Tech Center.

Trustee Moulton said she really enjoyed the opening and took her granddaughter. She also urged all Trustees to promote this new District resource to their family, friends, and contacts.

Dr. Heezen wanted to single out Development and Planning Director Danielle Milam and Development Officer Sherry Walker who wrote the grant request that resulted in the funding for the Best Buy Teen Tech Center. He added that one of the Library District's Foundation Board Members donated the work to produce a video that shows what the Foundation and District are all about. The video was then shown to great applause.

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

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

Community Trustee Melendrez congratulated Community Engagement Director Matt McNally
Engagement and his staff on their work with the UNLV School of Social Work to create a
Report and partnership that could place social workers in District libraries.
Monthly
Statistics
(Item

VII.A.2.b.)

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

After the above-mentioned Development video was shown, Ms. Milam thanked Foundation Director Tamar Hoapili, who works at Cox Communications, for the donation. She said that the interviews on the video were pulled together in three days. She also thanked Digital Content Manager Ryan Simoneau as he will be taking small clips from the video, with permission from Cox, and posting them on the District's social media channels.

The video was placed on the Foundation's page today and received 98 hits plus a lot of shares. Ms. Milam thanked all the staff who participated as she believes the video showcases what the District and the Foundation does so well.

**Information
Technology
Report
(Item
VII.A.2.d.)**

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

Trustee Ortiz asked Deputy Director/CFO Fred James about a check listed in the monthly report that was written to S&P Global Market Intelligence for Bond Guide Monthly Security Owners Stock. After checking, Mr. James said that this payment is for a subscription.

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

Trustee Ortiz thanked General Services Director Steve Rice for including in his report the vehicle refueling system report which answered a question Ortiz had asked at previous meeting.

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

In the reports, Vice Chair Moulton was grateful for the opening of the Best Buy Teen Tech Center as well as all the meetings involved with the New Markets Tax Credits. It seemed as though everyone was involved in these meetings to get this organized and appreciated all that staff did. She appreciated the way the District works with other libraries, provides mobile hotspots to customers, and features a hot book of the month on the website (which she plans to read). She appreciated all the details in the reports and that questions asked in previous meetings are answered. Even an insignificant detail about removing the beetle-infested trees from Mt. Charleston is included.

Trustee Benavidez moved to accept Reports VII.A. 1-3. There was no opposition and the reports were accepted.

**Unfinished
Business
(Item VIII.)**

None.

Discussion and possible Board action to approve a proposed Food for Thought food drive program that includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates during the month of April 2018, in celebration of National Library Week. (Item IX.A.)

Community Engagement Director Matt McNally explained that the *Food for Thought* program will allow the District to celebrate National Library Week, April 8-14, 2018, by inviting the community to visit the library to obtain a library card and participate in a food drive in partnership with Three Square food bank. Signature Real Estate Group will also voluntarily provide labor and food transportation services as a third partner to transfer donated items from urban library branches to Three Square, thus alleviating previous logistic issues for both the Library District and Three Square.

The involvement from Signature Real Estate Group is completely voluntary. No compensation for services will be exchanged between organizations or individuals, and, upon the Board's approval, staff will develop an MOU with both Three Square and with Signature Real Estate Group. The MOU with each organization will clearly lay out the responsibilities of the parties, and include a request from the Library District for each partner to carry general liability insurance, worker's comp insurance, and auto insurance for their employees. The established MOU will be sent to Library District counsel for review, before execution by each entity.

The proposed food drive will occur during the entire month of April 2018, and provide current customers with an opportunity to bring their accounts into good standing. Customers will be able to return overdue items and have \$2.00 of their fines and fees waived for every canned and/or packaged food item they donate. The waiver for donated items will only apply to fines and fees for library materials that have been returned or paid for. Customers are not able to donate food items to pay for a lost item. There will be no limit on the dollar amount waived per customer, and no limit on the number of food items donated. Customers without fines or fees on their account will still be able to donate food, but they cannot receive positive credit on their account for future use. Library cards that are lost or missing will also be replaced free of charge.

The current Circulation Policy charges fines for overdue materials up to a maximum of \$4.00 per item. Once a customer's account has \$10.00 in fines, the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned. The proposed program will allow customers to return their accounts into good standing by donating items, so they may resume borrowing library materials.

The *Food for Thought* program was piloted during a two-week period in April 2015. The program was then lengthened in 2016 and 2017 to occur throughout the entire month of April. Previous statistics of the program are shown below:

Year	Number of Overdue Items Returned	Value of Returned Items	Items Returned Dating Back to	Pounds of Food Collected	Number of Meals Provided	Amount of Fines Waived
2015	2,102	\$37,216.08	2009	33,204	28,276	\$55,085.75
2016	3,875	\$66,015.21	2011	35,819	29,851	\$67,872.34
2017	3,001	\$51,057.82	2012	40,205	33,504	\$80,062.92
TOTAL	8,978	\$154,289.11	NA	109,228	91,631	\$203,021.01

Mr. McNally thanked Signature Real Estate for filling the District's transportation needs. He also thanked Three Square for being a great partner to the District throughout the year. In addition to partnering with the Library District on Food for Thought, they also provide summer meals to children in underserved areas of our community at six library branches and offer monthly produce giveaways at three library branches.

Due to the success of the program, and positive feedback received from staff and customers, the Library District would like to continue this program to encourage good will and provide greater community impact.

Trustee Benavidez asked how staff will be able to track who is picking up items, and how are staff sure the items that were sent are what is received by Three Square. Mr. McNally explained that all canned items are placed in boxes by District staff with a labelling identifying the individual library branch wrapped around the box. This is so that Three Square can weigh and sort the items in the box while also crediting the library where the items originated.

Vice Chair Moulton had an opportunity to volunteer at Three Square and said that is quite a production. She also said she would be happy to volunteer to take her van and move items from the Sunrise Library if necessary.

Trustee Wadley-Munier moved to approve the *Food for Thought* food drive program authorizing staff to waive \$2.00 of fines and fees for every eligible food item a cardholder donates during the month of April 2018 in celebration of National Library Week. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract awards for the purchase of furniture, shelving, and accessories for the Mesquite Library and Learning Center. (Item IX.B.)

Facilities Director Steve Rice explained that funds are allocated in the Capital Projects Fund for the purchase of furniture, shelving, and accessories for the Mesquite Library and Learning Center. Procurement included three bid processes:

1) Bid No. 18-03 – Mesquite Library and Learning Center - Furniture:

An Invitation to Bid was advertised in accordance with District policy. The Bid was structured by Bid Group with each Bid Group representing a particular basis-of-design manufacturer. The bid opening was held on January 26, 2018. Contracts are awarded by Bid Group as follows:

Bid Group 1 – Hightower: Seating and Tables

<u>Bidder</u>	<u>Bid Amount</u>
Machabee Office Environments	\$108,914.07
Global Supply Management	\$108,347.56
Henriksen Butler Nevada	\$107,103.60

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 2 – Knoll: Coffee Tables

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$9,949.50
Henriksen Butler Nevada	\$6,021.24

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 3 – Nienkamper: Lounge Chairs, Sofas, and Lecterns

<u>Bidder</u>	<u>Bid Amount</u>
Machabee Office Environments	\$40,155.37
Henriksen Butler Nevada	\$38,377.45
Fusch Commercial and Interior Design	\$37,211.07
Global Supply Management	\$36,341.90

The lowest responsive and responsible bidder is Global Supply Management.

Bid Group 4 – Keilhauer: Chairs and Tables

<u>Bidder</u>	<u>Bid Amount</u>
Henriksen Butler Nevada	\$11,866.93
Global Supply Management	\$11,315.02
Fusch Commercial and Interior Design	\$9,589.24

The lowest responsive and responsible bidder is Fusch Commercial and Interior Design.

Bid Group 5 – KI: Stack Chairs and Dollies

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$18,396.67
School Specialty Inc.	\$15,481.59
Henriksen Butler Nevada	\$13,977.48
Fusch Commercial and Interior Design	\$13,049.76
Machabee Office Environments	\$12,486.00

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 6 – Emeco: Stacking Stools and Chairs

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$5,212.00
Machabee Office Environments	\$5,194.76
Henriksen Butler Nevada	\$4,041.60

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 7– Artcobell: Tables

<u>Bidder</u>	<u>Bid Amount</u>
Lakeshore Learning Materials	*Bid Rejected
Global Supply Management	\$6,367.82
School Specialty Inc.	\$3,953.42
Machabee Office Environments	\$2,359.98

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 8 – Landscape Forms: Outdoor Furniture and Trash Receptacles

<u>Bidder</u>	<u>Bid Amount</u>
Henriksen Butler Nevada	\$59,411.97
Global Supply Management	\$49,148.60
Machabee Office Environments	\$44,647.09

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 9 – Softline: Outdoor Furniture

<u>Bidder</u>	<u>Bid Amount</u>
Lakeshore Learning Materials	*Bid Rejected
Henriksen Butler Nevada	\$13,909.74
Global Supply Management	\$10,832.04

The lowest responsive and responsible bidder is Global Supply Management.

Bid Group 10 – Imagination Playground: Outdoor Play Blocks

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$7,277.28
Machabee Office Environments	\$1,788.01
Henriksen Butler Nevada	\$1,619.48

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 11 – Interstuhl: Movement Stools

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$1,655.44
Henriksen Butler Nevada	\$1,210.80
Machabee Office Environments	\$1,034.80

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 12 – Tabisso: Lounge Chairs

<u>Bidder</u>	<u>Bid Amount</u>
Machabee Office Environments	\$32,274.84
Henriksen Butler Nevada	\$30,018.36
Global Supply Management	\$28,890.90

The lowest responsive and responsible bidder is Global Supply Management.

Bid Group 13 – 3 Branch: Children's Discovery Table and Accessories

<u>Bidder</u>	<u>Bid Amount</u>
Ross McDonald Company Inc.	\$12,242.00
Global Supply Management	\$8,509.50
Machabee Office Environments	\$7,665.00
Henriksen Butler Nevada	\$7,564.39

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 14 – Buzzi Space: Displays

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	*Bid Rejected
Machabee Office Environments	\$5,310.18
Henriksen Butler Nevada	\$4,553.53

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 15 – Clarus Glassboards: Mobile Glassboards

<u>Bidder</u>	<u>Bid Amount</u>
Lakeshore Learning Materials	*Bid Rejected
Fusch Commercial and Interior Design	\$11,155.00
Machabee Office Environments	\$9,990.00
Henriksen Butler Nevada	\$9,708.88

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 16 – Demco: Charging Stations

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$6,682.50
Machabee Office Environments	\$6,303.00
Henriksen Butler Nevada	\$6,260.00

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 17 – Tarrison: Work Table

<u>Bidder</u>	<u>Bid Amount</u>
Henriksen Butler Nevada	\$809.77
Global Supply Management	\$801.41
Machabee Office Environments	\$677.21

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 18 – Gaylord Archival: Art Gallery Display Units

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$19,627.92
Henriksen Butler Nevada	\$18,854.49

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 19 – Cedarworks: Children's Indoor Playhouse

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$1,579.20
Henriksen Butler Nevada	\$1,376.00
Machabee Office Environments	\$1,258.82

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 20 – Smith System: Book Trucks

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$2,574.50
Henriksen Butler Nevada	\$1,523.58
School Specialty Inc.	\$1,222.18

The lowest responsive and responsible bidder is School Specialty Inc.

Bid Group 21 – Safco Products: Supply Shelving and Indoor Recycling Receptacles

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$10,733.80
Henriksen Butler Nevada	\$4,698.96
Fusch Commercial and Interior Design	\$4,683.56
School Specialty Inc.	\$4,391.52
Machabee Office Environments	\$3,824.45

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 22 – Global Industrial: Steel Storage Cabinets

<u>Bidder</u>	<u>Bid Amount</u>
Lakeshore Learning Materials	*Bid Rejected
Global Supply Management	\$1,762.40
Henriksen Butler Nevada	\$1,678.28
Machabee Office Environments	\$1,391.12

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 23 – Jellio: Xylophone Table

<u>Bidder</u>	<u>Bid Amount</u>
No Bids	

Bid Group 24 – Exerplay: Outdoor Children's Sensory Wall

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$19,595.40
Henriksen Butler Nevada	\$18,881.52

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 25 – Montel/Abcor: Shelving and End Panels

<u>Bidder</u>	<u>Bid Amount</u>
Global Supply Management	\$93,825.29
Ross McDonald Company Inc.	\$84,357.00
Spacesaver Intermountain LLC	\$69,418.17
Machabee Office Environments	\$67,754.14
Team Schutmaat Inc.	\$64,703.00

The lowest responsive and responsible bidder is Team Schutmaat Inc.

*Bid submitted did not conform to requirements of the Bid Documents and Specifications.

Mr. Rice explained that the difference between Bid No 18-03 above and two bids that follow is that the items in the above bid are what are known as open line items. They are available from the manufacturer from any vendor that wants to purchase the items and then resell. The next two bids are for items that are only available through exclusive dealers who are the only ones that can bid on a particular line. The District tries to use already existing contracts that provide significant discounts through purchasing alliances that the District belongs to, as much as possible. The items must still be bid but the vendors have agreed to sell at the prices contained in these contracts which have been registered.

2) Bid No. IB-02 – Mesquite Library and Learning Center – Herman Miller, Inc.:

Staff Workstations and Chairs, Patron Tables, and Children's Specialty Items:

Nevada statute and Board policy require that a request for bids be advertised for contracts exceeding \$50,000. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of a local government located within or outside the State of Nevada with the authorization of the contracting vendor.

The County of Fairfax, Virginia currently has a contract with Herman Miller, Inc. which is registered with the U.S. Communities Government Purchasing Alliance as contract #4400003403. The contract provides for significant discounts off list pricing. The District is a member of the U.S. Communities Government Purchasing Alliance. Henriksen Butler is the local dealer for Herman Miller, Inc. and has authorized use of the contract.

<u>Bidder</u>	<u>Bid Amount</u>
Henriksen Butler Nevada	\$86,306.14

3) Bid No. IB-03 – Mesquite Library and Learning Center – Steelcase, Inc.:
Systems Furniture Partitions and One-Stop Career Center Work Stations:

Nevada statute and Board policy require that a request for bids be advertised for contracts exceeding \$50,000. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of a local government located within or outside the State of Nevada with the authorization of the contracting vendor.

The State of Nevada currently has a contract with Steelcase, Inc. through the Western States Contracting Alliance as contract #1931. The contract provides for significant discounts off list pricing. Machabee Office Environments is the local dealer for Steelcase, Inc. and has authorized use of the contract.

<u>Bidder</u>	<u>Bid Amount</u>
Machabee Office Environments	\$45,380.17

Vice Chair Moulton asked about the item contained in Bid Group 23 – Jellio: Xylophone Table. Is District staff still looking for a xylophone? Mr. Rice explained that the manufacturer only sells direct, so that is why there are no bids.

Per Counsel Welt, the recommended actions need to be done in three parts.

1) Trustee Ortiz moved to authorize staff to award contracts for the purchase of furniture, shelving, and accessories for the Mesquite Library and Learning Center in accordance with Bid No. 18-03 as follows:

<u>Bid Group</u>	<u>Bidder</u>	<u>Amount</u>
1	Henriksen Butler Nevada	\$107,103.60
2	Henriksen Butler Nevada	\$6,021.24
3	Global Supply Management	\$36,341.90
4	Fusch Commercial and Interior Design	\$9,589.24

5	Machabee Office Environments	\$12,486.00
6	Henriksen Butler Nevada	\$4,041.60
7	Machabee Office Environments	\$2,359.98
8	Machabee Office Environments	\$44,647.09
9	Global Supply Management	\$10,832.04
10	Henriksen Butler Nevada	\$1,619.48
11	Machabee Office Environments	\$1,034.80
12	Global Supply Management	\$28,890.90
13	Henriksen Butler Nevada	\$7,564.39
14	Henriksen Butler Nevada	\$4,553.53
15	Henriksen Butler Nevada	\$9,708.88
16	Henriksen Butler Nevada	\$6,260.00
17	Machabee Office Environments	\$677.21
18	Henriksen Butler Nevada	\$18,854.49
19	Machabee Office Environments	\$1,258.82
20	School Specialty Inc.	\$1,222.18
21	Machabee Office Environments	\$3,824.45
22	Machabee Office Environments	\$1,391.12
23	No Bid	No Bid
24	Henriksen Butler Nevada	\$18,881.52
25	Team Schutmaat Inc.	\$64,703.00

There was no opposition and the motion carried.

2) Trustee Melendrez moved to authorize staff to award a contract for the purchase of Herman Miller furniture and accessories for the Mesquite Library and Learning Center in accordance with Bid No. IB-02 from Henriksen Butler Nevada, at the previously bid contract rates of the U.S. Communities Government Purchasing Alliance Contract #4400003403, in the amount of \$86,306.14. There was no opposition and the motion carried.

3) Trustee Wadley-Munier moved to authorize staff to award a contract for the purchase of Steelcase furniture for the Mesquite Library and Learning Center in accordance with Bid No. IB-03 from Machabee Office Environments, at the previously bid contract rates of the Western States Contracting Alliance Contract #1931, in the amount of \$45,380.17. There was no opposition and the motion carried.

Vice Chair Moulton commented that Chair Ence will be very pleased with this action.

**Announcements
 (Item X.)**

February 14th marks the introduction of the new library cards.

February 14th also marks the 30th Anniversary of the Spring Valley Library and everyone is invited to celebrate. Come visit between 1-5pm.

The next Board Meeting will be held Thursday, March 8, 2018, at 6:00 p.m. in the Whitney Library, 5175 E. Tropicana, Las Vegas, Nevada 89122.

The May Board Meeting date has been changed from May 17, 2018 to May 24, 2018. The location will continue to be the Windmill Library Auditorium.

The Mesquite Library Grand Opening will take place on May 31, 2018 at 10:00 a.m.

Minutes - Board of Trustees' Meeting
February 8, 2018
Page 15

Public Comment None.
(Item XI.)

Executive Removed from Agenda.
Session
(Item XII.)

Adjournment Vice Chair Moulton adjourned the meeting at 7:07 p.m.
(Item XIII.)

Respectfully submitted,

Shannon Bilbray-Axelrod, Secretary

2018 ATTENDANCE

Appendix A

February 18 Regular Board Meeting

		2018										
		JANUARY	February 8 Regular Board Mtg									
Benavidez	Kelly	NO MEETING	P									
Bilbray-Axelrod	Shannon		P									
Drake	Marilyn		P									
Ence	Randy		A-E									
Foyt	Elizabeth		P									
Melendrez	Jose		P									
Moulton	Sheila		P									
Ortiz	Felipe		P									
Wadley-Munier	Robin		P									
Yturralde	Ydoleena		P									

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of February 19, 2018

