

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
October 12, 2017
(approved November 8, 2018)

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, October 12, 2017.

Present:

| | | |
|--------|------------------|--------------------|
| Board: | R. Ence, Chair | S. Moulton |
| | Y. Yturralde | S. Bilbray-Axelrod |
| | R. Wadley-Munier | M. Francis Drake |
| | J. Melendrez | E. Foyt |

Counsel: G. Welt

Absent: K. Benavidez – Excused
F. Ortiz – Excused

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

Guests: Michael Del Gatto, Carpenter Sellers Del Gatto
Tommy Huggins, Carpenter Sellers Del Gatto
Lee Swanson, Richard Bauer
Michael Keller, CORE Construction Services of Nevada, Inc.
Seth Mauer, CORE Construction Services of Nevada, Inc.

R. Ence, 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 Bilbray-Axelrod attended via telephone. Trustees Benavidez and Ortiz had excused absences. Appendix A.

Trustee Yturralde led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Chair Ence removed Items V.A-D and V.G-H. Trustee Moulton moved to approve the Agenda as changed. There was no opposition and the motion carried.

East Las Vegas Library Design Presentation by design team. (Item IV.) General Services Director Steve Rice discussed the East Las Vegas Library design process. At this time, the District is less than a month away from the Groundbreaking. Phase Two, which covers the interiors of the building, is complete. Rice reminded Trustees that the project was broken down into two phases to meet deadline requirements of the New Markets Tax Credits program. Phase One was shell and core design.

Mr. Rice then introduced the Design Team that was present, Michael Del Gatto and Tommy Huggins (Carpenter Sellers Del Gatto), Lee Swanson (Richard Bauer), who would take Trustees through the design plan and finishes. Michael Keller and Seth Mauer (CORE Construction) are on hand to answer questions having to do with the construction process.

Once the architects have walked Trustees through the design of the building and shown an example of the finishes, then they will use a 3D Virtual Reality presentation to give a feeling of what the exterior and interiors of the branch will look like. Trustee Yturralde agreed to demonstrate the technology.

Mr. Rice reported that bids came in for the East Las Vegas interior last week. Once CORE has reviewed all the bids and reconciled the final numbers, they will present a guaranteed maximum price proposal (GMP) to the project team on October 18. Once that has been reviewed, Trustees will consider it at a Special Meeting scheduled for October 26, 2018 so the Trustees can award the construction contract.

Mr. Rice warned Trustees that construction costs have been escalating continuously since the original project design was presented last year in October. The bid proposals will show staff what the true market conditions are, as those are actual numbers.

The East Las Vegas Library Project Overview and Interior Finishes presentation is attached as Appendix B.

Trustee Yturralde "walked through" the branch using the Virtual Reality equipment with those present at the meeting being able to share the experience.

Trustee Bilbray-Axelrod thanked the designers for listening to staff and Trustees during the design process as she noticed several things that she requested be incorporated were done.

Trustee Wadley-Munier appreciated the interior and exterior canopies but was concerned about stability of the exterior structure during windstorms and the ability to clean the interior material. Mr. Del Gatto explained the exterior was designed to withstand the wind while there are gaps in the interior canopies that allow cleaning as necessary.

Chair Ence declared he cannot wait until the building is completed to see the interior flooded with the light from the enormous window at the front. Chair Ence and Trustee Yturralde echoed Trustee Moulton's appreciation that the trees on the site have been maintained.

No action was required on this item.

**Approval of
Proposed Minutes
Regular Session,
October 13, 2016;
January 12, 2017;
Regular Session,
February 9, 2017;
Regular Session,
May 18, 2017; Risk
Management
Committee Meeting,
June 8, 2017,
Nominating**

Counsel Welt made a correction to the Minutes of the Nominating Committee Meeting, June 8, 2017 (Item V.F.). On the second page, in the second paragraph from the bottom, insert the word "can." So the sentence would read, "*Counsel Welt then suggested that the full Board can vote on both nominees for Chair in the upcoming Board Meeting.*"

Trustee Moulton made a correction to the Minutes of the Regular Session, September 12, 2017 (Item V.K). Her name needed to be added to the list of the attendees at the top of the first page instead of listing Ence twice.

Chair Ence removed Items V.A-D and V.G-H.

Trustee Moulton moved to approve, in one motion, the Minutes of the

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Committee Meeting, June 8, 2017; Regular Session, June 8, 2017; July 13, 2017; Special Board Meeting, August 10, 2017; Naming Library Committee, September 12, 2017; and Regular Session, September 12, 2017. (Item V.A-K.)

Risk Management Committee held June 8, 2017; the Nominating Committee Meeting held Jun 8, 2017 (as corrected), the Special Board Meeting held August 10, 2017, the Naming Libraries Committee Meeting September 12, 2017, and the Minutes of the Regular Session held September 12, 2017 (as corrected). There was no opposition and the motion carried.

Chair's Report (Item VI.)

Chair Ence read aloud a letter of sympathy sent by the Chair of the Board of Trustees of the Ensley Public Library in Middlebury, Vermont, in response to the October 1 shooting at the Mandalay Bay concert. He expressed, on behalf of the Board, his appreciation to staff for their understanding and assistance they provided to those affected by the event. Ence has directed a thank you letter be sent to the Ensley Public Library.

Library Reports (Item VII.)

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

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

Executive Director Dr. Heezen, in addition to his written report, wanted to highlight a program put on by newest Executive Council member, Human Resources Director James Bean. Mr. Bean holds regular Teen Talks at the West Las Vegas Library. Heezen pointed out that if libraries do not hold on to teen audiences at this age, they are lost forever. Bean's program makes a difference to young adults who are living in challenging situations while providing them with tools to navigate confusing experiences.

Dr. Heezen congratulated Branding and Marketing Director Betsy Ward and her Assistant Director Karen Bramwell for the Library Card Contest now going on in the branches. The District has received approximately 650 entries. Finalists will be chosen soon and then everyone who can navigate to the District's website will be able to vote for their favorite design.

Staff Day, held on the Monday prior to the Board meeting this week, was a great success. Dr. Heezen thanked Trustees Francis Drake, Foyt, and Moulton for taking the time to attend. The event featured posters from each District branch and department showcasing their members and achievements. Development Officer Sherry Walker assembled a presentation (over 200 pictures) of the District's activities over the last year and the Committee put together a fabulous event. All attendees participated in a Community Project pulling together bags of essential items for area homeless which will be distributed at each branch.

Dr. Heezen then invited Trustees to the CALL graduation for three students who have completed high school classes. Community

Engagement Director Matt McNally and his staff are putting together a graduation event to celebrate this life-changing moment for these individuals who, for whatever reason, were not able to complete high school earlier in their lives. This will allow them to celebrate their achievements with their family and friends.

Dr. Heezen reported that the Leadership Las Vegas program will be holding a full-day session at the Sahara West Library on October 13. This is the first time a session like this is being held at the District and Heezen believes that the value of the Library District as an education resource is becoming known to program organizers. Heezen thanked Mr. McNally and his staff for their hard work to bring this event to fruition.

Dr. Heezen invited Trustees to the Las Vegas Book Festival (former name: Vegas Valley Book Festival) on Thursday, October 21st and the VIP Opening on Friday, October 20th.

Trustees were also reminded of their invitations to the Groundbreaking for the East Las Vegas Library on November 2nd and encouraged to attend.

Dr. Heezen thanked TPS staff members Brian Zawistowski, Jody Caley, and Candyl Anderson, SPS staff member Tony Allison, and Executive Assistant Allison Boyer for their work on the meeting.

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

No questions.

**Branding and
Marketing Report
and Monthly
Statistics
(Item VII.A.2.a.)**

Trustee Moulton understands why the District's magazine, *Highlights*, is on hold. She enjoys it very much and looks forward to its return.

Moulton's granddaughter entered the Library Card contest.

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

No questions.

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

No questions.

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

Trustee Moulton appreciated hearing in IT Director Al Prendergast's report that staff were reviewing contracts for savings. While some of the savings achieved by this review were small, small amounts do add up.

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

No questions.

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

No questions.

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

Trustee Yturralde said she always looks at the number of employees who request tuition reimbursement and appreciates that the District is making this available. Dr. Heezen said that thanks are due to the Board who approves this expense in the District's annual budget.

**Unfinished Business
(Item VIII.)**

None.

**Discussion and
possible Board
action regarding
approval to amend
the Interlocal
Contract for the
Transfer of Land
Between the City of
Las Vegas and the
Las Vegas-Clark
County Library
District to extend
the Holdover Term
to April 30, 2019.
(Item IX.A.)**

General Services Director Steve Rice explained that the city of Las Vegas and the District entered into the Interlocal Contract for the Transfer of Land Between the city of Las Vegas and the Las Vegas-Clark County Library District dated April 15, 2015. The current Holdover Term terminates on January 31, 2019. The city of Las Vegas has agreed to extend the Holdover Term, at no cost, and allow the District to occupy the space at the Las Vegas Library to coincide with the extended schedule of the District's design, construction, and move-in of the East Las Vegas Library. This will ensure staff are not pressured to be out of the Las Vegas Library before the East Las Vegas Library is ready to be occupied.

The Interlocal shall be amended as follows:

ARTICLE 1. CITY AGREES, Subsection 3, replace with the following:

3. to permit the District to occupy the Premises in the space it occupies ("District Occupancy Area") during the term of the District's design, construction, and move-in of the East Las Vegas Library at no cost to the District (the "Holdover Term"). The Holdover Term shall terminate no later than April 30, 2019 and at that time the District shall vacate the District Occupancy Area and remove all of the District's personal property with thirty (30) calendar days.

ARTICLE 2. DISTRICT AGREES, Subsection 2, replace with the following:

2. to commence the planning, design and construction of the East Las Vegas Library upon execution of this Agreement and to vacate the Premises, subject to the Force Majeure clause set forth below, and to occupy and operate the East Las Vegas Library no later than April 30, 2019.

Trustee Moulton moved to approve amending the Interlocal Contract for the Transfer of Land Between the City of Las Vegas and the Las Vegas-Clark County Library District dated April 15, 2015 to extend the Holdover Term to April 30, 2019. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for construction materials testing and observation services during construction of the East Las Vegas Library.
(Item IX.B.)

Mr. Rice explained that a Request for Qualifications (RFQ) for Construction Materials Testing and Observation Services was advertised on the District's website, in the Review-Journal, and community based minority newspapers. Additionally, the RFQ notice was faxed to all minority Chambers of Commerce and to firms registered on the Nevada Government eMarketplace (NGEM). In accordance with NRS 625.530, the selection of a registered architect/engineer must be made on the basis of competence and qualifications and not on the basis of competitive fees.

A total of six submittals were received. A review committee comprised of the District's CFO, General Services Director, Assistant General Services Director, and Maintenance Supervisor performed the review process. The review committee conducted a thorough evaluation of each submittal. The process involved a scoring and ranking of each submittal to establish a finalist. The evaluation criteria and weighted values included:

1. Qualifications and Experience (60%)
2. Appendices (supplemental information) (25%)
3. Sample Reports and Documentation (10%)
4. Overall Quality and Completeness of Submittal (5%)

Following are the submittal evaluation results:

| <u>Firm</u> | <u>Submittal Score/Rank</u> |
|---|-----------------------------|
| AZTECH Inspections and Testing | 678/1 |
| CTS Construction Testing Services | 674/2 |
| Ninyo & Moore | 613/3 |
| Geotechnical & Environmental Services, Inc. | 570/4 |
| Angle Engineering | 566/5 |
| iQC Southwest LLC | 474/6 |

The review committee selected AZTECH Inspections and Testing for contract award. The selected firm demonstrated the most comprehensive and advantageous combination of qualifications and experience desired to fulfill the requirements of the project.

Subsequent to notification of selection, AZTECH Inspections and Testing submitted a detailed time and materials basis fee proposal. The proposal includes performing special inspections of soils, concrete, masonry, steel, and firestop as required by the City of Las Vegas Building Department; as well as testing of soils, asphalt, and concrete for on-site improvements such as parking areas, sidewalks, and light pole bases.

Trustee Wadley-Munier questioned the reimbursable expenses and how much they would run. Mr. Rice said that, since this was a local company, any reimbursable expenses would be minimal. He always includes this, but there will be a not-to-exceed figure, probably \$1,000, written into the contract. Counsel Welt added that, all expenses have to be approved before they are incurred. Wadley-Munier was concerned that the selected company would have to be on site all the time, with the reimbursable expenses adding up, but Rice explained

how the process worked. Wadley-Munier wanted to get a better idea of the amount, as the price the District is paying for the building is going up.

Trustee Wadley-Munier moved to authorize staff to award a contract to AZTECH Inspections and Testing not to exceed \$216,220, plus authorized reimbursable expenses, for construction materials testing and observation services during construction of the East Las Vegas Library, subject to review by Counsel.

**Announcements
(Item X.)**

Sunrise Library will celebrate 30 years of service to the Community on Saturday, October 21, 2017 from 11:00 a.m. to 3:00 p.m. Everyone is invited to attend.

The 16th Annual Las Vegas Book Festival will take place on Saturday, October 21, 2017 from 10:00 a.m. to 5:00 p.m. at the Historic Fifth Street School, 401 S 4th St, Las Vegas, NV 89101.

The CALL Program will celebrate its students at a full graduation ceremony on Tuesday, October 24, 2017 at 6:00 p.m. in the Clark County Library Theater, 1401 E. Flamingo Road, Las Vegas, NV 89119.

There will be a Special Board Meeting on Thursday, October 26, 2017 at 12:00 p.m., in the Boardroom at the Windmill Service Center, 7060 W. Windmill Lane, Las Vegas, NV 89113.

Groundbreaking for the new East Las Vegas Library will be held on Thursday, November 2, 2017 at 10:00 a.m. at the site, 2851 E. Bonanza Road, Las Vegas, NV 89101.

There will be a Finance and Audit Committee Meeting on Thursday, November 9, 2017 at 6:00 p.m. at the Clark County Library, 1401 E. Flamingo Road, Las Vegas, NV 89119. A VIP Preview of the Best Buy Teen Tech Center prior to this meeting.

The next Board Meeting will be held Thursday, November 9, 2017, at 6:15 p.m. in the Clark County Library, 1401 E. Flamingo Road, Las Vegas, Nevada 89119.

**Public Comment
(Item XI.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

**Adjournment
(Item XIII.)**

Chair Saunders adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2017 ATTENDANCE

Appendix A

October 12, 2017 Regular Board Meeting

| 2017 | | January 12 Regular Board Mtg | February 9 Regular Board Mtg | March 9 Naming Policy Cmte | March 9 Regular Board Mtg | April 6 Finance & Audit Cmte | May 18 Regular Board Meeting | June 8 Risk Management Cmte | June 8 Nominating Cmte | June 8 Regular Board Mtg | July 13 Regular Board Mtg | August 10 Special Board Meeting | September 14 Naming Libraries Cmte | September 14 Regular Board Mtg | October 12 Regular Board Meeting |
|-----------|-----------|------------------------------|------------------------------|----------------------------|---------------------------|------------------------------|------------------------------|-----------------------------|------------------------|--------------------------|---------------------------|---------------------------------|------------------------------------|--------------------------------|----------------------------------|
| Bilbray-A | Shannon | P | A-E | A-E | A-E | A-E | A-E | P | P | P | A-E | P | P | P | P |
| Crear* | Keiba | P | P | P | P | X | X | X | X | X | X | X | X | X | X |
| Drake | Marilyn | P | P | P | P | | P | P | P | P | P | P | P | P | P |
| Ence | Randy | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| Melendrez | Jose | P | P | P | P | P | P | | P | P | P | P | P | P | P |
| Moulton | Sheila | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| Ortiz | Felipe | P | P | P | P | P | P | P | P | P | P | P | P | P | A-E |
| Saunders | Michael | P | P | P | P | X | X | X | X | X | X | X | X | X | X |
| Wadley-M | Robin | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| Yturralde | Ydoleena | P | P | P | P | P | A-E | P | P | P | P | A-E | P | P | P |
| Benavidez | Kelly | X | X | X | X | P | P | | P | P | P | P | P | P | A-E |
| Foyt** | Elizabeth | X | X | X | X | P | P | | P | A-E | P | P | P | P | P |

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of October 13, 2017

* Term expired March 1, 2017, served until new appointment made March 21, 2017

** Appointed on March 21, 2017

east las vegas library

10.12.2017 PROJECT OVERVIEW AND INTERIOR FINISHES





KEYNOTES

1. bus stop
2. pedestrian path from bus stop
3. mobile maker space
4. main pedestrian path
5. playground
6. outdoor flex space
7. main entry
8. main vehicular entry
9. ADA parking
10. remote book drop (2)
11. drive-up book drop window
12. delivery / staff entry
13. trash enclosure
14. service yard



site plan



perspective view from bonanza

East Las Vegas Library

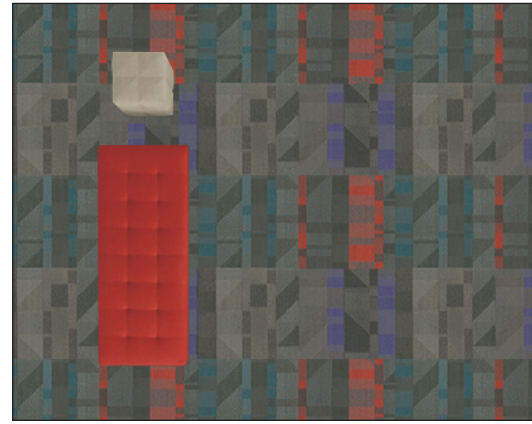
10.12.2017 Project Overview and Interior Finishes



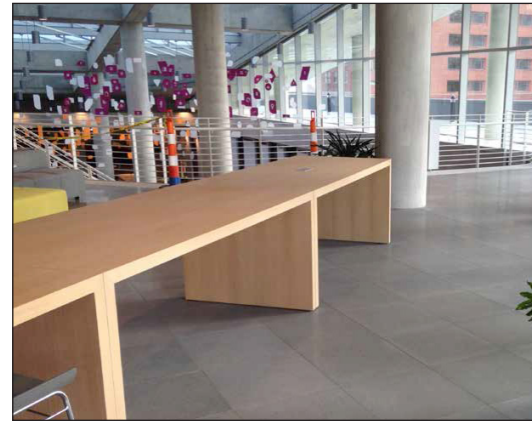
perspective view from entry courtyard

East Las Vegas Library

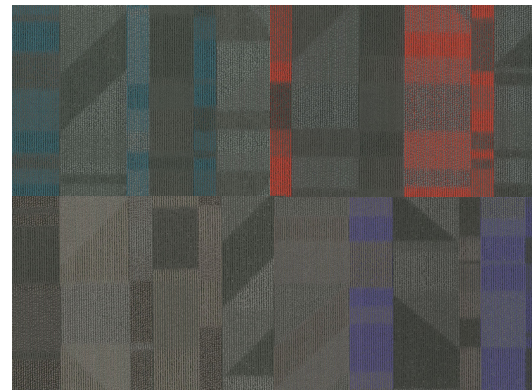
10.12.2017 Project Overview and Interior Finishes



carpet tile



concrete tile



carpet tile



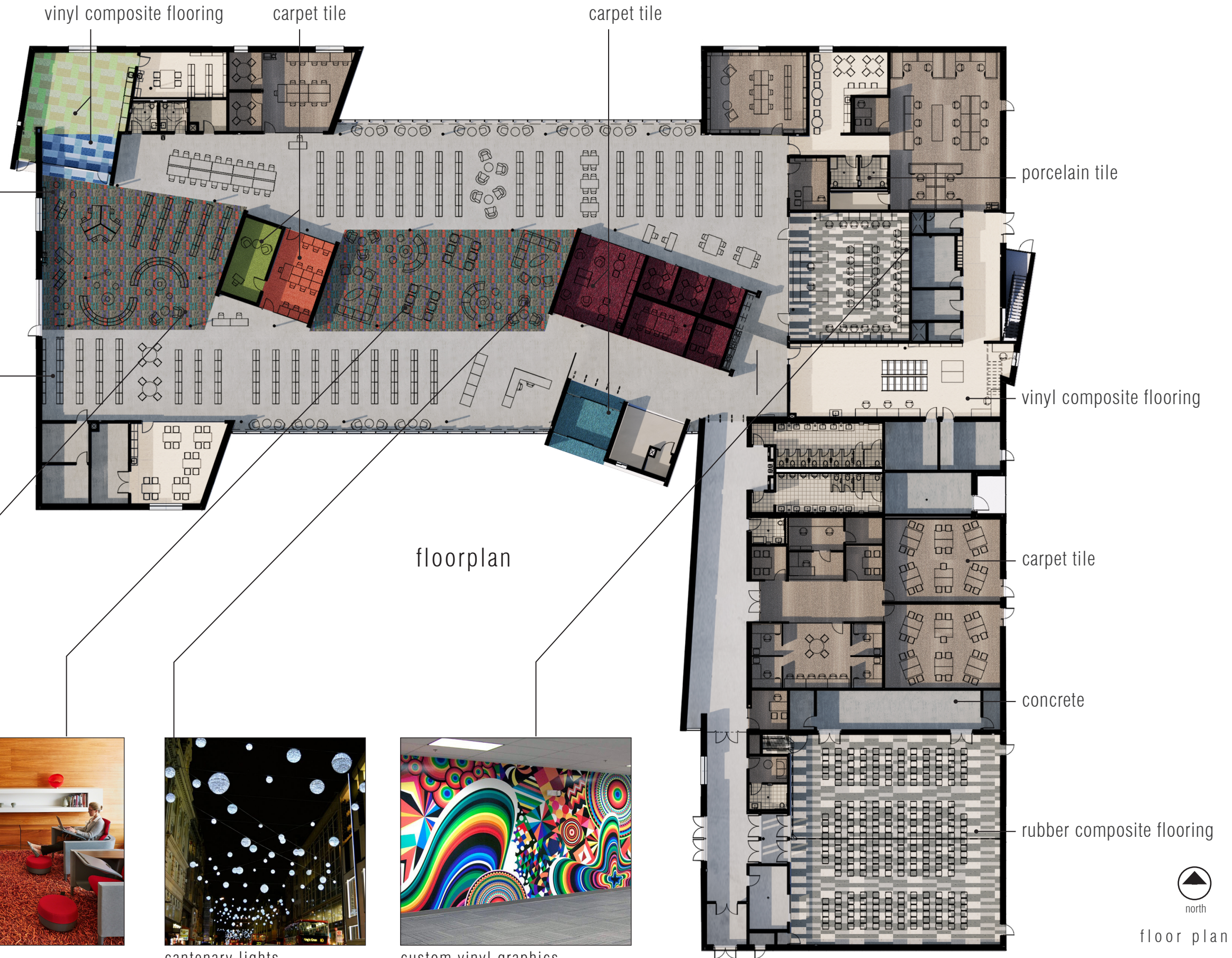
living room



cantenary lights



custom vinyl graphics



floorplan



north

floor plan

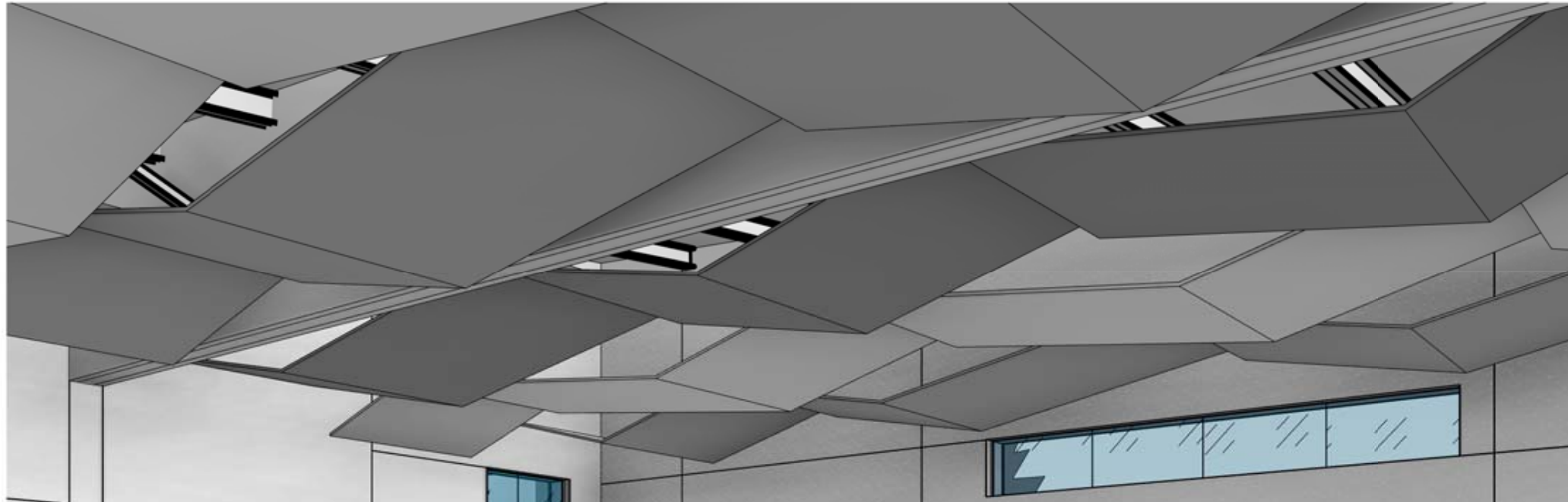


THIS IMAGE IS A SNAPSHOT OF A 3D VIRTUAL REALITY PRESENTATION AND IS
MEANT TO BE A PLACEHOLDER FOR THE 10.12.2017 BOARD MEETING.









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