

**PROPOSED AGENDA**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION**  
**Board of Directors Meeting**  
**June 3, 2019**

DATE: June 3, 2019  
TIME: 12:00 p.m.  
PLACE: Windmill Library Service Center, Meeting Room 1  
7060 W. Windmill Road  
Las Vegas, NV 89113  
  
Conference Call

I. Roll Call

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. Persons wishing to speak in public comment must sign in on the sign-in sheet before this item is addressed.

The public comment period at Library Foundation board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

III. Board action to accept Proposed Agenda

IV. Board action to accept Minutes from February 22, 2019

V. Board Discussion and Action to approve short term investment of Foundation operating cash, Jane Mac

VI. Board Discussion and Action to approve the transfer of restricted funds to the Library District, Jane Mac

VII. Announcements – Please calendar these events

Next board meeting June 19, 2019 at East Las Vegas Library, 2851 E. Bonanza Road.

VIII. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. Persons wishing to speak in public comment must sign in on the sign-in sheet before this item is addressed.

IX. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL SHERRY WALKER AT (702) 507-6183 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT SHERRY WALKER AT (702) 507-6183 OR [walkers@lvccld.org](mailto:walkers@lvccld.org) TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Foundation Board of Directors was given on Tuesday, May 28, 2019, at least three (3) working days before the meeting, including in the notice the time, place, location and agenda of the meeting:

- A. By delivering a copy of the notice to each Foundation Board Member;
- B. By posting a copy of the notice at the principal office of the Foundation, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Foundation, to wit:
  - 1. Clark County Library  
1401 E. Flamingo Road  
Las Vegas, NV 89119
  - 2. Enterprise Library  
25 E. Shelbourne Ave.  
Las Vegas, NV 89123
  - 3. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146

4. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113
  5. Las Vegas-Clark County Library District Foundation website  
[www.lvccldfoundation.org](http://www.lvccldfoundation.org)
  6. Nevada Public Notice Website: <https://notice.nv.gov/>
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library District Foundation Board of Directors in the same manner in which notice is requested to be mailed to a member of the Library Board of Directors.

## **Minutes**

### **LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION**

#### **Board of Directors Meeting**

**February 22, 2019**

The Board of Directors of the Las Vegas Clark County Library District Foundation met at the West Las Vegas Library, Las Vegas, NV at 12:00 p.m.

**Board Members in Attendance:** Keiba Crear, President  
Jane Mac, Secretary and Treasurer  
Kelly Benavidez, Director  
Tamar Hoapili, Director  
Tom Lawyer, Director

**Board Members Absent:** Shannon Bilbray-Axelrod  
Chaka Crome, Director  
Ed Koijane, Director  
Christina Mangino, Director  
John Pourciau, Director  
Elaine Sanchez, Director  
Chris Way, Director  
Ron Heezen, Ex-Officio Director

**Guests:** Dan Sarazin

**Roll Call (Item I)** President Crear called the meeting to order at 12 p.m. All members listed above represent a quorum.

**Public Comment (Item II)** None

**Board Action to accept proposed agenda (Item III)** Director Benavidez moved to approve the proposed agenda. Director Lawyer seconded the motion. All voted in favor, motion carried.

**Board Action to accept minutes from November 8, 2018 (Item IV)** Director Benavidez moved to approve the Minutes of the Board of Directors meeting held November 8, 2018. Director Mac seconded the motion. All voted in favor, motion carried.

**Board Action to elect new board member, Dan Sarazin (Item V)** Director Lawyer introduced the potential new board member, Dan Sarazin. He shared with the board members that he has worked with Dan for a number of years in a professional capacity, and that he is very impressed with his work. Director Lawyer noted that upon learning that Dan had an interest in philanthropic work in Las Vegas, he invited him join the Library Foundation board. He then asked Mr.

Sarazin to tell the board about himself.

Mr. Sarazin stated that he has been in Las Vegas since 1960, and was raised in a family that valued philanthropy. He has been involved with Shade Tree and the Boy Scouts. Mr. Sarazin explained that he is former stockbroker, and now an insurance agent and he has always been in the people business, so is looking forward to working with the Foundation.

President Crear asked if anyone had questions for Mr. Sarazin. Hearing none, President Crear made a motion to elect Dan Sarzin to the LVCCLD Foundation Board of Directors. Director Lawyer seconded the motion. All voted in favor, motion passed.

**Discussion and Action to approve the transfer of restricted funds to the Library District (Item VI)**

President Crear asked Secretary-Treasurer Jane Mac to present the Foundation's financial information to the board. Director Mac directed everyone's attention to item VI of the board packet, titled LVCCLD Foundation Financial Report. She reviewed the Foundation's revenues and expenses, as well as the back up for a transfer of funds from the Library Foundation to the Library District. She asked for a motion to approve the transfer of \$11,530 in restricted gifts for library branches and programs. President Crear seconded the motion, all voted in favor, motion approved.

**Information on the investment of endowment (Item VII)**

Secretary-Treasurer Mac reviewed the materials related to board Item VII related to the Foundation's investment of an endowment. The Library District transferred \$3,055,000 to the Library Foundation per terms outlined in the Endowment Management Agreement (EMA), also included in the board packet. Director Mac reviewed the terms of the EMA, which also provide the management parameters of potential other endowment transfers from the District to the Foundation, unless otherwise directed in writing. The major provisions of the EMA require that

- 1) these funds must be managed as an Endowment Fund with all principal preserved
- 2) all investment strategies and selection of investment managers are subject to the prior approval of the Library District, and may be terminated by the District upon written notice
- 2) interest income from the Endowment Fund can be used to further the Foundation purpose as set forth in the Foundation's Articles of Incorporation
- 3) if the Foundation should ever lose its status as an exempt 501c3 organization, the remainder of the Endowment Fund must be returned to the Library District
- 3) the Foundation shall furnish monthly statements to the Library District regarding the market value at the beginning and end of the reporting period, additions to the Endowment, investments made, and any deductions from the Endowment Fund

Director Mac explained that several conversations had been conducted with Library District CFO Fred James, who approved the movement of the funds into an investment account held by LPL Financial. The Library District agreed with a principal preservation

investment strategy where the Endowment Fund monies would be invested in low risk CDs. She clarified that as long as the principal is preserved, the Foundation has access to interest income.

Director Mac explained that working with Nevada Wealth Advisors at LPL Financial, the CD purchases will be for staggered terms just below the \$250,000 FDIC-insured threshold. She anticipates that there may be purchases of up to 15 CD's. Nevada Wealth Advisors has proposed laddering the CD's at 6, 12, 18, and 24 months. They are not advising any investments beyond 24 months, as interest rates are not attractive at this time.

Ms. Milam clarified that these are the investment terms for this restricted Endowment Fund from the Library District, and that the Finance and Audit committee would continue to meet and draft a Foundation Investment Policy that would govern unrestricted Foundation investments.

**Information on 10-  
year overview of  
Foundation  
development  
activities ( Item VIII)**

President Crear asked Ms. Milam to review the Foundation's 10- year revenue overview provided in Item VIII.

Ms. Milam reviewed the revenues generated by the Foundation in 2017-2018, as well as over the previous 10 years, noting that \$6 million was raised through participation in the New Markets Tax Credits program.

She explained that the Foundation has begun to get some large donations from corporate donors including United Way, Windsong, and MGM Resorts Foundation. She stated that as of December 2018, the Foundation has raised over \$1 million from individual, corporate and foundation donors, and thanked all of the board member for their generous gifts and facilitating gifts from their employers. She noted that this history of fundraising, along with the recent Endowment Fund gift from the Library District, have positioned the Foundation as an attractive organization for donors to invest in.

Ms. Milam stated that Dr. Heezen would like the Foundation to consider raising capital funds in the next few years. She explained that the Library District Board of Trustees adopted a Facilities Master Plan, which recommends renovation of 13 branch library facilities to facilitate the next generation. The plan seeks to accelerate new and innovative library service models as well as tailoring branch activities to the interests and needs of neighborhood populations. Capital funds raised by the Foundation would help accelerate progress on this ambitious plan.

**Announcements  
(Item IX)**

President Crear asked the board to calendar the following events: East Las Vegas grand opening, April 25<sup>th</sup> at 10 a.m. and the United Way Women's Leadership Council Luncheon, March 1, at the Bellagio.

Director Hoapili announced that the Foundation would be the

recipient of the proceeds from the Cox Charities Golf Tournament, in the amount of \$25,000. The funds will be used for a teen maker space at the Enterprise Library. She stated that the official announcement would be made at the Cox all-employee meeting in April. Ms. Milam added that Cox would be given naming rights for that space, due to the donation.

President Crear announced that the Lawyer Scholar awards will be in May, and all members are invited to attend the ceremony. The final announcement is that the United Way will be hosting "Conversations with Kyle" at the Windmill Library on March 6, at 10 a.m. to introduce the community to their new CEO Kyle Rahn.

**Next Meeting (Item X)**

President Crear announced that the next board meeting will be held on June 19, 2019.

**Public Comment (Item XI)**

None

**Adjournment (Item X)**

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Keiba Crear, Secretary

**ITEM V. Board Discussion and Action to Approve Short-Term Investment of Foundation Operating Cash**

Background: In February 2019, the Foundation Board of Directors voted to invest restricted endowment gift funds in laddered CDs with Nevada Wealth Advisors of Nevada State Bank. An LPL Financial Cash Investment account was established and the full amount of the endowment, \$3,055,000 was invested in laddered brokered CDs with terms from three months to two years.

In May, Foundation staff alerted the Financial and Audit Committee that the Foundation would have excess cash in the unrestricted Operating Fund account of the Foundation. The Committee received the information and asked the Foundation staff to call a meeting of the full Board to ask for authority to make a short-term investment of the \$200,000 excess operating cash.

Foundation staff contacted Nevada Wealth Advisors to establish a separate LPL Financial Cash Investment Account for short-term investments of Foundation Operating Fund assets.

While the Finance and Audit Committee is still finalizing the Foundation's Investment Policy, the staff recommendation is to stay within the current parameters of principal preservation investments in short term brokered CDs.

**Proposed Motion:**

Staff recommend that the Board approve the following actions:

1. open a new LLP Financial Cash Investment Account and related Move Money Request to facilitate a short-term unrestricted Foundation operating cash investment
2. invest \$200,000 from unrestricted operating funds in brokered CDs with terms of less than 9 months



**Foundation Transfers to the District**

Board Action to Transfer Restricted Gifts: Other restricted gifts for library branches and programs received in the last quarter total \$77,512, detailed below, and require board approval to transfer to the Library District.

<b>Restricted Gifts</b>	<b>Amount</b>	
Best Buy Teen Tech Center- Salaries	\$	50,000
CALL	\$	12
Mesquite- White Trust	\$	2,500
Enterprise- Cox Grant, teen tech	\$	25,000
<b>TOTAL</b>	<b>\$</b>	<b>77,512</b>

**Motion:** Approve the transfer of \$77,512.00 in Library Foundation restricted gifts to the Library District.