The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada, and via Webex at 6:00 p.m., Thursday, October 8, 2020.

Present: Board: F. Ortiz, Chair – in person S. Bilbray-Axelrod - Webex
K. Benavidez - Webex E. Foyt – in person
R. Wadley-Munier – in person M. Francis Drake – in person
S. Ramaker – in person B. Wilson – in person
J. Meléndrez - Webex K. Rogers - Webex

Counsel: G. Welt - Webex

Absent: None

Staff: Fred James, Acting Executive Director
Numerous Staff

Guests: Jaime Cruz, Workforce Connections

F. Ortiz, Chair, called the meeting to order at 6:02 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Everyone was present when Roll Call was taken. Appendix A.

Trustee Wadley-Munier led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

None.

Agenda (Item III.)

Trustee Wadley-Munier said that several items that she requested were not on the Agenda. Chair Ortiz apologized, and said he will make sure going forward that he includes items that Trustees request, either as a report or request for possible action.

Trustee Wilson moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Presentation and discussion of the Employ NV Business Hub at the Sahara West Library by Jaime Cruz, Executive Director of Workforce Connections. (Item IV.)

Community Engagement Director Matt McNally explained that on April 28, 2020, the Trustees approved a Memorandum of Understanding (MOU) with Workforce Connections in order to continue the partnership established in 2016 to offer services of the One-Stop Delivery System (OSDS). The OSDS provides jobseeker services at five existing LVCCLD One-Stop Career Centers at East Las Vegas, West Las Vegas, Clark County, Mesquite, and Laughlin branch libraries, in addition to future mutually agreed upon sites. The MOU extends the partnership through June 30, 2024, with an additional optional renewal.

Under this MOU, the Library District and Workforce Connections are implementing a new One-Stop service model at the Sahara West Library that focuses on business support services, including recruiting, hiring, training, and business development. This service will be named the Employ NV Business Hub. It will be located adjacent to the lobby, bookstore, and The Studio art gallery at the Sahara West Library. The
opening of the Employ NV Business Hub will occur on October 21, 2020 at 11:00 a.m. Workforce Connections opened a similar business hub at the Las Vegas Metro Chamber of Commerce on September 18, 2020.

The Library District committed space, marketing support, high speed internet, phone services, and administrative staff time and energy to support and launch the initiative. Workforce Connections committed approximately $315,000 in renovation costs for design, construction, furniture, and equipment. They will further commit approximately $300,000 (this is a correction from the original information) annually in staff to operate the Employ NV Business Hub.

Mr. Jaime Cruz, Executive Director of Workforce Connections, provided an overview of the partnership with the Library District, explained how the new location will focus on small businesses instead of job seekers, discussed the renovations that had been done at Sahara West and how the spaces will be used, how his organization will staff the location, and gave an overview of the type of services for business customers that will be provided. He also invited District staff and Trustees to utilize the up to date conference facilities in the space.

Mr. Cruz thanked the Trustees for their crucial early participation with Workforce Connections. This partnership has led to partnerships with other library systems and community groups in Nevada. In addition, it has led to a partnership with the Las Vegas Metro Chamber, which has provided a great deal of visibility for Workforce Connections and enabled them to win a prestigious award in their field. His presentation is attached as Appendix B.

Chair Ortiz asked Trustees for their questions and comments.

Trustee Benavidez was happy about the partnership and the District’s ability to work with Workforce Connections to create these types of programs. She commended Mr. Cruz for his innovation and ability to think outside the box and thanked the staff of both Workforce Connections and the District for their efforts. Trustees Bilbray-Axelrod, Meléndrez, Ramaker, Rogers, and Wadley-Munier echoed her comments.

Trustee Francis Drake commented that, since she volunteers at the Sahara West library twice a week, she has been watching the changes, thinks they are beautiful, and is very excited about the opening.

Trustee Foyt agreed with Trustee Francis Drake and said it was impressive when we work together as a community emphasizing that this is only one of things the District does well.

Trustees Rogers and Wadley-Munier commented that they were looking forward to hearing success stories emerge from this partnership.

Chair Ortiz thanked his fellow Trustees for taking on this partnership several years ago. This is something that is needed by the community and will continue to be needed so that businesses can continue to function and individuals can still pursue their dream.

This item was for discussion only.
Approval of Proposed Minutes Regular Session, September 10, 2020. (Item V.B.)

Trustee Meléndrez moved to approve the Minutes of the Board of Trustees Meeting held September 10, 2020.

Trustee Foyt stated that the minutes do not reflect that, at the last meeting, she had requested a review of the District’s legal services contracts and how they are funded as a discussion item and noted other Trustees had agreed with her.

Trustee Foyt also stated that there also was no mention in the September meeting minutes of the motion approved by Trustees that basically constituted an admonition that no employee be involved in the hiring process of the new Executive Director. She found the idea of editing unattractive, and disrespectful to anyone who serves on the Board.

Trustee Meléndrez agreed to amend his motion to include the corrections as submitted by Trustee Foyt.

There was no opposition and the motion carried.

Chair’s Report (Item VI.)

Chair Ortiz reported that he asked Counsel Welt about how the process of selecting the next Executive Director would work. Welt has said that, since the Executive Director is a public officer, the Board must make the selection in an open meeting. Counsel Welt added that the Attorney General in Nevada’s Open Meeting Law makes it fairly clear that this is the Trustees’ primary responsibility and the process has to take place in an open meeting.

Chair Ortiz has proposed that Trustees bring in the top candidates, ask them the same 10 questions, and narrow that field down. The candidates will be in a holding room, unable to hear the public meeting, and so the process will be fair to all candidates. Ortiz encouraged the Trustees to make time to do this over the course of one to two days. At that point the Trustees can make a decision between two to three finalists.

He then asked Trustees for their questions or comments.

Trustee Wilson wanted to know how many candidates were brought in for the last Executive Director selection. While Chair Ortiz originally said two candidates, Trustees Wadley-Munier and Bilbray-Axelrod corrected that to three candidates.

Trustee Wadley-Munier reminded Chair Ortiz that Trustees had decided in an earlier meeting that there would be a minimum of three candidates and a maximum of five candidates interviewed.

Chair Ortiz then clarified that he wanted a larger number of candidates brought in for a semi-finalist round with a reduced number in the final round.

Trustee Rogers confirmed that both sets of interviews would be open meetings.

Trustee Ramaker asked if both the candidates and the Trustees were required to be at the interview in person. Chair Ortiz explained that he wants the candidates to be at the interview in person as that way it
would be easier to ensure a fair process for all candidates. Trustees, however, can attend virtually.

In response to a question from Trustee Foyt, Chair Ortiz then surveyed the Trustees about their availability on December 3 and 4, the proposed interview dates.

Available both December 3 and 4: Trustees Benavidez, Bilbray-Axelrod, Foyt, Meléndrez, Wadley-Munier, Wilson, and Francis Drake

Other commitments on December 3: Trustees Ramaker and Rogers

Trustee Wilson requested the Executive Assistant send out a calendar invite.

Trustee Francis Drake was interested in the questions that would be asked. Chair Ortiz said Jane Whisner of Destiny Search Group, the search firm selected by the Trustees, would help the Trustees formulate the questions.

Trustee Foyt wanted to clarify whether Chair Ortiz’ mention of top candidates meant the District was going to bring in 10-15 people to interview. Chair Ortiz responded that he wanted to bring in a lot of people initially, but that was not going to be workable and that is why he is suggesting a number from five to seven people.

Trustee Foyt then asked what the group would do if one of the selected candidates could not make the interview date. Chair Ortiz said that candidates who wanted the job would have to make arrangements to be here on the date Trustees scheduled.

Chair Ortiz said that Ms. Whisner took the information she was provided from each Trustee and has brought forward from a pool of about 100 applications at least five and up to seven candidates for a semi-final round.

Trustee Wilson was concerned about overwhelming the Board with a large number of candidates in the semi-final round. He suggested an amendment to the previous vote at the August 8, 2020 meeting. Trustee Wilson moved to approve an amendment to the previous motion regarding the Executive Director interviews: Trustees will interview five to seven semifinalist candidates and interview three to five finalist candidates.

After consulting with Counsel Welt after a question was raised by staff, Chair Ortiz announced that this will be brought up again and revoted upon during Unfinished Business.

**Library Reports**
(Item VII.)

**Acting Executive Director’s Report**
(Item VII.A.)

Acting Executive Director Fred James reported that with the departure of Library Operations Director Jenn Schember last week, he introduced Leo Segura has become the District’s Acting Library Operations Director. Mr. Segura has been with the Library District just over 23 years.
Mr. Segura provided a brief history of his career at the District: He started out as what staff used to call a Hub Sub; that way he could get his feet wet, learn about public libraries, work in more than one location, and meet different people. From there he transitioned to Reader Services, next to the West Las Vegas Library Reference Department Head, and then moved to the Sahara West Library, also as a Reference Department Head. Segura became the Laughlin Library Manager for a short time and then came back to the West Las Vegas Library where he served Branch Manager for just over ten years. At the West Las Vegas Library he was able to do a great deal of community building, working with great people.

Mr. Segura then was promoted to the Regional Library Operations Manager job just over two years ago. This was an opportunity to work in administration under great mentors like Ms. Schember; Carlotta Dickerson, who will be retiring on Saturday; and of course Mr. James and Ms. Milam and rest of the Executive Council. Segura was subsequently promoted to the Acting Assistant Library Operations Director for several months and now he is the Acting Library Operations Director.

Mr. James then followed up on Trustee Foyt’s request for a Library District Financial Update. Acting Financial Service Director/CFO Floresto Cabias will present a full financial report at the November Finance and Audit Committee meeting, along with the District’s end-of-year financial statement. He also advised Trustees that the Fiscal Year 2020-2021 Budget Book has been loaded onto Diligent for your information.

Mr. James next reported that there have been approximately 47 VESP departures and approximately 42 resignations. Due to this, the District has been able to reduce costs. For the most part, there is work for everyone, business levels are rising, and the Executive Council is stabilizing operations by filling critical positions.

A project that staff are working on now is working at the District’s new business of digital program production. Staff see this as a growing part of the District’s work in the years to come and look forward to putting into place the legal and production framework to provide a wide variety of virtual programs.

Mr. James then reminded Trustees of several special events that are happening soon:

The Employ NV Business Hub opening is October 21st at 11:00 a.m. at the Sahara West Library. Trustees will receive invites to attend virtually or in person. Mr. James requested that if Trustees planned to attend in person, please RSVP to Ms. Boyer.

The Adult Learning Program will be hosting its graduation of students from the Online Career High School on November 17th at 6 p.m. at the Clark County Library. Trustee will be receiving an invitation soon.

Mr. James reported that Governor Sisolak last week issued new guidelines for events. The Executive Council has discussed this, going through the new rules. There are several legal points that staff need to
research. Once the legal questions have been answered, James will communicate that to the Board.

Mr. James then asked Trustee Foyt to clarify her request about the District’s legal counsel agreements. What staff had understood she was requesting was provided in the Financial Services report. Mr. James then clarified with Trustee Foyt that she wanted an agenda item for discussion on the contracts the District currently has with any legal firms who work for the District. Counsel Welt offered to answer any questions about the other law firms that the District uses; he can explain how they work and how they were selected prior to the next meeting. He suggested Trustee Foyt contact him directly.

Trustees Foyt and Francis Drake praised staff for the 24% decrease in the number of incidents during the month from 2019.

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

Trustee Wilson asked Branding and Marketing Director Betsy Ward for an update on the analytics situation with Bibliocommons. Bibliocommons has been having problems with determining the specifics of who was accessing the District’s website, staff or customers. Trustee Wilson, who had worked on this situation directly with Ms. Ward, her staff, and Bibliocommons, said he had asked about the issue several months ago with no answer and requested an update on the status. A spirited and lengthy discussion ensued on several issues relating to Bibliocommons. In addition to the analytics issue, Trustee Wilson was concerned about why the contract extension the Trustees voted on at the August 13, 2020 meeting was not finalized for the amount of time the Trustees voted on, as well as questions on automatic extensions of the original contract that was originally approved by the Board on March 9, 2017. There were also questions raised about how staff and vendors were to communicate with Trustees in resolving the issue. Ms. Ward, Mr. James, IT Director/CIO Al Prendergast, Trustee Wilson, Trustee Wadley-Munier, and Trustee Foyt participated in this discussion along with Counsel Welt and Chair Ortiz.

Chair Ortiz asked that Mr. James and Ms. Ward contact Trustee Wilson to provide the information he requested about the analytics issue in the next seven days. Trustee Wadley-Munier then requested that the Bibliocommons contract update be brought forward as an item at the November meeting.

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

No questions.

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

No questions.
No questions.

Chair Ortiz commented on the amount of CTX received as shown in the report ($0.00) and congratulated staff on adjusting to the situation. Mr. Cabias explained that, while sales tax revenue is collected every month, it is recorded on an accrual basis.

Chair Ortiz requested that Assistant General Services Director John Vino let Mr. James and the Trustees know if he needs more security resources at the West Las Vegas and Clark County libraries. Ortiz also congratulated him on his upcoming promotion to Acting General Services Director.

Chair Ortiz then congratulated General Services Director Steve Rice on his upcoming departure. He appreciated his work on the Enterprise Library street change to Las Vegas Boulevard South address. Ortiz also praised Rice’s work on the planning, design, and construction of the Mesquite and East Las Vegas libraries. Mr. James added in his praise: District staff had to do a lot of work to qualify for the QALICB money and Rice played a critical role in the process.

Trustees Meléndrez, Benavidez, and Bilbray-Axelrod praised Human Resources Director Jeff Serpico for his new report format and dashboard.

Trustee Rogers moved to accept Reports VII.A. 1-7. There was no opposition and the reports were accepted.

Trustee Wilson moved to amend the previous action, taken at the August 13, 2020, regarding the interview process for the Executive Director: the District will have a semifinalist round of five to seven candidates followed by a finalist interview round that will be three to five candidates. There was no opposition and the amendment carried.

Development and Planning Director Danielle Milam explained that, since 1998, the Library District has engaged the professional services of a lobbyist to represent, protect, maintain, and augment Library District powers and resources. This session, upon consultation with Assemblywoman and Board Trustee Shannon Bilbray-Axelrod, Library District management identified a firm, The Griffin Company, to represent the Las Vegas-Clark County Library District at the 2021 Nevada Legislative session.

Ms. Milam reported that The Griffin Company has an extensive history of public policy and government affairs experience with a broad variety of public and private sector clients. They have expertise in representing public entities with issues aligned with the District. While based in Carson City, they have a Las Vegas team.

The proposed scope of work will include coverage and representation during the 2021 Nevada Legislative Session, includes the following:
• Secure and/or work with existing bill sponsors on the District’s main legislative goals
• Prepare and provide testimony during any needed hearings, meetings, or public workshops
• Provide the Library District with agendas and information that may be of interest
• Regularly scheduled communication on all issues of interest and updates on the Legislative Session
• Weekly bill tracking reports and updates on issues of interest or impact to the Library District
• Daily updates via the G3Wire about all that is happening in Nevada
• Briefings to the Board of Trustees, as needed, including before and after the legislative session.

The fee of $50,000 for a term of November 1, 2020, through June 30, 2021, is similar to previous lobbyist engagement fees for legislative session services paid by the District.

Chair Ortiz opened up the item to Trustees for their comments and questions.

Trustee Wilson wanted Item IX.B. discussed and considered prior to committing money to a lobbyist. He felt there is no point to hire a lobbyist until Trustees agree on an agenda. Wilson is not opposed to a lobbyist, he is opposed to hiring one without knowing why the District is hiring them.

Trustee Wadley-Munier said, in view of the current economic situation, she felt it was unwise to spend money on a lobbyist. Mr. James briefly explained that the District has hired lobbyist before, and explained that the money is in line with previous District expenses of this type with the exception of the last legislative session. Wadley-Munier asserted that she is very familiar with lobbyist roles and the issues Trustees and staff have dealt with previously. However, in the current climate, she feels this would be a place to save money. In addition, Trustee Wadley-Munier also said the public may have concerns about the District utilizing a legislator, who is also a Trustee, recommending a particular company.

Trustee Bilbray-Axelrod pointed out that the Board asked her to provide a recommendation at the previous Board meeting. She said she had no relationship to the proposed company, and knows them only by reputation. Bilbray-Axelrod then commented that not having a lobbyist promoting the District will be very shortsighted when everyone else does.

Trustee Rogers feels it is in the best interest of the District to have representation in the coming session.

Trustee Ramaker agreed that the District needed a lobbyist to ensure Trustees and staff know what is going in the legislature. She also
confirmed that Trustee Bilbray-Axelrod was asked to do this by the Board.

Trustee Meléndrez agreed that the session ahead will be critical and the District had to have a voice at the table. He thanked Trustee Bilbray-Axelrod for her recommendation.

Trustee Foyt said that, in hiring the lobbyist, Trustees really need the lobbyist to define specifically what they are to do. She felt that the two items presented in the background material were generated by staff, not the Board. The District’s name change and change in the minimum requirements for qualifications of the Executive Director are not Board priorities, they are staff priorities. She does not want either of these items to be included in anything provided to the lobbyist. Trustee Bilbray-Axelrod said these two items are contained in bill draft requests (BDRs) that have already been filed. Chair Ortiz reminded Trustees Foyt and Bilbray-Axelrod that the item currently under discussion is solely about choosing a lobbyist firm to represent the District.

Trustee Wadley-Munier said Trustees were wrong in asking Trustee Bilbray-Axelrod to recommend a lobbying firm. She believes that other people would not believe this is clean.

Trustee Francis Drake said she may be naïve but it is sad that, although people elect legislators to represent them, lobbyists are also there to represent who is paying them the most. That being said, the District must take care of itself and use one as well.

Trustee Benavidez said that in her experience on the Board, in previous years, there was not so much need to focus on hiring a lobbyist as the economy was expanding. She appreciated that Trustee Bilbray-Axelrod was willing to use her expertise to recommend a lobbyist to the Board and thanked her for following through.

Chair Ortiz said it was his belief that the Legislature would be looking very closely at many legislatively-created institutions in the next session. He also believed that lobbyists have a knack for sneaking in items in bills that may affect the District. He believes that lobbyists can track that for the District and advise how to counteract the impact. The District is focused on building networks, empowering people, and building libraries. This movement has to continue and the Board has been tasked to do this on behalf of the citizens of Las Vegas and Clark County. It would be a disservice to them if Trustees were not aware that other people were trying to undermine the effort. That is why he is in favor of the lobbyist hire.

Trustee Benavidez moved to authorize the Library District’s Acting Executive Director to engage The Griffin Company for professional services related to the 2021 Nevada legislative session in an amount not to exceed $50,000, subject to review by legal counsel. Chair Ortiz, and Trustees Benavidez, Bilbray-Axelrod, Francis Drake, Foyt, Meléndrez, Ramaker, and Rogers voted yes. Trustee Wadley-Munier voted no. Trustee Wilson voted to abstain. The motion carried, 8-1-1.
Discussion and possible Board action to approve the 2021 Nevada legislative agenda. (Item IX.B.)

Counsel Welt said he believes the only two real legislative agenda items that can be discussed are Items 1 and 2 on the background material that are indicated for legislative action. The list below those two items does not have enough detail. In the past the Trustees have appointed a legislative committee to discuss this (either individual trustees or a committee of the whole). Chair Ortiz then asked Trustees if they wanted to have the discussion at this meeting or agendize more items at the next meeting.

Trustee Bilbray-Axelrod moved that Item IX.B. be tabled and brought back once the next rounds of BDRs are published and after the election. There was no opposition and the motion was carried.

Announcements (Item X.)

The Sahara West Business Hub Grand Opening Ribbon Cutting will take place on Wednesday, October 21, 2020 at 11:00 a.m. via Webex.

The next Finance and Audit Committee Meeting will be held on Thursday, November 12, at 4:30 p.m. via Webex and in the Summerlin Library.

The next Board Meeting will be held Thursday, November 12, at 6:00 p.m. via Webex and in the Summerlin Library.

Chair Ortiz asked each Trustee if they would like to request items to be placed on the Agenda at future Board meetings.

Trustee Foyt requested:

For discussion and possible Board action, contracts for ALL District legal counsel.

A financial report which Mr. James has already indicated will be presented to Trustees in November as part of the Finance and Audit Committee meeting.

An update on the Library District’s Foundation to include information on the grants staff have applied for and the donors that are being approached.

Trustee Wilson requested:

For discussion and possible Board action on the Bibliocommons contract that will include an explanation as to why the staff only extended the contract for 18 months when the Board voted to extend it for up to two to three years at a fixed price.

An explanation on what is going on with the analytics. Chair Ortiz said that explanation will be provided in the next seven days.

Trustee Wadley-Munier said she did not have any items to add to the agenda at this time but she reserved the right to contact Chair Ortiz.

Chair Ortiz said he was going to add two items to the next agenda:

Discussion and possible Board action on whether to give the Acting Executive Director a bonus.

Discussion and possible Board action on whether to add a second Board employee, an internal auditor.
Trustee Wadley-Munier recommended to Trustees that they take a look at the current Public Library Association magazine article about future library designs in light of social distancing.

Public Comment
(Item XI.)
None.

Executive Session
(Item XII.)
Removed from Agenda.

Adjournment
(Item XIII.)
Chair Ortiz adjourned the meeting at 8:14 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary
## 2020 ATTENDANCE

### October 8, 2020 Regular Board Meeting

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- **Excused Absence (A-E)**
- **Unexcused Absence (A-U)**

as of October 9, 2020
Jaime Cruz
Executive Director
Agenda

1. Ten minutes

2. Our partnership

3. Walkthrough of the new center

4. Describe the services
In the beginning...
ONE-STOP PARTNER PROGRAMS

PERCENTAGE OF SYSTEM RESOURCES

20%
LOCAL WORKFORCE DEVELOPMENT BOARD
WIOA TITLE III WAGNER-PETEER EMPLOYMENT SERVICES
WIOA TITLE IV VOCATIONAL REHABILITATION
UNEMPLOYMENT INSURANCE (UI) PROGRAMS
LOCAL VETERANS EMPLOYMENT REPRESENTATIVE (LVER) AND DISABLED VETERANS OUTREACH PROGRAM (DVOP)
TRADE ADJUSTMENT ASSISTANCE (TAA)
NATIONAL FARMWORKER JOBS PROGRAM (NFJP)

23%
DETR
WIOA TITLE III ADULT EDUCATION AND FAMILY LITERACY

21%
DEPARTMENT OF EDUCATION
WIOA TITLE III ADULT EDUCATION AND FAMILY LITERACY

32%
DHHS
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
COMMUNITY SERVICES BLOCK GRANT (CSBG)
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

4%
OTHER GRANTS
NATIVE AMERICAN PROGRAMS
HOUSING AND URBAN DEVELOPMENT (HUD) ERT
JOB CORPS
SECOND CHANCE ACT
YOUTHBUILD

Connecting Employers to a Ready Workforce
workforce CONNECTIONS

one-stop CAREER CENTER

An american job center of Nevada

nvcareercenter.org/locations

Connecting Employers to a Ready Workforce
Layoff Aversion Pilot

- $800k
- 88 Employers
- 330 Employees
Helping employers hire back

- Recruitment, hiring and training
- Incentives for hiring Nevadans
- Access to capital...and more
2020 NAWB Laurie Moran Partnership Award
workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Connecting Employers to a Ready Workforce