

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' SPECIAL MEETING**  
**LAS VEGAS, NEVADA**  
**December 4, 2020**  
**(Approved June 25, 2021)**

The Board of Trustees of the Las Vegas-Clark County Library District met in special session via Webex and in the Sahara West Library, Las Vegas, Nevada, at 8:00 a.m., Friday, December 4, 2021.

**Present:**

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

Counsel: G. Welt (Webex)

Absent:

Staff: Fred James, Acting Executive Director (in person)  
Jeffrey Serpico, Human Resources Director (Webex)  
Allison Boyer, Executive Assistant (in person)

Guests: Jane Whisner, Destiny Executive Search Group (Webex)  
Patrick "Tod" Colegrove (in person)  
Amber Lopez Lasater (in person)  
Kelvin Watson (in person)  
Danielle Patrick Milam (in person)

F. Ortiz, Chair, called the meeting to order at 8:16 a.m.

<b>Roll Call and Pledge of Allegiance (Item I.)</b>	All members listed above represent a quorum. Appendix A. All rose to say the Pledge of Allegiance.
<b>Public Comment (Item II.)</b>	None.
<b>Agenda (Item III.)</b>	Chair Ortiz removed Item IV.A. Trustee Wadley-Munier moved to approve the Agenda as changed. There was no opposition and the motion carried.
<b>Discussion and possible Board action to ratify the Executive Director's decision to close the Las Vegas-Clark County Library District. (Item IV.A.)</b>	Removed from Agenda.
<b>Discussion and possible Board action regarding interviews with</b>	On August 13, 2020, Trustees selected Destiny Executive Search Group, Inc. to conduct a search for the District's next Executive Director. Six candidates were selected as semi-finalists. Chair Ortiz explained that the Trustees will be interviewing the four semi-final

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### **semi-final candidates for the position of Executive Director. (Item IV.B.)**

candidates for the position of Executive Director. He discussed the day's schedule and how the interviews would be conducted.

Chair Ortiz explained that this will be a structured interview process. Each candidate will be asked the same ten questions by the Trustees and there will be time to ask questions after the Trustees had finished. Trustees will then score how each candidate answered the questions. Each candidate has been allotted one hour and 20 minutes. After the interviews have been completed, Trustee Wilson will tabulate the scores and the scores will be available at the end of the meeting.

Mr. Ortiz continued to say that originally, there were six candidates, but two have withdrawn their candidacy. All candidates are present in the building but do not have access to their phones or computer so they cannot hear and receive an advantage over another candidate. Once their interview is over, the candidates will be able to leave.

Chair Ortiz encouraged Trustees to write down questions for follow-up for the finalist interviews.

The questions being asked of each candidate and the Trustee asking the question are listed below:

1. What is your experience working with a Board of Directors? How do you view the Executive Director role as it relates to the Board? Please also discuss how you develop and enhance effective relationships with board members? (Shannon Bilbray-Axelrod)
2. The Executive Director is the "face" of the Las Vegas-Clark County Library District. This is a very public role and you may be called upon to speak with the media, community organizations, etc. How do you feel about this aspect of the position and what is your experience in this area? (Elizabeth Foyt)
3. Can you please describe your experience managing in an unionized environment and how you ensure effective communication with staff? (Kelly Benavidez)
4. Can you please tell us about your budget experience including the largest budget you have managed, sources of funding, and how you dealt with budget shortfalls? (Robin Wadley-Munier)
5. What is your experience in developing and maintaining business and organizational partnerships that will best serve the needs of the library community? (Marilyn Francis Drake)
6. Can you please explain your experience in representing your organization at the State legislative level? (José Meléndrez)
7. Please describe your current leadership structure including the size and function of your management team. Have you been responsible for any specific functional reorganization to ensure effective and efficient operations of that team? (Brian Wilson)
8. The Executive Director position requires leadership skills that promote professional development of staff and a motivating environment. How would you describe your management style?

What is largest group of employees you have managed? (Keith Rogers)

9. Based upon your previous leadership – what role have you played in developing a formal vision and strategic plan for an organization? What is your vision for the LVCCLD? (Sandra Ramaker)
10. The Las Vegas-Clark County Library District serves a large and diverse community. How do you view the role of the Executive Director as it relates to the assessment of community needs and the development of programs and services to meet those needs? Can you share with us your experience in this area? (Felipe Ortiz)

**Mr. Patrick "Tod" Colegrove's** interview started at 8:25 a.m.

Trustee Wilson asked a follow-up question to Question 4. Wilson knew that Mr. Colegrove had not been Executive Director very long in his current position, but wanted to know what the budget reserve or shortfall was when Colegrove started and what was it by the time that the current pandemic began. Chair Ortiz noted that the question refers to a city budget, as opposed to a separate library budget. Mr. Colegrove clarified that the Carson City Library is a department of Carson City, not a separate entity.

Trustee Wilson asked a follow-up question to Question 7 to clarify the answer regarding Mr. Colegrove's management style. Trustee Wadley-Munier also asked a follow-up question to ascertain if his management style emerged from his business experience.

Chair Ortiz asked a follow-up question to Question 10 to attempt to get more detail on specific instances of diversity.

After Chair Ortiz was finished, Trustee Foyt noted that there were differences between the north and south of Nevada. She believed Mr. Colegrove had not lived in the southern part of the state and asked what he perceived the differences were.

Mr. Colegrove was offered the opportunity to make a statement. Mr. Colegrove explained his connection to southern Nevada, the library and university communities. He ended by stating how he is well practiced at working within all of the nuances of city, county, state and federal government and thanked Chair Ortiz for the Board's time and consideration.

The Trustees scored Mr. Colegrove's interview.

Chair Ortiz recessed the meeting at 9:45 a.m.

Chair Ortiz called the meeting back to order at 10:04 a.m.

**Ms. Amber Lopez Lasater's** interview started at 10:05 a.m.

The same 10 questions were asked by the same Trustees for Ms. Lopez Lasater's interview.

Trustee Benavidez asked a follow-up question to Question 3 to Ms. Lopez Lasater's answer regarding her experience working in both a unionized and not unionized environment. Trustee Benavidez asked

what some of the similarities and differences were from sitting on each side of the table.

Chair Ortiz asked a follow-up question to Question 10 wanting to have an example of Ms. Lopez Lasater's experience working with the senior population, the African American population, the Latino population and the LGBTQ population.

Ms. Lopez Lasater was given the opportunity to share additional comments about herself. She commented on always having done value-based work and sees this employment opportunity as an extension of what she has done. She shared that she knows what it entails to work with a Board and that she has lived in Southern Nevada for 15 years.

Ms. Lopez Lasater's interview ended at 10:52 a.m.

The Trustees scored Ms. Lopez Lasater's interview.

While the schedule called for a lunch break after Ms. Lopez Lassiter's interview, Trustees decided to continue with the third candidate.

Chair Ortiz recessed the meeting at 10:51 a.m.

Chair Ortiz called the meeting back to order at 11:05 a.m.

**Mr. Kelvin Watson's** interview started at 11:06 a.m.

The same 10 questions were asked by the same Trustees for Mr. Watson's interview.

Trustees Wadley-Munier and Watson asked a follow up question to Question 4 regarding Mr. Watson's experience with Federal and State budgets. Trustee Wadley-Munier also asked if Mr. Watson if he would have the ability to meet with Nevada State Legislature when needed. Finally, Trustee Wadley-Munier asked a question regarding budgets and budget shortfalls.

Trustee Wilson also asked two follow up questions to Question 4. Was the budget increase received proportional to the other agencies within the county; and would Mr. Watson's philosophy to managing the budget be a "use it or lose it" approach?

Chair Ortiz also asked a follow up question to Question 4 to clarify if Broward County determines the budget for the Broward County Library System, Mr. Watson clarified.

Trustee Wadley-Munier asked a follow up question to Question 6 regarding advantages in providing library space to legislative representatives.

Mr. Watson was given the opportunity to share additional comments about himself. Mr. Watson shared that he has had 30 years of leadership experience in the military, in corporate vendors serving the library world, and in libraries that are nationally known.

Mr. Watson's interview ended at 12:02 p.m.

After a brief discussion, Trustees decided to break for lunch. Chair Ortiz recessed the meeting at 12:08 p.m.

Chair Ortiz called the meeting back to order at 1:10 p.m.

**Ms. Danielle Patrick Milam's** interview started at 1:12 p.m.

The same 10 questions were asked by the same Trustees for Ms. Milam's interview.

Trustee Wadley-Munier asked a follow up question to Question 8 asking Ms. Milam to elaborate on how she creates a motivating environment with not only leadership team members but also with staff as a whole.

Ms. Milam was given the opportunity to comment regarding herself and/or the position. She shared how she was excited about the District and believed in its staff. She also believed that the District would play a critical role as the connective tissue between the other important organizations that are working on making our community better.

Ms. Milam's interview ended at 2:27 p.m.

Chair Ortiz recessed the meeting at 2:27 p.m.

Chair Ortiz called the meeting back to order at 2:40 p.m.

Chair Ortiz stated that the Board interviewed four candidates and that all candidates were asked the same questions, had the opportunity to respond, to follow-up and to provide any additional information to the Board of Trustees, who is going to be the employer, and also to the public.

The Trustees were given the opportunity to ask Counsel Welt questions regarding the interviewing process for the position of Executive Director.

Trustee Foyt's initial question was why the interview and discussion of candidates were not conducted in an executive session, outside of public view. Chair Ortiz asked Counsel Welt to explain why the interviews had to be conducted the way they were. Counsel Welt read page 41 of the Nevada Attorney General's Handbook on the Open Meeting Law.

Trustee Wadley-Munier asked if, Trustees decided the pool of candidates was not diverse enough, would it be possible to keep one or two finalists and bring in additional candidates that are more or equally qualified with different characteristics and experiences. Counsel Welt explained that the Board would need to vote to change the process they had decided upon at an earlier meeting.

Trustee Francis Drake asked if the current process, needing to interview and discuss the candidates in an open meeting, was changed or if it had always been that way and Counsel Welt stated it had been that way since he had started working with the District.

Trustee Wilson questioned the difference of deciding a Director's contract in executive session and hiring a new Director in an open meeting. Counsel Welt explained the difference between hiring a new employee and preserving the confidentiality of an existing employee.

Ms. Whisner reported that 1,860 candidates applied in a national search. The search was narrowed down to library districts with multiple

branches. There were 181 candidates that were contacted. Ms. Whisner added that the reason many were not interested was due to unwillingness to relocate or content at their current position. In-depth interviews were conducted with 20 candidates and the six that were presented to the Board came from the group of 20. Two candidates subsequently dropped out.

There was a discussion on the posting of the Executive Director position and if Las Vegas, NV was noted, why did applicants suddenly decide not to want to relocate. Also discussed was how to move forward with vetting future candidates.

Trustee Wilson reported the final scores for the four interviewed candidates:

Pat Colgrove – 351

Amber Lopez Lasater – 288

Kelvin Watson – 428

Danielle Milam – 307

There was a discussion on how to proceed with selecting final candidates.

Trustee Benavidez moved to bring back three candidates via WebEx to ask the final questions. Chair Ortiz and Trustees Benavidez, Melendrez, Ramaker and Rogers voted yes. Trustees Francis Drake, Foyt, Wadley-Munier, Wilson and Foyt voted no. Motion did not carry because the votes were a tie. Five votes for yes and Five votes for no.

Trustee Rogers moved to bring back the top two candidates with the highest scores for December 17<sup>th</sup>, to get final questions from the Trustees. Chair Ortiz and Trustees Francis Drake, Foyt, Rogers, Wadley-Munier and Wilson voted yes. Trustees Benavidez, Ramaker and Melendrez voted no. The motion carried. Six votes for yes and three votes for no.

Trustees discussed how to move forward with the final questions. It was decided that each Trustee will bring their own questions.

**Announcement of finalists for the position of Executive Director. (Item IV.C.)**

Chair Ortiz congratulated the two top candidates Pat Colegrove and Kelvin Watson. Ortiz directed Ms. Whisner to call all the candidates to give them the results. She will tell the two finalists that the second interview will take place on December 17, 2020 via WebEx.

**Announcements (Item V.)**

The next Board Meeting will be held Thursday, December 17, 2020 at 4:30 p.m. via Webex and at the Sahara West Library in a location to be determined.

**Public Comment (Item VI.)**

Ms. Boyer read an email from Shaunta Palmer which was received at 10:29 a.m., after the first period of public comment.

“My name is Shaunta Palmer and I’ve been going to a library almost once a week. I’m a Nevada Youth Legislature (sic) for Senate District 7 and I find it imperative to speak on the behalf of fellow students.

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The youth of Nevada have come to find comfort in the library. I find that you the Trustees remember the youth who have used the library as an escape from life more now than ever before. I beg of you not to close the library. Students across the valley see the Las Vegas-Clark County Library as a part of their childhood. So many children have used this library as a breaking ground for their love for reading. Think of the children who parent's can't afford to buy books. Thank you for your time and consideration on this matter."

**Adjournment  
(Item VII.)**

Chair Ortiz adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

# 2020 ATTENDANCE

Appendix A

December 4, 2020 Special Board Meeting

2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg	August 13 Regular Board Mtg	September 10 Regular Board Mtg	October 8 Regular Board Mtg	November 12 Finance & Audit Cmte	November 12 Regular Board Mtg	December 4 Special Board Mtg		
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Meléndrez	José	P	P	P	P	A-E		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	P	P	P	P	P	P	P	P		
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P	A-E	A-E	P	P	P	P	P	P		
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P	A-E	A-E	P	P	P	P	P	P		
Rogers	Keith	P	P	P	A-E	P	P	P	P	P	P			A-E	P	P	P	P	P	P	P	P		

attended Committee meeting but not a member

A-E Excused Absence  
 A-U Unexcused Absence

as of December 7, 2020