

**MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
November 10, 2021
(Approved on December 9, 2021)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Enterprise Library, Las Vegas, Nevada, at 6:00 p.m., Wednesday, November 10, 2021.

Present: Board: B. Wilson, Chair J. Melendrez
F. Ortiz N. Waugh
S. Ramaker K. Whiteley
K. Rogers J. Jiron

Counsel: G. Welt

Absent: K. Benavidez (Excused)
E. Foyt (Excused)

Staff: Floresto Cabias, Chief Financial Officer on behalf of Kelvin Watson, ED
Numerous Staff

Guests:

Chair, B. Wilson 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. Appendix A.
Chair Wilson led attendees in the Pledge of Allegiance.

**Public Comment
(Item II.)**

None.

**Agenda
(Item III.)**

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

**Approval of
Proposed Minutes of
Regular Board
Meeting on
September 9, 2021
(Item IV.A)**

Trustee Waugh moved to approve the Minutes of the Board of Trustees Meeting held on October 14, 2021. Trustee Ramaker second the motion.

There was no opposition and the motion carried.

Trustee Melendrez wanted to be on record that he attempted to log onto October 14, 2021 meeting and was unsuccessful until the ending of the meeting. Chair Wilson marked him excused.

**Chair's Report
(Item V.)**

Chair Wilson reported that Floresto Cabias stood in in the absence for Director Watson.

Chair Wilson reported that the Executive Committee met with Director Watson to get an update on the strategic plan for the year. Chair Wilson reported that the Executive Committee agreed that Director Watson's report was stellar and positive all around. The Strategic plan is on track and there is progress being made on the new West Las Vegas Library.

**Library Reports
(Item VI.)**

**Executive Director's
Report
(Item VI.A.)**

Floresto Cabias reported there were no highlights from the Executive Director's Report.

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

Trustee Ortiz expressed his concerns about the continued increase in incidents at the Clark County Library. He explained that the area has become ground zero for most complaints and increase in violent incidents. Trustee Ortiz wanted to know if the District has had any meetings with any of the stakeholders, university people, and social services who are there. Leo Segura, Library Operations Director reported that the Branch Manager, Robbin Gaebler has been in contact with the ClickIt and FixIt Clark County routinely to address some of the issues. He also reported that there is security in the parking lot and close relations with the Robot Lab University that is across the street. Leo Segura says that Metro and Clark County are also involved with the Library District. He reported that the numbers last month were lower than the previous month. Trustee Ortiz suggest that John Vino, General Services Director, the police department, and neighborhood services from the County meet to see how to increase involvement. Leo Segura agrees that a meeting can be set up again as done in the past. Counsel Gerald Welt suggested getting a homeless advocacy group involved in the conversation.

Trustee Ortiz asked if there was a typo on the statistics report on page 24 with the percentage increase at Meadows Library. Leo Segura responded that the percentage is correct and that reasoning is because the branch was mostly closed last year. Trustee Ortiz had concerns about the huge drop in services- gate count and circulation. He suggested that Leo Segura have a conversation with Branch managers to see what can be done to increase the numbers. Leo Segura explained that after his statistics meeting with the Urban Libraries Council, other libraries are down at least 50 percent or more in circulation and gate count. He explained that the Library District is seeing a steady increase with the increase of programs and outreach events. As a part of the Playbook plan, the managers are analyzing different ways to increase traffic.

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

Trustee Whiteley reported that the Access 360 platform is a great opportunity to open the door to the digital collections from the library to students.

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

Trustee Whiteley wanted to point out that she thought the writing and programming this past month at the branches was incredible and impactful. She also reported that the CE staff are full of talented professionals, that she is grateful to have a part of the Library District.

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

No questions.

Information Technology Report (Item VI.A.2.d.)

No questions.

Financial Services Report (Item VI.A.3.a.)

No questions.

General Services Report (Item VI.A.3.b.)

Trustee Ortiz asked John Vino, General Services Director to go over the rendition of the terms and conditions with the City of Las Vegas from the synopsis that he gave in his report. John Vino went over the details in his report regarding his in-person meeting with the City of Las Vegas.

Chair Wilson asked Trustee Ortiz if there was anything in the Redline that stood out. Trustee Ortiz responded that nothing stands out timing is important. Chair Wilson also asked what the next big concern is. Trustee Ortiz responded that architectural drawings are needed to go for funding for New Market Tax Credits to determine how much steel is needed to purchase because the price of steel is escalating. Trustee Ortiz also agrees that the community workshops on page 91 of the General Services Report, scheduled for November 29th and December 15 are good timeframes. Trustee Rogers added that he has had several conversations with Councilman Crear's office of Ward 5, and he has agreed to help the Library District by promoting the event to the community. John Vino explained that the Library District wanted to be sure there was an agreement between the District and the City before announcing to the community.

Human Resources Report (Item VI.A.3.c.)

Trustee Waugh questioned the year-to-date voluntary separations that is already at a third of employees leaving and wanted to know if the exit reports explained the reasoning of why the employees are choosing to leave the District? Trustee Waugh also asked if there was an employee climate survey to survey the staff.

Jeff Serpico, Human Resources Director explained that there is a plan to do an engagement survey after changes are made. Jeff Serpico will have exit information pulled and forwarded to Director Watson.

Chair Wilson accepted the Library Reports.

Unfinished Business (Item VII.)

None.

**New Business
(Item VIII.)**

**Consent Agenda
(Item VIII.A.)**

None.

**Regular Agenda
(Item VIII.B.)**

**Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by BDO USA, LLP for the Fiscal Year 2020-2021.
(Item VIII.B.1)**

Floresto Cabias, Chief Financial Officer, reported that on November 9, 2021 he updated the Finance and Audit Committee with the results of the audit for 2021. He reported that the audit went very smoothly and there were no findings, any deficiencies, or material weaknesses.

Trustee Rogers made a motion to approve the 2020-2021 Audit Report as presented by BDO, USA LLP and to incorporate the opinion letter into the official minutes of the Board of Trustees November 10, 2021 meeting. Trustee Waugh second the motion.

There was no opposition and the motion carried. (Opinion letter attached)

**Discussion and possible Board action authorizing the Executive Director to execute a three-year renewal with BiblioCommons, with the option of two one-year renewals, subject to final review by Counsel, for the purpose of extending the Library District's current website software, which provides online public access to the materials catalog and events calendar.
(Item VIII.B.2.)**

Betsy Ward, Branding and Marketing Director reported that for the new contract, the increase year-over-year from the current contract will be roughly 2.5 percent for the first year, 3 percent for years two and three and 3.25 percent for the optional, additional four and five years if the District decided to go with that.

Trustee Ortiz asked Counsel Gerald Welt if he had the opportunity to review the contract. Counsel Welt responded yes, that the contract is basically the original contract, and this is a follow up because this contract is continuing the base contract that was already approved. Trustee Ortiz asked for clarity on the number of years for the contract. Counsel Welt explained that this contract is for a three-year renewal with two one- year options after, which will be a five-year contract. Betsy Ward explained that the contract will start in December.

Trustee Ortiz begin to explain that he did not feel comfortable in the total value of the contract and was not clear on what the Board was voting on. He question if the amount was half a million, \$200 million, or \$1,000. Chair Wilson explained that it is \$270,000 a year that averages out for three- years, which doesn't include the fourth and fifth year extensions if the District opts for them. Floresto Cabias calculated that it would be around \$800,000. Counsel Welt explained that the Board would only be voting on the three-year contract now plus the ability to go forward for the additional two year if desired. The option to extend will come back to the Board for approval.

Trustee Ortiz made a motion to authorize the Executive Director to execute a three-year renewal, with the option of two one-year renewals, subject to final review by Counsel, to continue the BiblioCommons Software subscription, training, support, and upgrades with an estimated

value of \$810,000 for three years subject to renewals. Trustee Waugh second the motion.

There was no opposition and the motion carried.

**Announcements
(Item IX.)**

The December Board meeting will be held on Thursday, December 9, 2021 at 6pm. Location: Windmill Library, 7060 W Windmill Ln, Las Vegas, NV 89113.

Trustee Waugh congratulated the Whitney Library on a successful event in the beginning of November for Dia de los Muertos.

Trustee Ortiz announced that the Governor appointed him as a representative of the DETR, Department of Employment, Training on the State Council on Libraries and Literacy Board.

**Public Comment
(Item X.)**

None.

**Executive Session
(Item XI.A.)**

None.

**Adjournment
(Item XII.)**

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

Respectfully submitted,

Elizabeth Foyt, Secretary