

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' MEETING**  
**LAS VEGAS, NEVADA**  
**JUNE 9, 2022**  
**(Approved July 14, 2022)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the West Charleston Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, June 9, 2022.

**Present:**

Board:	B. Wilson, Chair	E. Foyt
	N. Waugh	K. Whiteley
	K. Rogers	J. Jiron
	F. Ortiz	K. Benavidez
	S. Ramaker	
Counsel:	G. Welt	
Absent:	J. Melendrez	
Staff:	Kelvin Watson, Executive Director Numerous Staff	
Guests:	Brandon Lewis, VP of Commercial Property and Casualty Jennifer Fryer, Commercial Operations Manager for USI Insurance Services.	

The meeting began at 5:00p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed present 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 Board of Trustees Meetings on May 19, 2022 (Item IV.)** Trustee Waugh moved to approve the Minutes of the Board of Trustees Meeting held on May 19, 2022.  
There was no opposition and the motion carried.

**Chair's Report (Item V.)** None.

**Library Reports (Item VI.)**

<b>Executive Director's Report (Item VI.A.)</b>	Kelvin Watson, Executive Director recognized and acknowledged the grant funding that the library District has been procuring and securing over the past year. The LSTA funding for the play-aways have hit all of the branched with the increase in digital resources for Access 360, funding for the cell phone lending program, and the Anytime Library that was awarded to the Library District. There are also a few pending grants.
<b>Library Operations, Security Reports and Monthly Statistics (Item VI.A.1.a)</b>	No questions.
<b>Branding and Marketing Report and Electronic Resources Statistics (Item VI.A.2.a.)</b>	No questions.
<b>Community Engagement Report and Monthly Statistics (Item VI.A.2.b.)</b>	Vice Chair Benavidez asked for details on the mental health workshops that were included in the Branding and Marketing Report for marketing material. Matt McNally, Community Engagement Director responded he was not sure of the specificity of the mental health workshops and will follow up in his next report on the mental health workshop details.
<b>Development and Planning Report (Item VI.A.2.c.)</b>	No questions.
<b>Information Technology Report (Item VI.A.2.d.)</b>	No questions.
<b>Financial Services Report (Item VI.A.3.a.)</b>	Trustee Ortiz questioned page 147 of the General Ledger in regards to an expenditure of \$8,861 for Teamsters Union Dues. He asked for an explanation of \$8,000 to the Teamsters. Floresto Cabias, Chief Financial Officer responded that those are fees paid by represented employees on a monthly basis. It is deducted from employees paychecks and given to the Teamsters
<b>General Services Report (Item VI.A.3.b.)</b>	No questions.

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

Trustee Waugh questioned the status of the Exit Interviews. Jeff Serpico, Human Resources Director responded that the Exit Interview program went live with a third-party company, Work Institute in March. Currently there were 13 phone interview respondents. These are based on structured questionnaires. For a 95 percent confidence level on the data, 92 percent of these need to be completed. LVCCLD average 5 to 10 separations a month.

On the high-end, annually, the turnover is probably around 18 percent, which is about 120 people. To get good data it will take about nine to ten months. The key measure is the NES score which is net excellence. Individual comments are provided to Director Watson and he will meet with the Directors to see if there are any patterns with the individual comments.

At the next Board Retreat, Workforce Institute can present an overview of how data is collected. Mr. Serpico reported that using a third-party is more cost-efficient.

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 contract award for the purchase of theater lighting equipment for various District locations.  
(Item VIII.B.1.)**

**[John Vino, General Services Director read Item# VIII.B.1 into the record.]**

Trustee Waugh made a motion to authorize staff to award a contract for the purchase of theater lighting equipment for various District locations in accordance with Bid No. 22-09 to Solotech U.S. Corporation for the amount of \$98,921. Trustee Ortiz seconded the motion.

There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for the purchase of projectors, lens, equipment and materials for various District locations. (Item VIII.B.2)**

**[John Vino, General Services Director read Item# VIII.B.2 into the record.]**

Trustee Waugh made a motion to Chair Wilson to authorize staff to award a contract for the purchase of projectors, lens, equipment, and materials for various District locations in accordance with Bid No. 22-10 to BAH Foto Electronics Corp. for \$94,295. Trustee Ramaker seconded the motion.

There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2022. (Item VIII.B.3)**

**[John Vino, General Services Director read Item# VIII.B.3 into the record.]**

Trustee Ramaker made a motion to authorize staff to award a contract for property and casualty insurance and public officials and employment practices liability insurance through USI Insurance Services to Travelers, Chubb Federal, Benchmark, Tokio Marine Specialties, Great American, Indian Harbor, and Atlanta Specialties at an annual premium, not to exceed \$395,275.53 for the policy year commencing on July 15, 2022, subject to final review by Counsel.

Chair Wilson seconded the motion.

Trustee Ortiz asked for the number of claims reported. Mr. Vino responded that there are two open claims. Trustee Ortiz asked for a comparison to the year before. Mr. Vino responded the he did not believe there were more than four or five claims open at any one time. Trustee Ortiz questioned if the percentage went up. Mr. Vino stated 8 to 9 percent. Over five years, LVCCLD has averaged five percent, which is under market. Mr. Vino also reported that since COVID, the insurance market has been volatile and that hasn't changed.

Trustee Ortiz then asked if this was the best policy and the best price. Mr. Vino answered that it is the same policy and the best price.

There was no opposition and the motion carried.

**Discussion and possible Board action regarding approval of terms and authorization for staff to enter into negotiations for an Interlocal Agreement with the City of Las Vegas for the exchange of the West Las Vegas Library building and**

**[John Vino, General Services Director read Item# VIII.B.4 into the record.]**

John Vino, General Services Director. Trustee Rogers made a motion to approve the terms and to authorize staff to enter into negotiations for an Interlocal Agreement with the City of Las Vegas for the exchange of the Las Vegas Library building and related improvements for a City owned parcel, capital contribution, and other consideration for the construction of the new West Las Vegas Library; subject to final review of agreement by Counsel and approval of the Board. The motion was second by Trustee Waugh.

Trustee Ortiz stated that he had questions before the vote. Trustee Ortiz asked if the parcels were combined into one parcel. Mr. Vino

**related improvements for a City owned parcel, capital contribution, and other consideration for the construction of the new West Las Vegas Library and approval of Resolution No. 2022-01 regarding the same. (Item VIII.B.4)**

answered it is three separate tax parcels. There will be one building parcel. They are parceling APN 019 which is a little larger and the City still owes the legal description. Trustee Ortiz asked if the value or the parcels were known. Mr. Vino answered that LVCCLD property is worth about \$4.25 a square foot, which is about a million-dollar range. A full appraisal has not been ran. Trustee Ortiz then asked if the land was clear and free with no restrictions. Mr. Vino answered that the property itself has restrictions because it's in the park. LVCCLD agrees to meet and build based on those conditions, the CCRs. Trustee Ortiz asked, But it's not the same restrictions as the current West Las Vegas Library where we own the building, and they own the land? Mr. Vino also stated that these restrictions are not the same from the current West Las Vegas Library because LVCCLD will be getting a fee simple title for 99 years. After the 99 years it will be a ground lease and there will need to be a sit down to discuss terms. Trustee Ortiz asked if LVCCLD owned the land and Mr. Vino responded that LVCCLD will own the land and in 99 years, there's a revisionary. Trustee Ortiz stated that LVCCLD doesn't own the land and in 99 years, they'll get it back. Mr. Vino concurred and stated LVCCLD will get the title with restrictions on it. Trustee Ortiz wants to be sure that a clear title is given after 99 years. Mr. Vino stated that it will be in the Interlocal Agreement. Mr. stated that once the Resolution is approved he will notify the City for their next step to have their Resolution approved.

Trustee Rogers motion to approve Resolution No.22-01, Transfer of West Las Vegas Library Building and Related Improvements to the City of Las Vegas. Trustee Waugh second the motion.

There was no opposition and the motion carried.

**Discussion and possible Board action to increase Educational Assistance (Tuition Reimbursement) rates for the 2022 - 2023 budget year. (Item VIII.B.5)**

**[Mr. Serpico, Human Resources Director read Item# VIII.B.5 into the record.]**

Jeff Serpico, Human Resources Director stated he had a meeting with Mr. Cabias concerning the budget, which confirmed there are funds to accommodate the increase. Trustee Waugh made a motion to authorize an increase in the Fiscal Year 2022-23 Tuition Reimbursement rates to \$2,000 for undergraduate programs and \$3,000 for graduate programs for an estimated increase of \$22,000 based on current enrollment. Trustee Ramaker second the motion.

Trustee Foyt questioned if there was a reason for requesting an increase for tuition. Mr. Serpico responded that this recommendation is based on comparison to other organizations to bring LVCCLD benefits more in line to be competitive with other organizations. The report indicated that LVCCLD benefits have been a bit low. Trustee Benavidez questioned if there is a program to keep track of students in library studies. Mr. Serpico answered, there are 12 students in MLIS programs, one student in a Public Administration program and one student in a Social Work program.

There was no opposition and the motion carried.

**Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2022-2023 and accompanying Resolution 2022-02. (Item VIII.B.6)**

Chair Wilson stated, the Nominating Committee has put forth the recommendation of Brian Wilson for Chair, Trustee Nathaniel Waugh for Vice-Chair, Trustee Rogers for Treasurer, and Trustee Foyt for Secretary. There were no other nominations.

Trustee Ortiz made a motion to approve the slate of candidates from the Nominating Committee. Trustee Ramaker second the motion.

Trustee Waugh made a motion to pass Resolution 2022-02, authorizing Floresto Cabias, CFO, and newly elected Treasurer, Trustee Keith Rogers to execute checks on behalf of the Library District, until June 30, 2023, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer or that position of Treasurer is vacant for any reason, then in that event, the Secretary of the Library Board of Trustees, Trustee Elizabeth Foyt is authorized to execute checks on behalf of the Library District until June 30, 2023, or until a new Treasurer is elected. Chair Wilson second the motion.

There was no opposition and the motion carried.

**Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$75,000 for Fiscal Year 2022-2023. (Item VIII.B.7)**

**[Al Prendergast, Chief Information Officer read Item# VIII.B.7 into the record.]**

Trustee Ortiz questioned the \$344,000 listed for the mobile app, Communico and asked that it be taken out and be brought back separately since it hasn't be voted on. Mr. Prendergast responded that it is just a place holder for the budget because there has not been any commitment. LVCCLD only has one product from Communico, for room reservation system. Trustee Ortiz asked to replace it with "mobile app" Director Watson and Mr. Prendergast agreed to have Communico strikethrough.

Vice Chair Benavidez asked what happens with the old computers from LVCCLD. Mr. Prendergast responded that they are auctioned and some have been donated in the past. Vice Chair Benavidez recommends donating to the Blind Center and any other non-profit organizations that offer the same services. Vice Chair Benavidez also questioned the petting zoo to understand what it is. Mr. Prendergast answered; the petting zoo is an opportunity for people to get their hands on technology. As a demonstration with various types of technologies that the public can come up to, touch, feel, and ask questions about the technology items. As well as being shown how to use them.

Trustee Waugh motion to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$75,000 for Fiscal Year 2022-2023, as approved in the District's Adopted Budget by the Board of Trustees, which I assume will include the removing of Communico on that line. Trustee Rogers Second the motion.

There was no opposition and the motion carried.

(Revised Agenda Item #VIII.B.7. attached)

**Announcements  
(Item IX.)**

The July Board meeting will be held on Thursday, July 14, 2022 at 5:00pm. Location: East Las Vegas Library, 2851 E Bonanza Rd, Las Vegas, NV 89101.

The August Board meeting will be held on Thursday, August 11, 2022 at 5:00pm. Location: Clark County Library, 1401 E Flamingo Rd, Las Vegas, NV 89119.

The September Board meeting will be held on Thursday, September 8, 2022, at 5:00pm. Location: West Las Vegas Library, 951 W Lake Mead Blvd, Las Vegas, NV 89106.

**Public Comment  
(Item X.)**

None.

**Executive Session  
(Item XI.)**

None.

**Adjournment  
(Item XII.)**

Chair Wilson adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

# 2022 ATTENDANCE

		2022	January 20 Regular Board Mtg	February 2 Finance and Audit Comm. Mtg	February 10 Regular Board Mtg	February 18 Special Board Mtg	March 10 Regular Board Mtg	April 11 Finance and Audit Comm. Mtg	April 21 Regular Board Mtg	May 19 Regular Board Mtg	June 2 Risk Management Comm. Mtg	June 9 Nominations Comm. Mtg	June 9 Regular Board Mtg	July 14 Regular Board Mtg	<del>August 11 Regular Board Mtg</del>	September 8 Regular Board Mtg	October 13 Regular Board Mtg	November 10 Regular Board Mtg	December 8 Regular Board Mtg											
Benavidez	Kelly	P		P	A-E	A-E		A-E	A		P	P																		
Foyt	Elizabeth	P		P	A-E	P		P	P		P	P																		
Meléndrez	José	P		P	A-E	P		P	P	P			A-U																	
Ortiz	Felipe	P		P	P	P		P	P		P	P																		
Ramaker	Sandra	P		A-E	A	A-E		A-E	P	P	P	P																		
Wilson	Brian	P		P	P	P		P	P	P	P	P																		
Rogers	Keith	P		P	P	P		P	P		P	P																		
Waugh**	Nathaniel	P		P	P	P		P	P			P	P																	
Jiron****	Jennifer	P		P	P	P		P	P	P	P	P																		
Turner Whiteley****	Kate	P		P	P	P		P	P				P																	

P	Present
A-E	Excused Absence
A-U	Unexcused Absence
	attended Committee meeting but not a member
	Term Ended