

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION  
May 15, 2025**

DATE: Thursday, May 15, 2025  
TIME: 12:00 PM  
PLACE: Windmill Library – 2nd floor Meeting Rooms 2, 3, and 4 - or Join via Zoom Meeting

- I. Join Zoom Meeting  
<https://us06web.zoom.us/j/89920700430?pwd=ihkzOrts44hD3wvrs2GtAbuOEhBXSRL1>

Meeting ID: 899 2070 0430  
Passcode: 323770

- II. Roll Call

- III. 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 a maximum of forty-five minutes.

- IV. Approval of Proposed Agenda.

- V. Approval of Meeting Minutes for the February 13, 2025, meeting.

- VI. Discussion and possible Board action to approve Tamar Hoapili as a Foundation Board Member for two years.

- VII. Discussion and possible Board action to approve the job description for an Executive Director for the Foundation.

- VIII. Discussion and possible action to approve the Agreement between the Las Vegas County Library District and the Foundation.

Agenda  
May 15, 2025  
Page 2

IX. Chair's Report, Felipe A. Ortiz

X. Treasurer's Report, Fred James.

XI. Library District Executive Director Report, Kelvin Watson.

XII. 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.

XIII. 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 chair's discretion or by vote of the board.

NOTE: Reasonable efforts will be made to assist and accommodate persons with physical disabilities who wish to attend the meeting. Please call Lashea West at (702) 507-6181 so that arrangements for attendance may be made.

NOTE: To request the supporting materials for this meeting, contact Lashea West at (702) 507-6181 or [lashea.west@thelibrarydistrict.org](mailto:lashea.west@thelibrarydistrict.org). They will be available at the meeting location on the day of the meeting.

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 August 8, 2024, i.e., given 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 with:

1. Clark County Library  
1401 E. Flamingo Road  
Las Vegas, NV 89119
2. Enterprise Library  
8310 S. Las Vegas Blvd.  
Las Vegas, NV 89123
3. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146

Agenda  
May 15, 2025  
Page 3

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 District Foundation Board of Directors.
- D. Future Meeting Dates
- Thursday, August 14, 2025
  - Thursday, November 13, 2025

**Minutes**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION**  
**Board of Directors Meeting**  
**February 13, 2025**

The Las Vegas-Clark County Library District Foundation Board of Directors met on February 13, 2025, at the Windmill Library Service Center and via Zoom at 12:00 p.m.

**Board Members in**

**Attendance:**

Felipe Ortiz, Chair  
Michelle Sanders, Vice Chair  
Fred James, Treasurer  
Nicole Rogers, Secretary  
Jorge Cervantes  
Kelvin Watson, Ex-Officio Director

**Board Members Absent:**

Pamela Graham, Director  
Shannon Bilbray-Axelrod, Director  
Vicki Gasca

**Guests:**

Troy Villafara, Crescent Growth Capital  
Floresto Cabias, Chief Financial Officer, Library District  
Jeff Serpico, Human Resources Director, Library District

**Roll Call  
(Item I)**

Chair Ortiz called the meeting to order. The quorum is comprised of all members listed above.

**Public Comment  
(Item II)**

None

**Board Action to  
Accept Proposed  
Agenda  
(Item III)**

Vice-Chair Sanders moved to approve the proposed agenda, and Treasurer James seconded the motion. All voted in favor, and the motion carried.

**Approval of Meeting  
Minutes for the  
November 14, 2024  
meeting.  
(Item IV)**

Chair Ortiz requested a motion to approve the November 14, 2024 meeting minutes. Vice-Chair Sanders moved to approve the minutes, and Treasurer James seconded the motion. All Board members agreed, and the motion carried.

**Discussion of the  
New Markets Tax  
Credit and Nevada  
New Markets Jobs Act  
financing updates for  
the West Las Vegas  
Library Project  
(Item V)**

Floresto Cabias, CFO, introduced himself for the record. He then introduced Troy Villafara from Crescent Growth Capital. He said they were here to provide an update on efforts to secure New Markets funding for the West Las Vegas Library project. Mr. Cabias said the Foundation has worked with the District over the last four years on this initiative. He said Mr. Villafara is preparing to close the New Markets Tax Credits.

Minutes – Board of Directors Meeting  
February 13, 2025  
Page 2

Mr. Villafara said, as Floresto mentioned, we have worked with the library over the last eight years on multiple projects, including Mesquite, where we were able to recognize a net benefit from the New Markets of two million, and East Las Vegas, which was another four million. So, between the two, that was six million.

We closed a transaction with a net benefit of more than six million for the West Las Vegas Branch and have been working on a second tranche of Federal and State New Markets for the West Las Vegas Library. He said we are ready to close a second New Markets Tax Credit transaction soon.

He explained we have been able to secure close to 28 million in state allocation from a number of states' CDEs, totaling 13, and more recently, we just received an LOI from the Las Vegas CDE for 17 million in federal allocation, which would fill out both the stateside at, I believe, 29 million and the federal side at 17 million in a stacked structure.

Director Cervantes asked if the CDE would be charged an administration CDE fee.

Mr. Villafara responded that all CDEs are charged CDE administration fees.

Vice-Chair Sanders said that response helped clarify her question.

Treasurer James asked if this program is so far gone that the new Presidential administration will not impact it.

Chair Ortiz asked is there a way to speed up the process?

Mr. Villafara said they are doing all they can do to complete the transaction in a timely manner.

Chair Ortiz said the Foundation will call a special meeting when it is time to vote on the initiative.

**Discussion regarding the expired bookstore agreement between LVCCLD and the LVCCLD Foundation (Item VI)**

Chair Ortiz said the Board would now discuss the expired bookstore agreement between the Library District and the Foundation. Secretary Rogers asked what is the status of the agreement at this time. Chair Ortiz explained that currently there is no agreement. Director Watson said the Foundation's sole employee is now a District employee. The discussion concluded with Chair Ortiz saying the Foundation will need to hold a special meeting for further discussion of this item.

**Discussion and possible Board Action regarding the updated Foundation Agreement with**

Chair Ortiz said the Foundation will need to hold a special meeting to discuss and vote on this item. Director Watson explained that the new agreement would not include a Bookstore Agreement. He said the Library District will provide space, technical support, etc. to the Foundation.

Minutes – Board of Directors Meeting  
February 13, 2025  
Page 3

**LVCCCLD, subject to review and approval by the Foundation’s legal counsel.  
(Item VII)**

**Discussion and possible Board Action on creating a Job Description and Duties for the Foundation Executive Director subject to Board approval.  
(Item VIII)**

Chair Ortiz announced the Board will hold a special meeting to discuss and vote on this issue. In the meantime, he asked for volunteers to begin drafting the job description and duties for the Foundation’s Executive Director. Vice Chair Sanders volunteered to take the lead on the project. Directors Cervantes and Rogers volunteered to assist. Vice Chair Sanders said and the other Foundation Directors will work with Jeff Serpico, the Library District’s Human Resources Director to draft the job description and duties. They will circulate the document to all Foundation Board members for comments prior to the Special Board Meeting.

Director Nicole Rogers suggested that the Foundation meet with the UNLV Foundation to determine what process they used to become autonomous and hire staff.

**Treasurer’s Report  
(Item IX)**

Treasurer James briefly discussed the Statement of Activity by Class and explained the balances of each line item.

**Discussion and presentation on the Foundation’s proposed budget for fiscal year 2025-26  
(Item X)**

Treasurer Fred James gave a presentation on current Foundation Finances, the same presentation he gave at the Board of Trustees meeting. He explained the positions the Foundation would need to hire, including an Executive Director, a grant writer, a bookkeeper, a bookseller, part-time tutors, and an administrative assistant.

Treasurer James pointed out that the Foundation has been involved in discussions about funding, including a fund loan agreement, fund pledge agreement, and fund promissory note. His presentation also indicated that the Foundation has discussed grants, including a New Market Tax Credit for East Las Vegas, Mesquite, and West Las Vegas Libraries. He noted that the New Market Tax Credits involve at least a seven-year relationship with the Library District from 2024 until 2030.

Treasurer James said the proposed Foundation Operations to the Library District would include donated office space, donated computer equipment, donated website maintenance, donated audit, and donated tax returns preparation.

Director Watson suggested that the Foundation should focus on hiring an executive director now and add other staff members later. He also indicated that he would approach the Board of Trustees to request a loan from the Library District’s endowment fund to pay the Foundation’s Executive Director’s salary for the first year.

Minutes – Board of Directors Meeting  
February 13, 2025  
Page 4

**Chair’s Report,  
Felipe Ortiz  
(Item XI)**

Chair Ortiz did not present a written report.

**Executive Director’s  
Report,  
Kelvin Watson  
(Item XII)**

Director Watson asked the Board members to review his written report, regarding his activities and accomplishments. The report was attached to the Foundation’s Board packet. He also distributed a marketing piece called Help Us To Write Our Next Chapter. He said the collateral was created by the District’s Branding and Marketing Department for him to distribute to potential funders and partners in the community.

**Library District  
Development  
Department Report  
(XIII)**

Lashea West, Development Coordinator, reminded the Foundation Board members that the Development Department’s report, which details information about the Foundation’s and the District’s grants’ activities is attached to the Board packet for their review.

**Public Comment  
(Item XIV)**

None

**Adjournment  
(Item XV)**

Director Cervantes moved to adjourn the meeting, and Treasurer James seconded the motion. All Board members were in agreement, and the meeting was adjourned at 1:15 p.m.

Minutes – Board of Directors Meeting  
February 13, 2025  
Page 5

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## ITEM VI.A.



### MEMORANDUM

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**TO:** LVCCLD Foundation Board of Directors

**FROM:** Kelvin A. Watson, Executive Director

**DATE:** April 30, 2025

**SUBJECT:** Executive Director's Monthly Reports, January - March, 2025

This report gives you a review of my activities and the accomplishments of Library District Staff for your review.

Attended the Bibliotecha Leadership Meeting with several staff members.

Attended the Swearing in Ceremony at Las Vegas City Hall for Mayor Shelley Berkley and Councilwoman Shondra Summers-Armstrong.

Participated in the West Las Vegas Library Grand Opening Planning Committee Meeting.

Met with Dallas Outlaw of Scouting America Las Vegas Area Council to discuss becoming a part of their board.

Met with Erin Baker to discuss potential collaboration and partnership with the Library District.

Hosted Library District Time Town Hall Meeting to discuss the 2026 Strategic Playbook updates, goals, and obstacles for the second half of 2024, to staff in-person and via live stream.

Met with Orange Boy, Inc. with Administration team for marketing presentation.

Participated in the Session 113 webinar, "Library 2035: Imagining the Next Generation of Libraries" as a panelist.

Attended the Vegas Chamber Board of Trustees 2025 Installation Luncheon.

Met with the Las Vegas-Clark County Library District Foundation President and Treasurer to discuss the bookstore agreement.

Attended the Latin Chamber Annual Celebration and Awards Gala.

Participated in the reconvening of the Intellectual Freedom Coalition Meeting.

Participated in the Barbershop Books- Inspire Box delivery to participating barbers with several LO staff.

Met with Lori Wilkinson of Brown & Brown to discuss potential partnership with Nevada Ballet.

Met with Jared McCarthy and Bailie Schauer of the FBI to discuss, along with Leo Segura and Matt McNally to discuss potential outreach opportunity.

Participated in the Nevada State Treasurer Art Contest Reception. I was a judge for the contest for 5<sup>th</sup> grade artwork.

Participated as a panelist in the ASERL presentation.

Attended the Urban Chamber Coffee and Conversation and provided library information as well as an update on West Las Vegas library.

Interviewed with the Kim Bailey radio show to discuss the Library District programs and provide community updates.

Met with Shakita Kirkland, Mentee for the Nevada library Association Mentorship Program.

Attended The National Juneteenth Museum Meeting. I am a newly elected board member representing libraries and archives.

Attended the 43<sup>rd</sup> Annual Las Vegas Dr. Martin Luther King Jr. Scholarship Banquet.

Participated in the interview panel for IT Director. Finalist interviews will be scheduled in February.

Attended the ALA LibLearn X Conference, participated in discussion of Third Edition Black Librarian Handbook of which I was a chapter contributor around library technology. Also attended other sessions and meetings with library vendor partners.

Met with architect Mel Green, Cedric Crear and John Vino at the New West Las Vegas Library site.

Met with Raena Morrison and Marty Tarle of Bibliocommons to discuss an AI initiative.

Attended the State of the Schools address for CCSD.

Attended the African American History Challenge Preliminary Run-off contest as a judge.

Attended the LVGEA's 2025 State of the Economic Development with Workforce Connections.

Attended an introductory meeting with Councilwoman Shondra Summers-Armstrong, of Ward 5 and Trustee Rogers.

Met with Brandon Richardson of Biblioteka as a follow-up from previous meeting to discuss new self check-out systems, partner integrations, and pre-loaded debit cards for library customer use.

Attended the UNLV State of the University address.

Participated in the Library 2.0 Innovative Library Mini-conference planning meeting.

Participated in SJSU iSchool L&M PAC Project Meeting.

Met with Playaway Meeting to discuss new library product offering.

Met with Nevada Donor Network to discuss our partnership and future collaborations on programming and resources sharing about their organization.

Mentorship Introduction meeting with Brian Lyles of Memphis Public Libraries.

Participated as a judge for the African American History Challenge Finals.

Interviewed with Charlotte Brookins University, of Iowa's School of Library and Information Science working in an IMLS funded grant on public libraries as centers.

Attended the Springs Preserve Black History Month Festival.

Attended the Knight Foundation Knight Library Leaders Conference 2025.

Attended the 10th Quarterly Disconnected Youth Coalition Convening at Workforce Connections. This convening offers a valuable opportunity for connection, collaborations, and drive impactful solutions that support our community's youth.

Attended Councilwoman's Shondra Summers-Armstrong Ward 5 Principals Round Table at Historic West Side School.

Follow up meeting with John Cook, Vice President/General Manager of KTNV Channel 13 to discuss collaboration. Planning discussion scheduled for both teams.

Attended the Latin Chamber Business & Networking Luncheon.

Attended the Las Vegas Asian Chamber of Commerce 29th Annual New Year Gala and Community Achievement Awards.

Attended the Love on Jackson 25 Community Event for Black History Month.

Attended the Barbershop Books Appreciation Luncheon to thank our partners of the Barbershop Books Program.

Attended the FBI Las Vegas Citizens Academy pre class meet and greet.

Attended the Stronger Together: A Celebration of Black- Led Nonprofits.

Held New Hire Roundtable to meet and connect with employees hired 0-3 years with the Library District.