

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
September 9, 2004
(approved October 13, 2004)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, September 9, 2004.

Present: Board: E. Sanchez, Chair
V. Hoggard, Vice Chair
A. Arthurholtz, Treasurer
K. Carter, Secretary
L. Overstreet
K. Benavidez
T. Wong (telephone)

Counsel: G. Welt

Absent: F. Sponer
M. Pohl
A. Aguirre

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Ron Dubberly
June Garcia
Dr. H. George D'Elia
Dr. Robert A. Fielden – RAFI
Chris Teachman, RAFI
Steve Singer – Orgill Singer

E. Sanchez, Chair, called the meeting to order at 6:15 p.m.

Roll Call All members listed above represent a quorum.

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

Approval of Proposed Minutes Regular Session, July 22, 2004 and Risk Management Committee Meeting, July 22, 2004. Trustee Hoggard moved to approve the Minutes of the Board of Trustees Meeting held July 22, 2004. Trustee Carter abstained from voting. There was no opposition and the motion carried. Trustee Hoggard moved to approve the Minutes of the Risk Management Committee Meeting held July 22, 2004. Trustees Sanchez and Carter abstained from voting. There was no opposition from Committee members and the motion carried.

Chair's Report (Item IV.) Chair Sanchez distributed the proposed Committee assignments to the Trustees and read the list aloud for the benefit of Trustee Wong who was attending by telephone conference. Chair Sanchez asked if Trustees wished to volunteer for any additional assignments. After

discussion, it was determined that the Finance and Audit committee will be chaired by Trustee Arthurholtz, with Trustees Overstreet, Wong, Sponer, Benavidez and Sanchez as members.

The Bylaws Committee will be chaired by Trustee Overstreet, with Trustees Sponer and Arthurholtz as members along with Counsel Welt.

The Risk Management Committee will be chaired by Trustee Carter with Trustees Arthurholtz, Pohl, Sponer and Aguirre as members.

The Legislative Committee will be chaired by Board Chair Sanchez with Trustees Wong, Sponer, Pohl, Arthurholtz and Davis-Hoggard as committee members.

Las Vegas Art Museum Board representation will be fulfilled by Trustees Aguirre and Benavidez.

The By-laws stipulate that Board officers are members of the Executive Committee which will meet three times per year.

Executive Director's Report (Item V.A.)

Executive Director Walters noted that Deputy Director Ledebor had distributed the statistical report for the month.

Walters congratulated Felton Thomas for presiding over NLA's recent successful convention and announced that Deputy Director Nancy Ledebor had been named Nevada's Librarian of the Year at the convention.

Chair Sanchez moved to accept Reports V.A. 1-7. There was no opposition and the reports were accepted.

Public Services and Security Report (Item V.A.1.)

Accepted.

Business Office Report (Item V.A.2.)

Accepted.

Human Resources Report (Item V.A.3.)

Accepted.

Technology Report (Item V.A.4.)

Accepted.

General Services Report (Item V.A.5.)

Accepted.

Marketing Report (Item V.A.6.)	Accepted.
Development Report (Item V.A.7.)	Accepted.
Unfinished Business (Item VI.)	None.
Discussion and possible Board action authorizing the Executive Director to enter into an Amended and Restated Interlocal Agreement with the City of Las Vegas to sublet an alternative seven (7) acres of the City's Centennial Hills Park for a future library site. (Item VII.A.)	<p>Before this item was presented, Trustee Benavidez disclosed that she is a City of Las Vegas employee and would recuse herself from discussion and voting on this matter.</p> <p>Executive Director Walters introduced Dr. Robert A. Fielden, Principal Director of Planning, Architecture and Urban Design for RAFI who presented information and an evaluation regarding the Deer Springs Library Site (also referenced as Centennial Hills Park site) proposed land transfer.</p> <p>Based on the <i>RAFI Land Transfer Evaluation Report</i> and Dr. Fielden's recommendation, staff has determined that although the proposed alternative site is somewhat less desirable in terms of visibility and proximity to the adjacent commercial shopping center, it has its advantages and is a viable site for the future Centennial Hills Library.</p> <p>Chair Sanchez raised questions about whether or not the City might come back at a later date and change the proposal. Counsel Welt and Dr. Fielden assured Trustees that any final changes would have to be approved by the LVCCLD.</p> <p>Chair Sanchez moved to authorize the Executive Director to enter into an Amended and Restated Interlocal Agreement with the City of Las Vegas, subject to review by Counsel, to sublet an alternative seven (7) acres of the City's Centennial Hills Park for a future library site in exchange for the existing site. There was no opposition and the motion carried.</p>
Discussion and possible Board action to approve the purchase of workers compensation insurance from Sequoia Insurance Company. (Item VII.B.)	<p>Human Resources Director Bud Pierce introduced this item. He noted that correspondence from Orgill Singer reflects a recommendation to adopt the quote from Sequoia Insurance Company of \$204,495.00 for the upcoming plan year (October 1, 2004 through September 30, 2005), which is approximately a 12% decrease over this past year's premium of \$231,805.00. This reduction in large part is due to claims of several years ago that are now no longer impacting the District's experience rating, and the result of a much more aggressive attempt by the District to return injured employees to work as soon as possible.</p> <p>It was noted that Sequoia Insurance Company is essentially the incumbent provider of workers compensation insurance for the District because since the last contract with Sierra Insurance Group, its workers</p>

compensation branch was sold to Sequoia. Mr. Steve Singer, representing Orgill Singer was present to answer any questions.

Trustee Carter moved to authorize the purchase of workers compensation insurance through the District's Broker of Record from Sequoia Insurance Company, subject to review of counsel. There was no opposition and the motion carried.

Discussion and possible Board action regarding the donation of personal computers and related equipment that no longer meets District standards. (Item VII.C.)

Information Technology Director, C.I.O. Al Prendergast presented this item as a follow-up to a discussion that was held during the March 2004 Board retreat where Trustee Aguirre inquired whether the District could donate its older personal computers that no longer meet District standards to non-profit organizations.

Mr. Prendergast stated that the District currently "cannibalizes" all systems prior to disposal in order to maintain its existing, older systems that are still being used. Hard drives are removed, recycled, or destroyed because it takes less labor than "cleaning" the old drives for recycling. After the unused systems have been cannibalized, the systems are removed from the District's inventory and the surplus equipment, rarely operable, is sent to the General Services Department. The General Services Department then palletizes the hardware for auction.

Counsel has advised that the Board has the authority to donate the computers to schools or non-profits if so desired. However, there would be a potential equipment cost and an additional labor cost associated with the donations. Assuming that the goal would be to prepare the systems for use by another party (school or non-profit), there would be a labor cost associated with getting the systems cleaned and in working order for donation. The practice of "cannibalizing" parts would be limited, and in some cases, parts would otherwise be set aside for "donation" rather than recycled. All licensed District software applications previously installed by the District would need to be removed from the computers and hard drives erased/cleaned.

There are currently no surplus computers available and when a computer is rendered inoperable, its parts are used to maintain other systems in the District.

Trustee Davis-Hoggard asked if the circumstance should arise where there were surplus computers for donation, how would non-profits know they were available and go about requesting them.

Executive Director Walters answered that if it is the will of the Trustees to investigate this further, it will be done. Trustee Overstreet suggested that if surplus computers did become available for donations, it could be posted on the District's website. Trustees agreed that since there are no computers available, there is no need to set up a procedure or policy at this time for donation of excess computers.

Discussion and possible Board action to amend the Library Rules of Conduct to allow petitioners to gather signatures in accordance with NRS 293.127565 and allow the sale of items at programs in accordance with the District's meeting room rental use agreement. (Item VII.D.)

Deputy Director Ledeboer presented this item. Ms. Ledeboer stated that staff is proposing to amend the Rules of Conduct so that they reflect actual practices of the District.

The Board of Trustees adopted Library Rules of Conduct in February 1991, which have been amended in 1991, 1996 and 1997. Item number six prohibits selling or solicitation on library property. The intent of this item was to prohibit individuals from disturbing other library patrons by asking them to purchase items or make financial contributions when in the library or on library grounds.

The prohibition against solicitation does not apply to those who may be gathering signatures for a petition and District policy must conform to state law. The second issue is that sales are not prohibited at library programs as long as they are done in accordance with the District's meeting room policies.

In practice the District has always allowed people to gather signatures for a petition as long as they do not interfere with people coming and going from the library. NRS statute NRS 293.127565 guarantees that the public will be able to gather signatures for petitions at any public building. Each library may designate a space outside the building for petitioners.

The prohibition against sales conflicts with the District's meeting room policies which allow groups to sell items or collect membership dues if they rent the space. The contracts for meeting room use provide for a percentage of sales to be paid to the District. In addition, the District allows sales at many of its library sponsored programs including the sales of books, food, t-shirts and other items.

Trustee Carter asked if there is any provision that groups cannot interfere with patrons when soliciting for signatures, etc. Ms. Ledeboer answered that NRS is clear in stating that the District can determine when and where groups can congregate for petitioning.

Chair Sanchez moved to amend the Library Rules of Conduct to allow petitioners to gather signatures in accordance with NRS 293.127565 and allow the sale of items at programs in accordance with the District's meeting room rental use agreement. There was no opposition and the motion passed.

Presentation by Dubberly, Garcia and Associates for discussion and possible direction by the Board regarding the District's Strategic Service plan 2005-2008.

Executive Director Walters introduced Ron Dubberly of Dubberly Garcia. Mr. Dubberly, in turn, introduced his colleagues and team members, June Garcia and Dr. George D'Elia.

Before Mr. Dubberly began his presentation, Executive Director Walters explained that one of the most important tasks for this first session with the Board is to reach consensus on the best way for the Board to participate in the planning process. There are two distinct alternatives- - to integrate planning work with Trustees at scheduled Board meetings

(Item VII.E.)

(this will mean fewer but longer meetings) or to schedule additional special Board meetings (most likely within a day or two of the regular Board meetings in order to combine the meetings with scheduled site visits by the consultants.) Both options will limit consulting expenses.

Handing out a Timeline Summary of 21 selected major tasks to Trustees, Mr. Dubberly explained that he and Ms. Garcia met with staff on August 2nd and 3rd to begin the planning process. The purpose of the initial visit was to develop an aggressive schedule incorporating the many activities to be accomplished over the next four months. This will enable the Draft plan to be completed and prepared prior to the 2005 Legislative session.

Mr. Dubberly and Ms. Garcia met with the Executive Director and Deputy Director, COO, and the Staff Planning Committee to develop a strategy for the planning process. Parties reviewed the accomplishments from the previous Strategic Plan and identified issues that need to be addressed in the next plan.

The process will involve extensive input from Trustees, staff and the public to establish the service priorities that will guide the District over the next three years. In September, surveys will be developed to gather input from staff, library customers and residents who may not currently use the library. Additional community meetings will be scheduled to gather input from residents.

Dubberly briefly discussed service delivery guidelines, joint-use libraries, site location criteria and partnerships. He distributed copies of *The 2003 OCLC Environmental Scan: Pattern Recognition* and suggested that the Trustees might look through it in their spare time to familiarize themselves with summaries of the issues and trends that are currently impacting libraries both positively and negatively.

Dr. D'Elia gave a brief synopsis of the three surveys that will be conducted as part of the planning process. The first survey will be of the community to identify that portion of the community that uses the library and those that don't use the library. The second survey will be conducted in the library itself as an "exit" survey. The third survey will be of the staff.

Ms. June Garcia met with Department Heads and the Staff Planning Committee the day before and from those meetings ascertained six service priorities. Included are current topics and titles in which the District provides popular materials for various ages and languages in various formats; lifelong learning ranging from preschoolers to seniors and everyone in between; homework help; basic literacy; "commons" or public places and cultural awareness or materials, programs and services to help individuals learn about their own culture and heritage.

The consultants will analyze the data from the past plans and future goals and present it to staff for consideration as they develop service goals and objectives. Meetings will involve the Department Heads with over 60 representatives from all branches and support departments.

The Staff Planning Committee, a smaller group composed of representatives from all library departments, will serve as an internal "steering committee" of planning activities.

Board Chair Sanchez opened the floor for discussion among Trustees as to how the planning sessions should be handled. Trustees Arthurholtz and Benavidez stated that they would prefer longer meetings held on regular Board days and the other Trustees concurred.

Trustee Wong asked about the schedule for staff participation and if Trustees could sit in on staff meetings as observers to hear the dynamics of what is being planned. Executive Director Walters answered that Trustees would certainly be welcome to attend.

Announcements
(Item VIII.)

The next Board Meeting will be held Thursday, October 14, 2004 in the Las Vegas Library at 6:00 p.m.

Executive Committee will meet from Noon until 2 p.m. on October 14, 2004 at the Las Vegas Library.

Public Comment
(Item IX.)

None

Adjournment (Item
X.)

Chair Sanchez adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Ken Carter, Secretary