

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' AD-HOC TRUSTEE TRAVEL POLICY COMMITTEE MEETING
LAS VEGAS, NEVADA
JULY 8, 2010
(approved August 12, 2010)

The Board of Trustees' Ad-Hoc Trustee Travel Policy Committee of the Las Vegas-Clark County Library District met in the Summerlin Library, Las Vegas, Nevada, at 4:00 p.m., Thursday, July 8, 2010.

Present: Committee: F. Barron, Chair
V. Davis-Hoggard
A. Aguirre, ex-officio
K. Benavidez
C. Reese

Board: K. Crear

Counsel: G. Welt

Absent: None

Staff: Jeanne Goodrich, Executive Director
Jerilyn Gregory, Human Resources Director
Christine Bundren, HR Specialist/Training
Pat Marvel, Marketing and Community Relations Director
Allison Boyer, Executive Assistant

Guests: None

F. Barron, Committee Chair, called the meeting to order at 4:09 p.m.

Roll Call (Item I.) All members listed above represent a quorum.

Agenda (Item II.) Trustee Davis-Hoggard moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Presentation of a report and discussion regarding the creation of a Travel Policy for District Trustees. This is a working meeting intended for Trustee discussion with staff. (Item III.) Committee Chair Barron explained that the Committee was formed to look into setting policy for travel by Trustees. With the economic issues facing the District and the challenging budget process earlier in the year, she felt some direction was needed. Executive Director Goodrich introduced Chris Bundren, who works in the District's Human Resources Department and handles staff training and travel, among many other responsibilities.

Ms. Bundren explained that she had contacted each member of the Committee to get their input on travel by Trustees. She said that Committee members generally agreed on several items: any policy should treat the Trustees and staff equally, all Trustees should attend at least one national association meeting during their time on the Board and that all Trustees should benefit from the attendance, with Board reports being included as a requirement of attendance at a conference.

Ms. Bundren handed out a copy of the District's Employee Travel Policy, which is part of the District's *Personnel Policy*. In its current form, the Policy does seem to indicate that it would cover both staff and Trustee travel. Ms. Goodrich added that, in the past, the Executive Director had a budget for the travel required for the position which also

included Trustee travel and education. This meant that the existing procedures were not applied to Trustees.

Ms. Bundren then explained the proposed changes she made to the current travel policy to incorporate the comments of members of the Committee.

- Encourage each Trustee to attend at least one American Library Association function during the course of her or her term.
- Upgrades to travel arrangements, hotel rooms as well as covering the costs for guests, would not be covered. Trustees who are unable to attend would be responsible for any cancellation charges or fees.
- Require reports at a Board meeting so that all Trustees can benefit from conference education and experiences.

Several Trustees discussed how they had not felt comfortable submitting certain expenses due to the lack of direction provided by staff and felt that the clarification would be very helpful. Ms. Bundren explained that while certain expenses are not covered if they are considered personal expenses, those directly related to conference attendance are. This would include taxi fees, which some Trustees were unsure about including due to the current wording.

There was extensive discussion about how to implement the proposed changes. Committee members discussed who would determine which Trustees would attend a specific meeting and who would approve the Trustee's travel. While some Trustees thought the group could come to a consensus about which Trustees would attend a certain meeting, other Trustees felt that the Board Chair and possibly the Executive Director should be involved in the decision.

Different options to budget for Trustee travel were discussed, ranging from providing each Trustee with a budget and allowing them to use it for whatever meetings they chose for the year to setting a specific amount allowed for each meeting and limiting the number of Trustees allowed to attend. This would be done as part of the District's annual budget process.

Staff explained the approval and reimbursement process for staff travel. Prior to the current budget year, Ms. Bundren used the "General Services Agency Maxim Per Diem Rates" to determine the likely costs for each meeting based upon the location and how many staff the District could afford to send. Staff who are approved to attend a conference must provide receipts for every expense prior to receiving a reimbursement. Ms. Bundren emphasized that while a specific amount may be approved for the staff member, the staff member must then provide receipts to show the cost was incurred. In the current economic situation, the District is only able to approve administrative time off for FY 2010-2011 and is not reimbursing travel and lodging expenses except in certain circumstances.

Trustees discussed the value and importance of different meetings and conferences to improve their effectiveness as Trustees. Several

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Trustees provided suggestions on possible methods to provide training for Board members which may not involve travel to conferences.

Trustees also discussed the Trustee Manual provided upon their appointment to the District and requested that staff review the material to determine the need for, and priority of, materials. For example, the Trustee Travel policy should be in a prominent place due to its importance.

Committee members agreed to meet briefly prior to the August meeting and directed staff to update the proposed changes to the current policy to incorporate the group's discussion.

**Announcements
(Item IV.)**

None.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Committee Chair Barron adjourned the meeting at 4:56 p.m.

Respectfully submitted,

M. Frances Barron, Committee Chair