

**MINUTES**  
**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES' MEETING**  
**LAS VEGAS, NEVADA**  
**January 8, 2015**  
**(approved February 12, 2015)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, January 8, 2015.

**Present:** Board: K. Crear, Chair M. Saunders  
R. Ence Y. Yturralde  
K. Benavidez (via telephone) S. Moulton  
S. Bilbray-Axelrod M. Francis Drake  
F. Ortiz

Counsel: G. Welt

Absent: R. Wadley-Munier - Excused

Staff: Dr. Ronald R. Heezen, Executive Director  
Numerous Staff

Guests: None

K. Crear, Chair, called the meeting to order at 6:00 p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Trustee Benavidez attended via telephone. Appendix A.  
The Pledge of Allegiance was recited.

**Public Comment (Item II.)** None.

**Agenda (Item III.)** Trustee Moulton moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Approval of Proposed Minutes Finance and Audit Committee Meeting, November 13, 2014, Regular Session, November 13, 2014 and Special Board Meeting, December 11, 2014. (Item IV.A-C.)** Executive Assistant Allison Boyer advised Trustees they have a correct copy of Appendix B to the Minutes of the Board of Trustees Meeting held November 13, 2014 at their seats. The original copy they received had come out badly in the copy machine.  
Trustee Yturralde moved to approve the Minutes of the Finance and Audit Committee Meeting held November 13, 2014, the Minutes of the Board of Trustees Meeting held November 13, 2014 and the Minutes of the Special Board Meeting held December 11, 2014. There was no opposition and the motion carried.

**Chair's Report (Item V.)** Chair Crear wished all present a Happy New Year. She asked everyone to keep Trustee Wadley-Munier and her family in their prayers.

**Executive Director's Report (Item VI.A.)** Executive Director Dr. Ronald Heezen reported on a busy month celebrating staff and the holiday season. He said that Azimuth had been meeting with staff during the week to work on the Human Resources Department policies and procedures assessment and that process is moving forward.

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Dr. Heezen reported that negotiations are continuing with the City of Las Vegas about the Las Vegas Library building switch with land belonging to the city in the eastern part of the valley. District staff want to ensure that the final agreement is fiscally responsible for the District. Once negotiated, the agreement will come to the Trustees for approval. He noted that the building was included in a recent article, "Our Favorite Buildings," in the January 2015 issue of *Desert Companion*, a copy of which was provided to Trustees at the meeting. Heezen added that the District has several gaps in its service areas and moving the location of the Las Vegas Library farther to the east will allow this gap to be remedied. Dr. Heezen said that staff ideas for the use of the space will be incorporated during the design phase.

In addition, all staff will be invited to provide their ideas for addressing the future of libraries and District services soon.

Dr. Heezen then asked for a show of hands from the Trustees to see who would be interested in accessing the District's lobbyist bill-tracking system during the 2015 Legislature. All Trustees wanted access.

Dr. Heezen next drew Trustees' attention to the *2015 Report to the Governor and Legislature* by the Nevada State Council on Libraries and Literacy. This document was also provided to them at the meeting. Trustee Moulton is a member of the Council and Heezen asked if she would like to make any comments. Trustee Moulton said she was glad to have the report to provide to Legislators and suggested Trustees highlight areas they would like to emphasize when they see legislators they know. She pointed out the statistics on library usage on the back page. Moulton said that if Trustees had any suggestions for the Council, she would be happy to forward them.

Dr. Heezen concluded by saying that Trustees will continue to receive the copies of the reports he sends to staff, *For the Record*, at the same time staff receives them.

Trustee Bilbray-Axelrod moved to accept Reports VII.A. 1-7. There was no opposition and the reports were accepted.

**Public Services and Security Report (Item VI.A.1.)**

No questions.

**Business Office Report (Item VI.A.2.)**

No questions.

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

No questions.

**Information Technology Report (Item VI.A.4.)**

No questions.

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**General Services Report (Item VI.A.5.)** No questions.

**Marketing Report (Item VI.A.6.)** No questions.

**Development Report (Item VI.A.7.)** No questions.

**Unfinished Business (Item VII.)** None.

**Discussion and possible Board action to approve a proposed food drive program, "Food for Thought," that includes the waiver of \$2 of fines and fees for every food item a cardholder donates during a two-week period of April 12-25, 2015, with a kick-off during National Library Week. (Item VIII.A.)**

Assistant Public Services Director Jennifer Schember explained that the item is to seek authorization to implement a new food drive program, "Food for Thought," as part of the American Library Association's National Library Week celebration in April.

The District will invite the community to visit the library to obtain a library card and participate in a food drive, in partnership with Three Square, the community food bank. The proposed food drive will run for an additional week, through April 25, and provide current patrons an opportunity to bring their accounts into good standing by returning overdue items and having \$2 of their fines and fees waived for every canned and/or packaged food item they donate. Patrons will also be able to replace their lost or missing library card free of charge. The program would encourage the community to donate food items and also give cardholders an opportunity to bring their accounts into good standing.

Ms. Schember continued to say that the District's *Circulation Policy* charges fines for overdue materials up to a maximum of \$4 per item. Once a patron's account has \$10 in fines, the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned. The proposed program will allow many patrons to return their cards to good standing so that they may resume borrowing library materials.

Ms. Schember then highlighted some key points about the program:

- Eligible food donations will include canned and packaged food items only. These items will be distributed to Three Square, in which the District has had a strong partnership with for several years.
- Patrons will still be able to donate food, even if they do not have fines on their account.
- The waiver will only apply to fines and fees for materials that have been returned or paid for. Patrons will not be able to bring in food items to pay for a lost item.
- There will be no limit of dollar amount waived; and no limit on the number of items donated.

- Patrons cannot receive a positive credit on their account for future use.
- The District offered an "Amnesty Week" program during National Library Week in the past, in which fines and fees were waived up to a maximum of \$25. The District's previous Amnesty Week program ran annually from 1999 to 2010. During each of these programs, the District waived an average of approximately \$150,000 per week (staff waives \$130,000/year). Additionally, an average of 11,000 lost items were returned each time the District ran the program (overdue for up to 5 years). In 2010, when "Amnesty Week" was last offered, patrons returned 13,611 items, which were overdue three months or longer, and the District waived a total of \$169,447.90 in fines and fees. "Amnesty Week" was discontinued in 2010 due to the economic recession.
- Although the "Food for Thought" program would be new for the District, it's one that is offered nationally, in which several library systems participate. These systems have had much success in the number of food items they collect, the number of lost items that are returned, and the number of patrons who are able to return to good standing and able to use the library again.
- Food banks are at a shortage during the summer months, so launching the program in April would be an ideal time period.

Ms. Schember said that District staff have considered reinstating "Amnesty Week." However, staff is proposing the "Food for Thought" program instead to encourage goodwill and provide greater community impact by collecting food during a period of food bank shortages. The District will work with its collection agency, Unique Management Services (UMS), to alert patrons in collections to this new program. "Food for Thought" will also be promoted to patrons through the District's *Highlights* newsletter.

Ms. Schember said that staff is recommending the Board to authorize the implementation of the proposed "Food for Thought" program as outlined and welcomed questions.

Trustee Bilbray-Axelrod favored the item, but requested an emphasis on healthy food, even if it is only visually, through photographs. She does not believe any food should be turned away, only that the focus be on healthy eating. Dr. Heezen said that the District's marketing effort would attempt to do so. He said that nothing would be turned away as he wants the donor to feel good about the transaction.

Chair Crear wanted to ensure donations would not be turned away if not healthy or expired and Dr. Heezen said all donations would be accepted.

Trustee Yturralde said she was in favor of the program but hoped it would be a two-week trial period only and that the District would consider expanding it, if there was interest by the public and there

were no limitations. Ms. Schember said that other libraries had done the same thing at other times during the year with good results and staff could investigate. Trustee Bilbray-Axelrod suggested a partnership with the Clark County School District.

Trustee Moulton likes the program and likes the idea of input from the staff that Dr. Heezen mentioned earlier, but worries that for staff, dealing with the program might be yet another thing being asked of them and wants to be careful of their time. Moulton also mentioned there were other nonprofits that the District can work with. She suggested that if this program were to prove popular with patrons, the District can work with other groups as well to increase the partnerships. Ms. Schember said that staff have been advised at recent meetings of the program idea and are very excited. They are familiar with accepting donations as they have done it with the "Shoes for Children" and other programs. At a recent Circulation Department meeting, she reported that staff asked about a possible competition between branches.

Trustee Saunders thought the program was an excellent idea and partnership opportunity as he strongly believes the community works better together. He favors partnerships that will further the mission of both the District and the partnering organization.

In response to a question from Trustee Bilbray-Axelrod, Dr. Heezen explained the canned good donations would go to defray fines only for returned books, not for lost books. District staff wanted patrons to focus on getting the materials returned.

Trustee Saunders moved to approve the "Food for Thought" food drive program authorizing staff to waive up to \$2 of fines and fees for every eligible food item a cardholder donates during a two-week period of April 12-25, 2015, as part of the National Library Week celebration. There was no opposition and the motion carried.

**Announcements  
(Item IX.)**

The next Board Meeting will be held Thursday, February 12, 2015, in the Whitney Library, 5175 E. Tropicana Avenue, Las Vegas, NV 89122 at 6:00 p.m.

**Public Comment  
(Item X.)**

None.

**Executive Session  
(Item XI.)**

Removed from Agenda.

**Adjournment  
(Item XII.)**

Chair Crear adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Randy Ence, Secretary

# 2015 ATTENDANCE

Appendix A

## January 8, 2015 Regular Board Meeting

2015		January 8 Regular Board Mtg								
Benavidez	Kelly	P								
Bilbray-Axelrod	Shannon	P								
Crear	Keiba	P								
Drake	Marilyn	P								
Ence	Randy	P								
Moulton	Sheila	P								
Ortiz	Felipe	P								
Saunders	Michael	P								
Wadley-Munier	Robin	A-E								
Yturralde	Ydoleena	P								

attended Committee meeting but not a member

- A-E                Excused Absence
- A-U                Unexcused Absence

as of January 8, 2015