

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
June 11, 2015
(approved July 9, 2015)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Charleston Library, Las Vegas, Nevada, immediately after the Nominating Committee ended, Thursday, June 11, 2015.

Present: Board: K. Crear, Chair M. Saunders
R. Ence Y. Yturralde
S. Bilbray-Axelrod S. Moulton
R. Wadley-Munier F. Ortiz
J. Melendrez

Counsel: G. Welt

Absent: M. Francis Drake - excused

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

Guests:

K. Crear, Chair, called the meeting to order at 6:07 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Francis Drake had an excused absence. Appendix A.
Trustees and audience members recited the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Chair Crear announced that Item VIII.E. would be heard immediately after Item III, followed by Items VIII.A., B., C., D., F., and G. Trustee Moulton moved to approve the Agenda as changed. There was no opposition and the motion carried.

Discussion and possible Board action regarding the appointment of Broker of Record for the District's Workers Compensation and Various Insurances coverage. (Item VIII.E.) Human Resources Director Jerilyn Gregory explained that the current appointment for the District's Broker of Record for Workers Compensation and Various Insurances will expire on September 30, 2015.
A Request for Statement of Qualifications for Broker of Record was advertised in the *Las Vegas Review-Journal* and the community-based minority newspapers. Additionally, the RFQ notice was faxed to all minority Chambers of Commerce. A review of the Clark County and city of Las Vegas MBE, WBE, SBE, and PBE business directories was conducted by both Human Resources and General Services Purchasing staff to identified potential respondents. However, no potential respondents for this RFQ were listed.

A total of three submittals were received. An evaluation panel comprised of representatives from Financial Services, General Services and Human Resources performed the evaluation process. The process included a scoring of each submittal based on established criteria and

assigned point values and an interview. After scoring the submittals, two brokers were selected to continue in the process with an interview.

The appointment will be for the policy year commencing on October 1, 2015. The initial appointment will be for one year with four optional one-year extensions, which is consistent with other District vendors. The Broker of Record receives no direct remuneration from the District. Remuneration is typically received from the insurance company in the form of a commission.

Ms. Gregory said that staff recommends Leavitt Insurance Agency be appointed as the Broker of Record for Workers Compensation and Various Insurances for the policy year commencing on October 1, 2015. She added that members of the evaluation panel and Guy Cottino and Lee Robison, representing Leavitt, are available at tonight's meeting to answer any questions you may have.

Trustee Saunders moved to authorize staff to appoint Leavitt Insurance Agency as Broker of Record for Workers Compensation and Various Insurances coverage for the policy year commencing on October 1, 2015, and to authorize staff to extend the appointment up to four subsequent one-year extensions subject to the broker continuing to meet performance standards as outlined in the request for statement of qualifications document. There was no opposition and the motion carried.

Discussion and possible Board action to approve the *Technology Plan* for Las Vegas-Clark County Library District: FYE 2016-2018. (Item VIII.E.)

Information Technology Director Al Prendergast explained that the current *Technology Plan* for the Las Vegas-Clark County Library District expires on June 30, 2015. In the FY 2015-2016 Budget approved by the Trustees in May, Deputy Director/CFO Fred James projected expenses for the next five years so that Trustees get a sense of where the funds are expended.

Mr. Prendergast continued to say that the *Technology Plan* serves as the principle guide for the development of the District's technology infrastructure. Additionally, the District is required to have a current plan to be eligible for federal subsidies and programs, such as E-Rate and federal grants. The *Technology Plan* will also provide support for the priorities of the District's new *Strategic Service Plan (Vision 2020)*, which are still being developed. Staff also anticipates that Homework Help and microcomputer centers will be added to branches.

In January 2012, the Information Technology Department completed the District's current *Technology Plan*, with the objectives of keeping the District eligible for federal funding, while providing a comprehensive and current assessment of District technology systems and services. Of the 23 goals outlined in the 2012 Plan, 13 were accomplished, five are still in progress and five goals, that were not completed, were carried over to the new Plan. A final assessment of the goals and objectives of the previous plan is also included in this new *Technology Plan*.

Prior to the 2012 *Technology Plan*, previous plans were created by consultants. However, as a result of the Great Recession, the current plan was prepared by the Information Technology Department, with

the same objectives as the previous plans. This *Technology Plan* recognizes the impact of the recession and the economic recovery on the District's revenues. The plan attempts to anticipate the ever-changing landscape for technology. This new plan is also designed to be flexible by permitting the District's leadership and the Board to identify and pursue new service goals and respond to emerging issues and opportunities.

A further objective of this plan is to provide project descriptions and projected budgets for projects that are desirable, but unfunded at present, for use by the Development Office for grant solicitations. Some of these projects are included in current District operating and capital budget plans, and others are not currently budgeted, but could be used for grant applications.

This new *Technology Plan* provides an overview of the District, background information, a description of the current state of technology, and three-year objectives for technology for the District. Brief summaries of the goals and objectives and estimated completion dates and costs are as follows:

	Project	Completion	Estimated Cost
1	Financial management system - Replace old financial accounting system	Dec-16	\$1,000,000
2	Vocera - Completion of the staff mobile communication system	Dec-15	\$400,000
3	Event Collector - Replacement of "in-house" application to improve management of District Programs	Jun-16	\$12,000
4	Digital signage - Electronic monitors for digital advertising	Dec-16	\$75,000
5	Call Center - Central call location for handling telephone calls for common district-wide tasks	Jun-16	\$25,000/yr.
6	Electronic media and e-book readers - Expand collection of e-book and other downloadable media and consider loaning readers	Jun-17	\$1,000,000
7	Circulate tablet PCs - Consider loaning of tablets, such as iPads	Dec-16	\$80,000

8	Power outlets for public - Increase the number of power outlets that patrons can use	Master Plan	\$150,000
9	New Integrated Library System - Replace the current ILS	Jun-16	\$1,600,000
10	Annual computer refresh project - Replace end-of-life computers	Ongoing	\$400,000
11	Presence on other social media sites - Monitor trends and expand to new sites if appropriate	Recurring	\$1,000
12	Electronic forms - Increasing efficiency and lower cost by reducing the use of paper	Jun-17	\$25,000
13	Windmill Boardroom improvements - Upgrade the video conferencing capabilities	Dec-15	\$75,000
14	Maker spaces - Investigate the addition to all urban branches	Master Plan	\$100,000
15	Homework Help Centers - Investigate the addition to all urban branches that do not currently have one	Master Plan	\$100,000
16	Microcomputer Centers - Investigate the addition to all urban branches that do not currently have one	Master Plan	\$100,000
17	Distribution Center - Provide a storage facility where items used less frequently can be stored and retrieved quickly	Dec-16	\$100,000
18	Website redesign - Redesign the District's web site to incorporate new technologies	Dec-16	\$80,000
19	Copier Replacements - Replace copiers to add new services	Dec-15	\$300,000
20	Big Data - Create a central repository for gathering information from several systems	Jun-17	\$100,000

21	Telephone system replacement\upgrade - Replace the end-of-life telephone system	Dec-17	\$300,000
22	Automated materials handling replacements - Replace the end-of-life AMH systems	Dec-17	\$500,000
23	Automated Staff Scheduling - Implement an automated substitute staff scheduling system	Dec-15	\$10,000/yr.
24	Staff training - Provide training for staff	Ongoing	\$102,135/yr.
	Total		\$6,635,135

Trustee Moulton had several questions and comments on the proposed *Plan*. She appreciated all the work that had gone into the preparation and the detail provided. She first asked about Goal 5-Call Center. She wanted to know how solid the proposed cost figure of \$2,000 was as she is concerned every time District adds an ongoing expense, but she expressed faith that staff would be very thorough in evaluating the programs. Mr. Prendergast said that the \$2,000 was a rough estimate at this time. However, staff has identified a vendor and would now need to identify all the services staff would want the call center staff to handle. Once that information was finalized, there would be a firm monthly cost.

Trustee Moulton then asked about Goal 7-Circulate Tablet PCs. She wanted to know if the estimated cost of \$80,000 would cover the study of this service only or if it included the cost of devices. Mr. Prendergast said the estimated cost does include the cost of devices. He added that right now, the District offers laptops for use at several branches, but that they do not leave the building. If staff moves forward, new policies and procedures would need to be developed to deal with use of these devices if they were to circulate outside the branches. Moulton noted that this was a challenging situation, relating the experiences of her son, a teacher at a middle school that provides iPads to students. She was confident staff would investigate these issues prior to making the devices available.

Trustee Moulton then commented on Goal 15-Homework Help Centers, noting that expanding these facilities to all urban branches sounds exciting. She also noted that usage of the Homework Help hotline has varied, but usage has overall shown an increase, so she is supportive of this idea.

Finally, Trustee Moulton asked about the Internet Use Policy and the District's younger patrons. Moulton was happy about the filters on the children's computers but wanted to know if it was true that parents could allow use of adult computers at any age by their children. She was concerned that the District could be sued if the permission was found to be forged.

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Library Operations Director Jennifer Schember, Counsel Welt and Dr. Heezen all commented. Ms. Schember explained that the child has to be with parents when the permission is given and the parent's or guardian's identification is confirmed as part of the process. Counsel Welt and Dr. Heezen said the District is very clear in its policies that parents are responsible for what their children are doing in the library and the District in no way takes that responsibility as the District is not serving *in loco parentis*.

Trustee Saunders moved to approve the *Technology Plan for Las Vegas-Clark County Library District: FYE 2016-2018* as presented. 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 \$50,000 for Fiscal Year (FY) 2015-2016. (Item VIII.C)

Mr. Prendergast explained that in Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was established for the replacement of the District's aging technology assets. The Fiscal Year 2015-2016 budget includes replacement equipment for approximately 250 of the District's computers that are over five years old, the completion of the Vocera Mobile Communication Project for Library Operations, the completion of the Public Copiers Replacement Project, and the implementation of a new Financial Accounting System for Financial Services.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2015-2016 Adopted Budget in the amount of \$2 million. In addition, \$1.6 million has been budgeted to replace the ILS system which is over 10 years old.

The purpose of this agenda item is to pre-approve all Fiscal Year 2015-2016 technology purchases over \$50,000. Rather than separately submitting each purchase request over \$50,000 to the Board of Trustees for approval, as required by the District's Purchasing Policy, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$50,000.

NRS 332.115 exempts these items from the formal bidding process. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

A spirited discussion commenced after Mr. Prendergast finished his presentation as Trustees had concerns about approving the item. Mr. Prendergast and Deputy Director/CFO reassured Trustees that this was not a new item for them to consider and had been approved in previous years. Noting that there were several new members, Trustees were concerned about the apparent lack of competitive bidding and concerned they were abdicating their fiscal responsibilities. Trustees were also concerned about the transparency with the decisions made about the different purchases which might reflect upon employees in a negative fashion. In addition, Trustees were concerned that extreme financial conditions would not stop these purchases.

They wanted to ensure there was a way to "walk back" the approval should District finances be reduced as they were with the Great Recession.

Mr. Prendergast outlined the steps he took to obtain the best prices for the District for purchases and some practical limitations on a formal bidding process for purchases made periodically throughout the fiscal year. Mr. James described the actions taken by the Executive Council and the Financial Services staff to ensure purchases remained within the budget limits and reflected awareness of the District's financial position. He also discussed the actions taken by staff during the last financial downturn to reduce expenses on all items, not simply IT purchases. Basically, if the District's revenues are reduced or not coming in as per schedule, all expenditures are reduced.

Trustees then discussed whether they preferred Board action to approve each purchase over \$50,000 as part of the regular meetings. Counsel Welt explained that the \$50,000 figure is Board policy, not state law, and could be changed. Dr. Heezen and Mr. Prendergast explained that delays could possibly ensue in purchasing due to the timing of the Board meetings. Trustees also discussed listing the items purchased in each IT monthly report, provided as part of the Regular Board Meetings.

Chair Crear moved to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000 for Fiscal Year 2015-2016, as approved in the District's Adopted Budget by the Board of Trustees and to bring this item back as a policy discussion for future District purchasing guidelines. Chair Crear and Trustees Saunders, Ence, Yturralde, Moulton, Bilbray-Axelrod, Ortiz and Melendrez voted yea. Trustee Wadley-Munier voted nay. The motion carried 8 votes to 1 vote.

Discussion and possible action on the Bylaws Committee recommendation to revise the Library Board of Trustees Bylaws and Policies (Article 10). (Item VIII.C.)

Executive Director Dr. Heezen reminded Trustees that this change is being initiated in light of the recent situation where it was discovered a Trustee's term could potentially expire while he or she is Treasurer. The Treasurer's signature is on all checks, along with that of the District's Chief Financial Officer.

Dr. Heezen reported that the Bylaws Committee met in May and recommended a revision, suggested by Counsel Gerald Welt to the *Library Board of Trustees Bylaws and Policies*.

Article 10 of the Bylaws states that, "The signature of the Library Board Treasurer and Library District's Chief Financial Officer shall be affixed to all checks issued by the Library District."

In order to avoid the same situation occurring again, the Bylaws Committee is recommending the following addition to Article 10:

In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of

Trustees shall perform all the duties of Treasurer, including, but not limited to, signing all checks issued by the Library District.

In the absence of the Chief Financial Officer of the Library District for any reason, the Assistant Finance Director of the Library District shall sign all checks issued by the Library District.

Trustee Saunders moved to make the additions to Article 10 of the *Library Board of Trustees Bylaws and Policies* as detailed above. There was no opposition and the motion carried.

Discussion and possible Board action regarding authorization to enter a collaborative contractual arrangement with Baker and Taylor for their product, CollectionHQ. (Item VIII.D.)

Dr. Heezen explained that many libraries use algorithms to more closely align purchases of circulating items with the desires of the clientele at each library location. For example, based upon previous circulation of items at each location, the software will enable staff to know a more exact number of copies to order for that library.

Currently, only two vendors provide this kind of mathematical program for library use—and one of the two (an individual library consultant) has informed us he is not taking on new customers. That effectively makes this a sole source software program.

Pending agreement by the individual library districts, the Boulder City Library District (BCLD), Henderson District Public Libraries (HDPL) and the North Las Vegas Library District (NLVLD) will be joining the Las Vegas-Clark County Library District in this purchase. By making this purchase together, the library districts together will save \$36,800 over the annual, individual library cost. The total annual amount of \$60,000.00 will be paid by LVCCLD. LVCCLD will then bill BCLD \$7,800, HDPL \$4,000 and NLVLD \$4,000. The library districts will pay LVCCLD. The installation and training, in the amount of \$10,000, will be billed to the major partner, LVCCLD. This is the standard rate.

Staff recommends the approval of this contract, which has been reviewed by legal counsel.

Trustee Yturralde is happy to see this item and looks forward to more collaboration opportunities as they arise.

Trustee Moulton questioned the size of the fee to be paid by the BCLD in comparison to HDPL and NLVLD. Dr. Heezen explained that BCLD volunteered to pay more because of the other two libraries being in fiscal jeopardy. Moulton thought that was the case and felt that libraries in Southern Nevada should collaborate whenever possible.

Trustee Yturralde moved to authorize staff to sign an agreement with the Collection HQ Division of Baker and Taylor, Inc., subject to approval by Counsel and by participating library districts, in the total amount of \$60,000, and to bill partner libraries for their respective portions. There was no opposition and the motion carried.

Trustee Wadley-Munier asked when the District would pay the \$10,000 installation fee. Dr. Heezen said that would be paid upon the installation and is a one-time fee whereas the \$60,000 is the annual fee. He added that signing the contract by June 25, 2015, would eliminate any additional costs for CollectionHQ to transition its program

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once the District moves to a new automation system. The cost would be \$40,000 if the District signed after June 25, 2015.

Discussion and possible Board action to approve the closure of the Library District for a Staff Training Day. (Item VIII.F.)

Ms. Gregory explained that Board approval is requested for closing all Library District facilities on Friday, October 2, 2015, for a Staff Training Day. All branches will be closed and all staff will attend a single day of training regarding the Future of Libraries and upcoming changes for our District as a result of 2020 Vision. Trustees will also be invited.

Staff Training Days have historically have been offered annually as an opportunity for all staff to receive training and to bond with their colleagues whom they may seldom see face-to-face. The last Staff Day was held in 2009. Ms. Gregory said that Staff Day has not been held since due to fiscal challenges and she is very excited to see this return.

Chair Crear commented that she was very excited to see this on the agenda. She attended the last Staff Day and felt it was an incredible opportunity for staff team-building.

Trustee Moulton asked that staff ensure that patrons are aware, understanding that not everyone will get the word. Ms. Gregory said that patrons would be made aware of the event.

Trustee Ence asked if the proposed date, October 2, 2015, was the day that staff felt would have the least impact. Ms. Gregory explained that the day was chosen because it was during the fall, so that staff could participate during the strategic planning process. The day was also available at venues that had space for the size of the group. Dr. Heezen added that staff had looked at holding Staff Day on Columbus Day, feeling that this might mitigate the impact on patrons, but that, this year, it conflicted with the Nevada Library Association's conference. He added that District and outside programs already scheduled in District facilities for October 2 would be rescheduled. Both Heezen and Gregory felt that, given the amount of time to schedule this event in the fall, the October 2 date was the best date.

Trustee Bilbray-Axelrod moved to approve a day of closure on October 2, 2015, for a Staff Training Day. There was no opposition and the motion carried.

Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2015-2016 and accompanying Resolution 2015-02. (Item VIII.G.)

Chair Crear, as the chair of the Nominating Committee, reported that the Committee is proposing the following slate of officers to serve in Fiscal Year 2015-2016.

Chair – Michael Saunders

Vice-Chair – Randy Ence

Secretary – Ydoleena Yturralde

Treasurer – Shannon Bilbray-Axelrod

There were no nominations from the floor and Chair Crear declared the proposed officer slate elected.

Trustee Saunders thanked Trustees for the honor of serving as Chair. He looked forward to serving the District and the community. Chair

Crear said that she knew that there were challenges ahead for the District but felt confident that the right team was in place to move the District forward.

Chair Crear moved to pass Resolution 2015-02 authorizing Fred James, CFO and newly elected Treasurer Shannon Bilbray-Axelrod to execute checks on behalf of the Library District. There was no opposition and the motion carried.

The Resolution is attached as Appendix B.

**Approval of
Proposed Minutes
Bylaws Committee
Meeting, May 19,
2015 and Regular
Session, May 21,
2015.
(Item IV.A-B.)**

Chair Crear moved to approve the Minutes of the Bylaws Committee Meeting held May 19, 2015, and the Board of Trustees Meeting held May 21, 2015. There was no opposition and the motion carried.

**Chair's Report
(Item V.)**

Chair Crear explained that each Trustee received a packet containing the materials to be used in the Executive Director's evaluation process. Dr. Heezen's evaluation will be conducted at the September 10, 2015 meeting.

**Executive Director's
Report
(Item VI.A.)**

Dr. Heezen said his latest report, *For the Record*, was issued on June 8, 2015, and asked for any questions on that or any of his reports. Chair Crear asked if he had received feedback from staff and Heezen said staff response had been very kind. Crear said she feels the reports are very helpful and provide good information.

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

Trustee Yturralde said she would like to congratulate the WOW team on their summer programs to keep children active and coming to the library all summer long.

**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.

**General Services
Report
(Item VI.A.5.)**

No questions.

**Marketing Report
(Item VI.A.6.)**

No questions.

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

Unfinished Business None.
(Item VII.)

Announcements The next Board Meeting will be held Thursday, July 9, 2015, in the
(Item IX.) Centennial Hills Library at 6:00 p.m.

Public Comment None
(Item X.)

Executive Session Removed from Agenda.
(Item XI.)

Adjournment Chair Crear adjourned the meeting at 6:58 p.m.
(Item XII.)

Respectfully submitted,

Ydoleena Yturralde, Secretary