

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
MARCH 13, 2014
(approved April 10, 2014)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, March 13, 2014.

Present: Board: K. Crear, Chair R. Ence
Y. Yturralde K. Benavidez
S. Moulton R. Wadley-Munier (via telephone)
F. Ortiz

Counsel: G. Welt

Absent: M. Saunders - excused
S. Bilbray-Axelrod - excused
M. Francis Drake - excused

Staff: Tom Fay, Deputy Director/COO
Numerous Staff

Guests:

K. Crear, Chair, called the meeting to order at 6:01 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Wadley-Munier attended via telephone. Trustees Saunders, Bilbray-Axelrod and Francis Drake were at the Public Library Association Conference and were excused. Appendix A.

Trustee Benavidez led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Approval of Proposed Minutes Risk Management Committee Meeting, February 13, 2014 and Regular Session, February 13, 2014. (Item IV.A-B.) Trustee Ence moved to approve the Minutes of the Risk Management Committee Meeting held February 13, 2014. There was no opposition from Committee members and the motion carried.

Trustee Moulton moved to approve the Minutes of the Board of Trustees Meeting held February 13, 2014. There was no opposition and the motion carried.

Chair's Report (Item V.) Chair Crear thanked Vice Chair Saunders for presiding over the February 13, 2014 Board Meeting in her absence.

Executive Director's Report (Item VI.A.) Chair Crear introduced Soraya Silverman-Montano to make a presentation on the ALA Emerging Leaders Program. Ms. Silverman-Montano is a Youth Services Librarian at the Summerlin Library and has been with the District twelve years. She started as a teen

volunteer, then became a page, a circulation assistant, youth services assistant and is now a Youth Services Librarian. Silverman-Montano loves her work and could not imagine doing anything else, though, when she was growing up, she never thought of herself as a librarian. She said it was incredible to work at an organization like the District and have the opportunity to do different things.

Carla Land is Ms. Silverman-Montoya's supervisor and the branch's Youth Services Department Head. She has also been a mentor to Silverman-Montoya and has introduced her to several opportunities through the American Library Association, including the Emerging Leaders Program. The Emerging Leaders Program is designed to seek out librarians that are new to the field or that are young. Silverman-Montoya said there were 200 applicants for the program this year and only 50 were chosen. She is the sole representative from Nevada and is happy to represent the District. The participants are placed into groups to conduct a six-month-long research project which are then presented to attendees at the ALA Annual Conference. This year's conference will be in Las Vegas.

Ms. Silverman-Montoya was sponsored by the Association for Library Service to Children (ALSC) and the project her group is working on is to create a Youth Services Value Calculator. The goal is to apply a monetary value to the individual tasks performed by a youth services librarian. Silverman-Montoya acknowledged that this is a daunting task, trying to place a monetary value on intangible outcomes. She explained that the group will try to assign a value to tasks such as developing a love for reading or creating a life-long learner from the children that frequent libraries. Her group is very excited to work on this as nothing like this has been created before for Youth Services. There are Adult Services calculators, but none that are explicitly for youth services.

Some of the factors being considered are assigning a value to different areas such as a baby storytime, introducing a six-month-old child to literature for the first time and teaching parents how to continue to teach their children at home. She acknowledged that it is tough to determine a value for these activities or for reader's advisory work – pairing the perfect book with the individual child and meeting their interest while finding out what the child wants to learn or explore.

Ms. Silverman-Montoya highlighted the importance of readers advisory for parents who have children who are not interested in reading or hate to read. She spoke about a question that came up at an outreach program at one of the schools in the Summerlin Library's service area. A parent came up to her and asked how to get a six year old to read. The child thought reading was a punishment. Silverman-Montoya suggested that the parent utilize what the child enjoys learning as a tool to make reading more enjoyable. If the child likes science, animals or comic books, the parents should encourage the child through books in his or her favorite subject.

Ms. Silverman-Montoya noted that many adults do not feel there is value in reading a comic book, but reading is reading. When a person reads a comic book, they are still exposed to vocabulary, literacy skills

and grammar. Once a love of reading has been developed, the rest is secondary. Homework and reading textbooks then will not feel like a punishment.

Ms. Silverman-Montoya said that the calculator her group is working on will show the particular target audience how much these services are worth. The proposed target audience would be staff so they can advocate for these services to the public, showing how much library services provide to children, to a legislator to show the value of increased funding and to the Board of Trustees or Administration, showing what the youth services staff do and why it is important. The main goal of the project is to advocate for youth services as this is a necessity to contribute back to the community and create a more knowledgeable and intelligent society.

Trustee Moulton thanked Ms. Silverman-Montoya for her presentation and suggested, from her experience raising children and grandchildren, that parents do not give up, perhaps back away if a child doesn't show any interest, but keep re-introducing reading. Moulton noted that her family, several of whom live in the valley, really enjoy the District's youth services. They have a tradition of taking children to the library every week, starting when the child is very young. Moulton added that she does not know how Ms. Silverman-Montoya's group will create the calculator but she wishes her luck. Silverman-Montoya understands it will be a challenge. She is very excited to create a foundation for the calculator and get a prototype out for future research to improve.

Deputy Director/COO Tom Fay commented that the 50 people accepted for the Emerging Leaders program are from all over the country and the program is a great way for participants to meet colleagues from all over. One of the things that the program does is promote a way to fast-track people that are new to the profession into the ALA Committee and leadership structure and correspondingly, into their organization's leadership structure as well. Fay believes it is a great experience and he is very happy to see Ms. Silverman-Montoya in the program and he looks forward to seeing what her group produces.

Trustee Benavidez congratulated Ms. Silverman-Montoya on her presentation and also wanted to commend the District for their ability to nurture her. Benavidez also loves the fact that Ms. Silverman-Montoya has been at the District for so long and done different things. Perhaps, Benavidez suggested, one day, Ms. Silverman-Montoya will be the director and what a great story that will be.

Chair Crear congratulated Ms. Silverman-Montoya and said that listening to her warmed her heart. She feels that the District has a wonderful staff and she appreciates hearing about their accomplishments.

Trustee Wadley-Munier noted she only heard the presentation as she is participating via telephone, but the enthusiasm and passion Ms. Silverman-Montoya is showing is evident.

Mr. Fay updated Executive Director Goodrich's report about the District's finalist status for the Institute of Museum and Library Services (IMLS) National Medal. He knows the Trustees have received emails

Minutes - Board of Trustees' Meeting

March 13, 2014

Page 4

and other information about the District being chosen as one of the 10 national finalists. He emphasized that the medal is a major award and a very big deal. The District's finalist status is due to all the great work that staff, volunteers and Trustees are doing throughout the District. He thanked the Trustees for coming every month to ensure the District is on the right path.

Mr. Fay added that there are very few awards that are higher or held at this level of esteem. He said that District staff are very excited about this and as soon as the Administration is notified of the final results at the end of April, staff will be shouting out the results from the rooftops if the District is one of the lucky winners.

Trustee Yturralde asked if staff has been collecting stories from District patrons. Mr. Fay said that staff from the Marketing and Community Relations team, headed by Pat Marvel have been collecting these all along. For example, the CALL program, headed by Tim McDonald, especially seems to attract these stories. Fay said that a lady who had gone through one the programs offered by CALL donated her first paycheck as the program meant so much to her.

Chair Crear thanked Mr. Fay for the report.

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.

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 regarding authorization to appoint the auditor, Piercy Bowler Taylor & Kern, for auditing services for the fiscal year ending June 30, 2014. (Item VIII.A.)

Deputy Director/CFO Fred James introduced this item. Mr. James explained that Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. In March 2013, the Board approved Piercy Bowler Taylor & Kern as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2013, with four one-year renewal options. This is the first of the four options to renew.

Staff wishes to appoint Piercy Bowler Taylor & Kern to audit the District's June 30, 2014 financial statements. Piercy Bowler Taylor & Kern's fees for the fiscal year ending June 30, 2014, are \$34,100 for audits and GFOA assistance and \$3,600 for any required Federal Financial Assistance Audit reports and procedures. The fees for the fiscal year ended June 30, 2013 were \$33,900 for audits and GFOA assistance and \$3,600 for required Federal Financial Assistance Audit reports and procedures. There is a \$200 fee increase from last year.

Trustee Ence moved to authorize staff to appoint Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2014. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award and contingency budget for renovation of the Sunrise Library. (Item VIII.B.)

Facilities Director Steve Rice introduced this item. He explained that funds were allocated in the Capital Projects Fund for renovation of Sunrise Library. The project includes expanding the Youth Services area and installing a fire alarm and sprinkler system and new flooring throughout the building.

An Invitation to Bid was advertised in the *Review-Journal* and community-based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to minority Chambers of Commerce, the National Association of Minority Contractors (NAMC) and to contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on February 26, 2014. A total of five bids were received. The bid results follow:

<u>Bidder</u>	<u>Bid Amount</u>
Savi Construction	\$1,166,280.00
NDL Group Inc. General Contractors	\$ 880,904.00
Richardson Construction, Inc.	\$ 839,069.00
Cobblestone Construction	\$ 823,000.00
Rafael Construction, Inc.	\$ 815,000.00

The lowest responsive and responsible bidder is Rafael Construction, Inc. and staff recommends their selection.

Additionally, as per the Board's policy, staff is recommending that a funding amount of 10% of the contract amount be approved for potential change orders. Project change orders will be administered by staff, after review by the design architect, in accordance with the *Construction/Renovation Project Change Order Approval Policy and Procedure*.

Trustee Ence asked if Mr. Rice felt good about the low bid. Rice answered that the District had experience with Rafael Construction as they had built the Centennial Hills Library. The project had turned out well and the reputation of the company is fairly solid. Rice added that the three lowest bidders' amounts were fairly close, so he believes the construction drawings were done well.

Trustee Moulton commented that she was excited to see five bids and that the three low bids amounts were close.

Trustee Moulton moved to authorize staff to award a contract for renovation of Sunrise Library in accordance with Bid No. 14-07 to Rafael Construction, Inc. for the amount of \$815,000.00 and to approve a contingency budget of \$81,500.00 for potential change orders. There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for replacement of the fire detection and alarm system at the West Charleston Library.
(Item VIII.C.)**

Mr. Rice explained that funds were allocated in the Capital Projects Fund to replace the fire detection and alarm system at West Charleston Library. The system is 21 years old and has reached a point, due to age, where it is no longer supported by the manufacturer. New replacement parts, as required by fire code, are not easily obtainable or may not be available at all, and in recent years the fire panel has become very difficult to clear and reset.

An Invitation to Bid was advertised in the *Review-Journal* and community-based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to minority Chambers of Commerce and to contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on February 28, 2014. A total of three bids were received. One bid was determined to be non-responsive and subsequently rejected for failure to provide required attachments. The bid results follow:

<u>Bidder</u>	<u>Bid Amount</u>
SAFE Electronics, Inc.	\$95,600.00
Ace Fire Systems, Inc.	\$81,880.00
*Communication Electronic Systems	\$70,900.00

The lowest responsive and responsible bidder is Ace Fire Systems, Inc.

*This bid was deemed non-responsive and rejected due to the lack of several required documents.

Trustee Wadley-Munier commented that the West Charleston Library is special to her as her mother was a volunteer there when it opened and it is hard to believe over 20 years have passed. She then moved to authorize staff to award a contract to replace the fire detection and alarm system at West Charleston Library in accordance with Bid No. 14-08 to Ace Fire Systems, Inc. for the amount of \$81,880.00. There was no opposition and the motion was carried.

**Announcements
(Item IX.)**

The next Finance and Audit Committee Meeting will be held Thursday, April 10, 2014 in the Sahara West Library at 5:30 p.m.

Minutes - Board of Trustees' Meeting
March 13, 2014
Page 7

The next Board Meeting will be held Thursday, April 10, 2014 in the Sahara West Library 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 6:22 p.m.

Respectfully submitted,

Randy Ence, Secretary

2014 ATTENDANCE

Appendix A

March 13, 2014 Regular Board Meeting

2014		January 9 Regular Board Mtg	January 22 Special Board Mtg	February 13 Risk Mgmt Cmte	February 13 Regular Board Mtg	March 13 Regular Board Mtg						
Benavidez	Kelly	P	A-E	P	P	P						
Bilbray-Axelrod	Shannon	P	P	A-E	A-E	A-E						
Crear	Keiba	P	P	P	P	P						
Drake	Marilyn	P	P	P	P	A-E						
Ence	Randy	P	P	P	P	P						
Moulton	Sheila	P	P	P	P	P						
Ortiz	Felipe	P	P	P	P	P						
Saunders	Michael	P	P	P	P	A-E						
Wadley-Munier	Robin	P	P	P	P	P						
Yturralde	Ydoleena	P	P	P	P	P						

attended Committee meeting but not a member

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

as of March 14, 2014