

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
September 17, 2009
(approved October 8, 2009)

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 17, 2009.

Present: Board: F. Barron, Chair (via telephone) A. Aguirre (acted as Chair)
V. Davis-Hoggard R. Kirsh
K. Crear (via telephone) L. Carrasco
M. Saunders C. Reese
R. Ence

Counsel: G. Welt

Absent: K. Benavidez

Staff: Jeanne Goodrich, Executive Director
Numerous Staff

Guests:

A. Aguirre, Vice-Chair, called the meeting to order at 6:04 p.m. and announced that Chair Barron was out of town and had asked him to act as Chair for the meeting.

**Roll Call
(Item I.)** All members listed above represent a quorum. Trustee Barron attended via telephone, calling in at 6:05 p.m. Trustee Crear also attended via telephone. Trustee Saunders arrived at 6:38 p.m. Trustee Benavidez had an excused absence. Appendix A.

Vice-Chair Aguirre acknowledged the recent death of Trustee Benavidez' brother, Adolfo Benavidez, and asked all present to observe a moment of silence.

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

Trustee Barron called in at this time.

West Las Vegas Library branch presentation (Item III.)

Executive Director Jeanne Goodrich introduced West Las Vegas Library Branch Manager Leo Segura and Assistant Branch Manager, Adult Services Department Head Barbara Coleman, to talk about the West Las Vegas Library. Goodrich said that this presentation is the first of what she hopes to be a year-long presentation by the District's urban branch staff.

Mr. Segura welcomed Trustees to the West Las Vegas Library. Segura has been at the branch for a year as Branch Manager and was previously Branch Manager at the Laughlin Library, head of reference at the Sahara West Library and has held different positions at other branches. He opened his presentation by saying that the West Las Vegas Library is more than a collection of literary, musical and reference material or a place where people meet or watch a show.

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 2

Mr. Segura provided examples of ways the West Las Vegas Library is part of the area community as well as fulfilling the *Strategic Service Plan* goals.

The branch fosters and promotes lifelong learning to help address the desire for self-directed personal growth and development opportunities. For example, a patron recently shared with staff that her use of materials in the collection helped her pass the police entrance exam and obtain a position as a trainee with the North Las Vegas Police Department.

The branch stocks current topics and titles to help fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. Mr. Segura said that the popular collection in the fiction area of African-American authors is one of the branch's collections with the heaviest use. Over 50% of the branch's circulation is from popular materials such DVD's and music for both adult and juvenile patrons.

The branch collects general information to help meet informational needs on a broad array of topics related to work, school and personal life. Mr. Segura noted that the West Las Vegas Homework Help Center has completed two years in service. It is frequently filled to capacity and pointed to statistics that showed it significantly outperformed the previous year in usage.

The branch provides commons to help address the need of people to meet and interact with others in this community and to participate in public discourse about community issues. The professional theater and multiuse facility is used for a variety of shows, plays, meetings, ceremonies, musicals, lectures and concerts. Mr. Segura reported that special interest groups that regularly meet at the branch include, but are not limited to, government officials, the NAACP, various sororities and fraternities, schools, churches and a large number of other cultural and community groups like the "F Street Coalition." He noted that, in the case of the "F Street Coalition," they formed and met regularly at the West Las Vegas Library. The group credits the branch with helping them achieve their goals.

The branch promotes cultural awareness to help satisfy the desire of community residents to gain an understanding of their own cultural heritage and that of others. Mr. Segura noted that the branch has one of the few African American special collections in a public library. The branch has hosted author visits, dance performances, and upcoming plays including the *Bluest Eye*, the *Fantasticks* and will be sponsoring a performance of the play *Hiram and Nettie* in early 2010 as part of the District's African-American History Month. Mr. Segura said that the West Las Vegas Library has hosted the Performing and Visual Arts Summer Camp with the City of Las Vegas' West Las Vegas Performing and Visual Arts Center for 14 years. This year, additional performances at the Clark County Government Center and Clark County Library were added to accommodate the program's increasing success.

The branch addresses the basic literacy required to read and to perform other essential daily tasks. Mr. Segura discussed the Young

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 3

People's Library programs with local schools that are literacy-based. During the last week over 220 children attended a puppet show in honor of Hispanic Heritage month.

Mr. Segura said that the staff of the West Las Vegas Library strives to make a difference in the community.

Mr. Segura then listed the diverse population served by the West Las Vegas Library. Patrons are approximately 32% African American, 29% White, and 23% Hispanic/Latino. Staff continues to work to improve the branch's Spanish collection and to work with Spanish speaking patrons to improve the branch's offerings while maintaining high standards for the overall collections and services. However, West Las Vegas Library patrons still trend toward a higher percentage of African Americans because, as many of the branch patrons claim, there may be closer libraries to where they live but they like coming to West Las Vegas because of the branch's collection, events or meetings, or because it is convenient for them.

Mr. Segura asked Barbara Coleman to discuss the African American Special Collections room housed at the West Las Vegas Library. Mr. Segura noted that Ms. Coleman, in addition to serving as the Assistant Branch Manager and Adult Services Department Head, also holds the esteemed titles of Reverend, mother, mentor, friend, community leader, and role model for the West Las Vegas community for the past 29 years.

Ms. Coleman explained that the West Las Vegas Library is part of the education corridor of the West Las Vegas community. The purpose of the African American Special Collection room is to offer to the historical community of West Las Vegas and surrounding areas the rich resources of the community and the people that helped to make Las Vegas what it is today. The African American Special Collection room contains books, articles, newspapers, pictures and posters available for people to research stories of the local community regarding their lives in Las Vegas, especially the West Las Vegas community. Ms. Coleman said staff is continually building the collection of books, pictures, articles and other information on African Americans in Las Vegas and across the country.

As an example of items in the collection, Ms. Coleman said that there are old photographs of Jackson Street where there were many casinos and restaurants. This gives patrons a glimpse into the glamorous lifestyle not seen in other books. The room also contains copies of the *Sentinel Voice* newspaper from the early 1970s which captures the community from its early years until today. Coleman said that staff have preserved many documents about the West Las Vegas community and recently completed an oral history project where a group of teens were trained to document people that moved to the area in the early 1940s, 1950s and 1960s.

The subjects who were interviewed included the first African American educator in the community who received a degree at the University of Nevada-Reno, one of the first African American female mail carriers in the West Las Vegas community as well as one of the first African

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 4

American football players who graduated from Las Vegas High School. The teens are now available to assist staff in making further oral histories as well as to document the history of their families. They also have become mentors to other young people in the community.

Ms. Coleman noted that the District is one of only 19 libraries all across the country that has an African American Special Collection. Staff is in communication with others like Mr. George McKinley Martin, Special Collections coordinator of the District of Columbia Public Library in Washington, D.C., and others around the country.

The African American Special Collection is a source of information for scholars, fraternities, sororities and churches. Not only local residents, but also professors outside Nevada, college students, bankers and the media have used the material in the District's collection as a resource. Producers from *Dateline* (NBC) have sent two of their producers to do research in the collection after hearing about the historical West Las Vegas community and its casinos.

Ms. Coleman concluded by saying that she is so proud to be working in the community where she grew up and thanked Trustees for what they have done for the West Las Vegas Library.

Mr. Segura and Ms. Coleman offered a tour of the branch to any interested Trustees and said they had one of the oral histories available if any Trustee wanted to see an example.

Trustee Carrasco commended Mr. Segura and Ms. Coleman for their hard work and passion for their community.

Trustee Davis-Hoggard commented that she chaired the committee that selected the site for the branch. Now the site has nowhere to expand. She said she will ask Mr. Rice how the branch can "go up." She commended staff for their hospitality and courtesy as she is in the branch at least once a week with one of the many groups she belongs to. She also offered some material that belonged to her late husband, including some issues of the *Sentinel Voice* that may predate what is currently in the collection.

In response to Trustee Davis-Hoggard's question about use by West Las Vegas schools, Mr. Segura noted that students from the Rainbow Dreams Academy use the branch on a daily basis as the school currently has no library. Staff members have volunteered to assist the school as they develop a library. The students come in once a week for library time and every other week staff conducts programs to teach students how to search for items in the collections. The other schools in the community schedule regular visits and attend library programs.

Trustee Barron said she is very impressed by the testimony of the staff and thanked them for their work.

Vice Chair Aguirre thanked the 13 full-time and 17 part-time staff at the West Las Vegas Library for their passion and commitment to the community. He also thanked Ms. Goodrich for initiating these presentations to the Trustees as he very much appreciated the opportunity to learn about each individual branch.

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 5

Trustees thanked Mr. Segura and Ms. Coleman with a round of applause for their presentation.

**Executive Session
(Item IV.)**

Counsel Welt said that an Executive Session was not necessary at this time. He provided updates on two outstanding legal issues.

Mr. Welt reported that all parties in the District's case against Teamsters 14 and the Employee Management Relations Board (EMRB) have presented briefs to the Nevada Supreme Court. The Supreme Court will decide if they will make their decision by relying upon the submitted briefs or wish to have oral arguments. Welt said that it could be months before the parties hear back from the Supreme Court.

Mr. Welt also said that the case involving a contractor who worked on one of the efficiency remodel projects will proceed to a three person arbitration panel. He explained that each side would pick one arbitrator, and both arbitrators then pick a third arbitrator. Each side will then present their case in front of the panel with a decision to follow. Welt said that there are advantages as well as economic disadvantages to this type of panel. He and General Services Director Steve Rice will meet soon with litigation counsel to get an idea of time and cost issues and present an update to Trustees at the next meeting.

**Approval of
Proposed Minutes
Risk Management
Committee, June 25,
2009 and Regular
Session, July 7,
2009.
(Item V.A-B.)**

Trustee Davis-Hoggard moved to approve the Minutes of the Risk Management Committee Meeting held June 25, 2009. There was no opposition and the motion carried.

Trustee Barron moved to approve the Minutes of the Board of Trustees Meeting held July 7, 2009. There was no opposition and the motion carried.

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

Vice Chair Aguirre asked Trustees to review the list of Board committees.

Trustee Davis-Hoggard asked whether the Bylaws Committee was a committee of one as currently Counsel Welt is the only listed member. Counsel Welt confirmed that he is always part of the Bylaws Committee, but if Trustees desired to change their Bylaws, the Board Chair would appoint Trustees to serve on the committee with him. Davis-Hoggard indicated she would be interested.

Trustee Barron asked Trustee Ence to serve on the Finance and Audit Committee and told him she would welcome his expertise on the Legislative Committee. Trustee Ence indicated he would be happy to serve on the committees.

The 2009-2010 Board of Trustees' Committees are as follows:

Standing Committees:

Executive Committee: M. Frances Barron, Chair; Aldo Aguirre, Vice-Chair; Ron Kirsh, Secretary; Verlia Davis-Hoggard, Treasurer

Finance and Audit Committee: Verlia Davis-Hoggard, Chair; Aldo Aguirre, Kelly Benavidez, Keiba Crear, Randy Ence

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 6

Risk Management Committee: Verlia Davis-Hoggard, Chair; Kelly Benavidez, Carol Reese, Michael Saunders

Bylaws Committee: Verlia Davis-Hoggard; Counsel Gerald Welt

Special/Ad Hoc Committees:

Legislative Committee: M. Frances Barron, Chair; the Board will serve as a Committee of the Whole

The following Committees will go to an inactive status:

Design Review Committee

Las Vegas Art Museum Board Representation

Vice-Chair Aguirre asked Executive Director Jeanne Goodrich to update Trustees on the preparation for the October 8, 2009 Board Retreat.

Ms. Goodrich advised Trustees that the current plan is take care of regular Board meeting business in the morning from 10:00 a.m. – 12:00 p.m., have lunch together, and then spend the afternoon from 1:00 – 5:00 p.m. on the retreat discussion.

The retreat discussion will cover several topics. Due to the fact that the Board has six new members since the *Strategic Service Plan* was adopted last year, Ms. Goodrich said she planned to bring all Trustees up to speed on the service priorities and organizational initiatives developed as part of the process. With the economic environment having changed since the *Plan* was adopted, she would like to have Trustees review and confirm the top service priorities in case the District may have to trim services, materials or programs.

Ms. Goodrich said staff will provide a briefing on how the District's collections are developed and the intellectual freedom stance taken by the District. The District's senior management team, the Executive Council, will provide a description of their duties and areas of responsibilities. Finally, she wants to spend some time making sure that Trustees are getting the information they need and want to do their jobs as policymakers for the District. For example, do Trustees want to see the Board packets or minutes presented in a different way?

Ms. Goodrich encouraged Trustees to contact her if they had suggestions for other topics to include in the retreat discussion.

Ms. Goodrich also asked whether Trustees wanted to conclude the Retreat day that would start at 10:00 a.m. by having dinner together after the meeting was adjourned, which had been the practice in previous years. After discussion, Trustees decided to forego dinner.

Vice Chair Aguirre welcomed Trustee Ence, who was recently appointed to the Board of Trustees by the Clark County Commission, and invited him to introduce himself. Trustee Ence introduced himself by saying he has been a five-year resident of Mesquite after having spent over 30 years in Cedar City, Utah. Ence worked in public education as a teacher and administrator. He appreciated hearing from the branch staff about the work with area children as he believes that the focus on children is so important.

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 7

Trustee Ence said he also spent 32 years in the Utah National Guard, starting out in the Special Forces unit and rising to the rank of Brigadier General. Ence added that, while he was used to having many people disagree with him during his time in public education, he realized with his first vote as a member of the Mesquite City Council that he immediately made 50% of the people unhappy. He concluded by saying that he was thrilled when Mesquite Mayor Susan Holecheck asked to forward his name to the Clark County Commission for consideration as a Library District Trustee and he was delighted to be appointed.

Trustee Saunders arrived during Trustee Ence's remarks.

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

Vice-Chair Aguirre asked that Executive Director Goodrich give her report but suggested that, unless Trustees had specific questions, that the rest of the reports be accepted.

Trustee Davis-Hoggard moved to accept Reports VII.A. 1-7 (excepting the Executive Director's report). There was no opposition and the reports were accepted.

Ms. Goodrich asked that Trustees who were interested in attending the 2010 ALA Midwinter and Annual Conferences as well as the 2010 Public Library Association conference contact the Executive Assistant by the deadline dates. She described the programs available at each conference to assist Trustees in making their decision. She also noted that the annual "Library Day on the Hill" will be held as part of the Annual conference since it will take place in Washington, D.C.

Ms. Goodrich said that staff will provide an update on District preparations for H1N1 flu virus at the October board meeting. Staff members are making plans on ways to continue District services if H1N1 strikes a large number of employees. Staff is also working with the Health Department, Teamsters and other organizations to obtain information on vaccinations.

Ms. Goodrich told members of the Finance and Audit Committee that CFO Fred James will be contacting them to set up a meeting during the last week in October to review the audit results.

Ms. Goodrich commended Assistant Human Resources Director Melissa Peters, HR trainer Christine Bundren and the staff committee who produced the District's Staff Day in June. Goodrich acknowledged the massive effort involved in putting on the event and reported on staff feedback. The feedback showed that 95% of staff thought the event relevant, 91% of staff said they had a good time and 93% thought that the food was good. Goodrich thanked all staff who participated in the event committee.

Ms. Goodrich then acknowledged the work of Development Director Danielle Milam and Chief Information Officer Al Prendergast in meeting a draconian deadline for submission of the two grant proposals under the *Broadband Technology Opportunities Program*. The "Fast Track Recovery" project would increase bandwidth capacity for both the District's urban and outlying branches, provide 166 new laptop public access computers that could be used in District buildings or in mobile

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 8

labs, and provide resources for a public awareness campaign to promote the Library District as the community broadband portal for technology, training (targeted to students, job seekers, entrepreneurs, seniors, and others), and a vast collection of digital resources.

Goodrich also thanked Trustee Davis-Hoggard and Foundation Director and former Trustee Tim Wong for their assistance in providing political contacts at various levels.

Ms. Goodrich continued by updating Trustees on the server migration that occurred over the Labor Day holiday. The server that handled the District's Integrated Library System (ILS) transactions and authentications had reached capacity and had to be replaced. As planned, the migration to the new server took place on Labor Day to minimize disruptions to public service. In order to ensure that all services would be up and running when the District reopened on Tuesday, September 8, a number of staff members were assigned to test computers and functions on Labor Day.

Ms. Goodrich reported that, unfortunately, the testing process took much longer than the vendor had projected, which meant these staff members had to devote the entire day to the process. Public Services Director Marie Cuglietta, Mr. Prendergast, and Assistant IT Director Ron Melnar, as well as staff in each District facility, worked diligently to ensure that the migration succeeded. Most functionality was restored by the time the District reopened on September 8. The staff who gave up their holiday have been given another day off. Goodrich said that staff is continuing to monitor the installation and response time. In most cases it appears that the server is working well and that response times have improved. Many of the service difficulties are related to the District's PC scheduling/print management software. A committee has been assembled to review options to the current software and will be making a recommendation within the next couple of weeks.

Ms. Goodrich continued by reporting on the efficiency remodeling projects and the RFID installation. She said staff could see the light at the end of the tunnel as efficiency remodels projects at the last four branches are scheduled to be completed by the end of October. The Las Vegas branch is now fully functional and the open area where the self check out and check in equipment is located is very inviting. Library customers are taking to the new equipment quite well, with a minimum of staff assistance required. The Clark County remodel has created quite a bit of disruption for both library users and staff members so everyone there is looking forward to the project's completion by the end of September. All remaining projects are slated to be finished by the end of October. Goodrich commended Mr. Rice and Mr. Prendergast for their hard work on these projects.

The centralized sort center at Centennial Hills now has three lines and seems to be working well. Regional Branch Services Director Jim Hayes and Deputy Director Robb Morss have been monitoring and adjusting the materials handling processes to ensure that operational efficiencies are achieved. Goodrich said that staff should have a complete picture of the productivity and staffing implications of these remodels and installations once all are completed at the end of next

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 9

month. She requested that any Trustees who would like to see the centralized sorting center in action to please let her know and staff will arrange a visit.

Ms. Goodrich then reported that staff will be continuing to monitor District revenues and expenditures closely. Referring to the reports prepared by Mr. James, the District finished FY 2009 in reasonably good shape by underspending the General Fund budget by 3% (she noted that Mr. James does not yet have final FY 2009 revenue figures). Staff will continue to monitor revenues and expenditures very closely during the current budget year, making prudent decisions regarding filling open positions and weighing the relative costs and benefits of all expenditures.

Ms. Goodrich continued by saying that staff continue to be concerned that the District's conservative revenue projections may still be too high and want to be in a position to make adjustments, if required, during the course of the fiscal year. Goodrich said that the District is fortunate in the strong leadership of the Trustees and the managers that preceded her, as well as the work of District staff, mentioning specifically Mr. James and his staff, to set the District on a solid financial footing. At the same time, District staff are committed to providing effective services to patrons and responsive collections of library materials. The District's usage is up, but the work is being done with fewer staff members due to the care taken to fill positions while still maintaining control over District expenditures.

Ms. Goodrich noted that the Philadelphia Free Library may have to close its entire 54 branch system due to their funding issues. Other library districts around the country have had to cut hours, staff and close facilities. She said she is very grateful to be the beneficiary of the foresight shown by District staff and Trustees in their financial planning.

Ms. Goodrich then discussed the long list of her activities that have occurred in the last two months in her report. These activities were designed to acquaint Ms. Goodrich with District facilities and staff and have included meetings with District staff and with many other community organizations and groups.

Trustee Davis-Hoggard moved to accept the Executive Director's report (Item VII.A.).

Trustee Ence commented that he was very impressed with the volume of material moved by the courier as well as the amount of items handled by staff.

Trustee Crear asked whether the District was looking into reviewing the current policy to allow workers that do not have vacation or sick time to pay the District back if they need to take time off due to the H1N1 virus. Crear added that she is aware that other area agencies are making that option available to employees. Ms. Goodrich said that staff are reviewing the current policy and are aware that they need to be mindful of individual situations.

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 10

Vice Chair Aguirre asked about making sure that staff had access to the vaccine once it becomes available. Ms. Goodrich and London Porter, HR Specialist-Benefits, advised Trustees that staff is working with the Southern Nevada Health District, Teamsters 14 and other agencies to get information about the vaccine. No concrete information is available yet as to the amount of vaccine available or its cost.

Vice Chair Aguirre followed up by asking whether District staff would not rank with teachers in the priority list. Mr. Porter responded and said that District staff would rank with the collective population but what would determine the priority of any group would be the quantity of vaccine that is available.

Trustee Davis-Hoggard suggested wipes be made available in branch public areas. Mr. Porter said that staff has had extensive discussions about making products to sanitize hands available, such as those seen in grocery stores. The District will make this product available in branches.

There was no opposition and the Executive Director's report was accepted.

Public Services and Security Report (Item VII.A.1.)	Accepted.
Business Office Report (Item VII.A.2.)	Accepted.
Human Resources Report (Item VII.A.3.)	Accepted.
Technology Report (Item VII.A.4.)	Accepted.
General Services Report (Item VII.A.5.)	Accepted.
Marketing Report (Item VII.A.6.)	Accepted.
Development Report (Item VII.A.7.)	Accepted.
Unfinished Business (Item VIII.)	None.
Consent Agenda	Trustee Davis-Hoggard moved to approve the Consent Agenda, which consisted of Item IX.A.1-3. in its entirety.
1. Discussion and possible Board	

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 11

**action to approve
the days of closing
for calendar year
2010.**

**2. Discussion and
possible Board
action regarding
contract awards for
janitorial
maintenance
services.**

**3. Discussion and
possible Board
action regarding
contract awards for
landscape
maintenance
services.**

(Item IX.A.1-3.)

Item IX.A.1. Approved the proposed days of closing for calendar year 2010.

The approved days of closing for calendar year 2010 are:

Friday, January 1	*	New Year's Day
Monday, January 18	*	Martin Luther King, Jr.'s Birthday
Monday, February 15	*	President's Day
Sunday, April 4	*	Easter (unpaid holiday)
Monday, May 31	*	Memorial Day
Friday, June 11	*	Staff Training Day
Sunday, July 4	*	Independence Day
Monday, September 6	*	Labor Day
Friday, October 29	*	Nevada Day
Thursday, November 11	*	Veterans' Day
Thursday, November 25	*	Thanksgiving Day
Friday, December 24	*	Christmas Eve
Saturday, December 25	*	Christmas Day

The Library District will close all facilities at 5:00 p.m. on Friday, December 31, 2010.

Item IX.A.2. Authorized staff to award janitorial maintenance services contracts to Elite Services for Centennial Hills and Laughlin Libraries; and Best Janitorial Services of NV for Clark County, Las Vegas, Spring Valley, Sunrise, West Las Vegas, and Whitney Libraries as specified in RFB No. 10-01, and to authorize staff to extend the contracts in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents, and to authorize staff to award contracts to the next lowest responsive and responsible bidders if bidders awarded a contract fail to execute the contract.

Item IX.A.3. Authorized staff to award landscape maintenance services contracts to Park Landscape, Inc. for Centennial Hills and Clark County Libraries; TruGreen LandCare for Las Vegas, Summerlin, and Whitney Libraries; D&K Landscape, Inc. for Sunrise Library; and The Groundskeeper for West Charleston and West Las Vegas Libraries as specified in RFB No. 10-02, and to authorize staff to extend the contracts in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents, and to authorize staff to award contracts to the next lowest responsive and responsible bidders if bidders awarded a contract fail to execute the contract.

There was no opposition and the motion was carried.

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 12

Discussion and possible Board action to approve final day of additional annual leave for the Executive Director. (Item IX.B.)

Executive Director Jeanne Goodrich's contract provided an additional five days of annual leave in recognition that her consulting engagements may not all have been completed by the time she began her employment with the Las Vegas-Clark County Library District on June 17, 2009. All outstanding engagements were to be completed by September 1, 2009.

As of August 31, 2009 Ms. Goodrich had used 2½ days of the five days of additional annual leave. Ms. Goodrich requested a final day, to be taken on September 8, 2009. The final day will complete all outstanding consulting assignments.

Trustee Barron moved to approve a final day of additional annual leave to be taken on September 8, 2009. There was no opposition and the motion was approved.

Discussion and possible Board action regarding the proposed 2010 Board of Trustees meeting schedule and locations. (Item IX.C.)

Trustees discussed the proposed 2010 Board of Trustees meeting schedule.

Trustee Carrasco had questions about the closeness of the July meeting to the July 4 holiday and asked about whether the August meeting would be cancelled as many people were travelling. Ms. Goodrich explained that a decision would be made closer to the August date and would depend on what items needed to be discussed or could be deferred to the September meeting.

Trustee Kirsh appreciated the scheduling at a wide selection of branches. Ms. Goodrich explained that she wanted to showcase the different branches and the staff who worked at each location. Trustee Davis-Hoggard said she did not drive at night but knows that Trustee Crear lives very close to her home and she would ask for assistance getting to the meetings.

Trustees discussed whether to schedule the November 2010 meeting on Tuesday or Wednesday as the Veterans' Day holiday would fall on the second Thursday, the usual date for the Board meeting. The District closes for the holiday. Trustee Ence said that Tuesday is not a good day due to the Mesquite City Council meetings and Trustees felt that meeting on Wednesday would be acceptable.

After discussion, Trustee Barron moved to approve the proposed 2010 Board of Trustees Meeting schedule and locations. There was no opposition and the motion was accepted.

The 2010 Board of Trustees' meeting schedule and locations are as follows. All dates are on Thursday, except as noted:

January 14	-	Enterprise Library
February 11	-	West Charleston Library
March 11	-	Whitney Library
April 8	-	Rainbow Library
May 20	-	Las Vegas Library
June 10	-	Centennial Hills Library

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 13

July 8	-	Summerlin Library
August 12	-	Clark County Library
September 9	-	Sunrise Library
October 14	-	Sahara West Library
Wednesday, November 10	-	West Las Vegas Library
December 9	-	Spring Valley Library

Discussion and possible Board action to declare fines and fees totaling \$918,534.81 that are five years old, dating from the year 2004, as uncollectible and purge from District records.
(Item IX.D.)

Mr. Morss presented the item. On June 10, 2004 the Board authorized staff to declare fines and fees totaling \$704,763 that were five years old, dating from 1999, as uncollectible and to purge them from District records. At that time staff also recommended that each year delinquent fines and fees that are older than five years be reported to the Board for the purpose of being declared uncollectible.

There are 11,332 outstanding accounts from the year 2004. In the past, the District's collection agency has advised that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt. The cost of referring the accounts to a collection agency is estimated to be greater than what they anticipate recovering.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there are approximately \$918,354.81 in outstanding fines and fees that were accrued in 2004. By clearing these fines and fees the District will be able to purge these inactive patrons and delete these items from the database.

Trustee Davis-Hoggard commented that the amount was lower than in previous years. Trustee Kirsh asked for clarification on how often the accounts were purged and Mr. Morss explained that the Board acts every year to declare accounts five years or older uncollectible.

Trustee Davis-Hoggard moved to declare all fines and fees accrued in 2004, totaling \$918,354.81 as uncollectible and authorize staff to purge from District records. There was no opposition and the motion was accepted.

**Announcements
(Item X.)**

The next Board Meeting will be a Retreat and will be held on Thursday, October 8, 2009 at the Texas Station at 10:00 a.m.

Vice-Chair Aguirre thanked Trustee Davis-Hoggard for providing a wonderful peach cobbler for dessert and Trustee Davis-Hoggard encouraged staff to get a piece if they have not done so already.

Trustee Barron thanked Vice-Chair Aguirre for conducting the meeting in her absence.

**Public Comment
(Item XI.)**

None.

Minutes - Board of Trustees' Meeting

September 17, 2009

Page 14

**Adjournment
(Item XI.)**

Vice-Chair Aguirre adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Ron Kirsh, Secretary

APPENDIX A

attended Committee meeting but not a member

*Term expired 4/18/09

****Term expired 2/28/09, replacement appointed April 7, 2009**

***Term expired 2/28/09, replacement appointed April 7, 2009

****Appointed April 7, 2009, sworn in April 16, 2009

*****Appointed April 7, 2009, sworn in April 16, 2009

*****Appointed April 15, 2009 for term beginning April 18

*****Appointed July 7, 2009

A-E	Excused absence
A-U	Unexcused absence

as of 09/18/09