

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' EMERGENCY MEETING
LAS VEGAS, NEVADA
MARCH 18, 2020
(approved June 11, 2020)

The Board of Trustees of the Las Vegas-Clark County Library District met in emergency session in the Windmill Library, 7060 W Windmill Lane, Las Vegas, Nevada, and over the telephone at 4:00 p.m., Wednesday, March 18, 2020.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	M. Francis Drake	S. Ramaker
	B. Wilson	K. Rogers

Counsel: G. Welt – via telephone

Absent: K. Benavidez - excused
E. Foyt – excused
J. Meléndrez - excused
R. Wadley-Munier - excused

Staff: Fred James, Deputy Director/CFO and Interim HR Director
Dr. Ronald R. Heezen, Executive Director (via telephone)
Jenn Schember, Library Operations Director (via telephone)
Danielle Milam, Development and Planning Director (via telephone)
Matt McNally, Community Engagement Director (via telephone)
Betsy Ward, Branding and Marketing Director (via telephone)
Al Prendergast, Information Technology Director/CIO (via telephone)
Steve Rice, General Services Director (via telephone)
Allison Boyer, Executive Assistant

Guests:

F. Ortiz, Chair, called the meeting to order at 4:04 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Chair Ortiz was present in the Windmill Service Center Boardroom for the meeting. All other Trustees attended via telephone. Trustees Benavidez, Foyt, Meléndrez, and Wadley-Munier had excused absences. Appendix A.

Deputy Director/CFO/Interim HR Director Fred James was present in the Boardroom, along with Executive Assistant Allison Boyer. Executive Director Dr. Heezen and the Executive Council members listed above attended via telephone.

Public Comment (Item II.) None.

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

Discussion and possible Board action to ratify the Executive Director's decision to close the Las Vegas-Clark Based upon Nevada Governor Sisolak's emergency declaration and the school closures announced on March 15, 2020, Executive Director Dr. Ron Heezen closed the Las Vegas-Clark County Library District, beginning Monday, March 16th. Dr. Heezen reported that, on March 17, 2020, Governor Sisolak closed down everything not designated as essential and limited public gatherings to a maximum of 10 people.

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County Library District as of March 16, 2020. (Item IV.A.)

Libraries were not included in the list of areas designated as essential, and District buildings normally accommodate many more staff and customers. With Trustee approval, Dr. Heezen said the District will remain closed until April 16th, (initially April 6th), per the Governor's order. If the Governor lifted his order, the District could open earlier; or later, if the Governor extends his order.

The closure could extend for an unknown amount of time based upon the Health District's evaluation. Dr. Heezen initially thought to update Trustees if additional time is needed and ask for Board approval. With changes taking place very quickly, he now believed it was better to reword the motion to acknowledge that the closure could be shorter or longer than the 30 days decreed by the Governor.

The District's top priority is the health and safety of staff, volunteers, customers, and community partners. Maintaining social distancing, (defined as avoiding mass gatherings and maintaining a distance of six feet (or two meters) from others) is nearly impossible in public libraries with the number of District customers. The District's online resources will remain available and the District's Wi-Fi capabilities will be extended into the parking lots. Customers will also be asked to NOT return their borrowed materials until the emergency is mitigated. ALL fines for overdue materials will be forgiven during the shutdown. All staff will be paid during this closure.

Chair Ortiz commented that the District is a creation of the state, so it needs to follow the Governor's directives. He polled those Trustees present to see if any of them had anything to say. None did.

Trustee Wilson moved to ratify the Executive Director's decision to close the Las Vegas-Clark County Library District on March 16, 2020 to comply with the governor's order for 30 days or until the Governor or Health District advises otherwise. There was no opposition and the motion carried.

Discussion and possible Board action regarding action to extend the previously approved Food for Thought program, which includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates, originally scheduled for the month of April, through May 31, 2020, due to the closures caused by the COVID-10 virus. (Item IV.B.)

Dr. Heezen explained that, on February 13, 2020, the Board of Trustees approved the Food for Thought program. This is a food drive that includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates during the month of April 2020, in celebration of National Library Week.

Due to the spread of the COVID-19 virus which has led to the closure of the Las Vegas-Clark County Library District until at least April 6, 2020, and the closure of other major businesses in the Clark County area due to the COVID-19 virus, the change in the date of the program will allow close to two months for donations to be received. Dr. Heezen hoped Trustees would extend this valuable program as he knows the community will be undergoing economic hardship due to the closures. In addition, summer is the worst time for food donations. He would like to continue the partnership with Three Square to help the community recover from this crisis and to also show District customers that the library believes in them by letting them return their items and reduce their fines.

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All other terms of the Food for Thought program approved on February 13, 2020 are unchanged.

Trustee Wilson moved to change the end date of the Food for Thought food drive program from April 30, 2020 to May 31, 2020. There was no opposition and the motion carried.

**Public Comment
(Item V.)**

None.

Trustee Wilson extended his thanks and appreciation to District staff and his fellow Trustees to make themselves available at any time necessary to move forward and get this meeting accomplished. Trustee Francis Drake agreed.

Dr. Heezen thanked Trustees, the Executive Council and all staff as he knows they will do what is necessary to get through this pandemic.

Chair Ortiz felt the Executive Council and staff were well-prepared for this event. Ortiz' threshold was the Governor's action. For the record, he hoped that staff feels better with what the Board has done to protect their health and safety. He hopes to see the staff back soon serving the community.

**Adjournment
(Item VI.)**

Chair Ortiz adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2020 ATTENDANCE

Appendix A

March 18, 2020 Emergency Board Meeting

2020		January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg						
Benavidez	Kelly	A-E	A-E	P	P	A-E						
Bilbray-Axelrod	Shannon	P	P	P	A-E	P						
Francis Drake	Marilyn	P	P	P	P	P						
Foyt	Elizabeth	P	P	P	P	A-E						
Meléndrez	José	P	P	P	P	A-E						
Ortiz	Felipe	P	P	P	P	P						
Wadley-Munier	Robin	P	P	P	P	A-E						
Ramaker	Sandra	P	P	P	A-E	P						
Wilson	Brian	P	P	A-E	P	P						
Rogers	Keith	P	P	P	A-E	P						

attended Committee meeting but not a member

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

as of March 18, 2020