

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
August 13, 2020
(approved September 10, 2020)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Summerlin Library, Las Vegas, Nevada, and via WebEx at 6:00 p.m., Thursday, August 13, 2020.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	B. Wilson
	J. Meléndrez	K. Rogers
Counsel:	G. Welt	
Absent:	none	
Staff:	Fred James, Acting Executive Director	
	Numerous Staff	
Guests:	none	

F. Ortiz, 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. Chair Ortiz and Trustees Foyt, Francis Drake, Ramaker, Wadley-Munier, and Wilson attended in person. Trustees Benavidez, Bilbray-Axelrod, and Rogers attended via WebX. Trustee Meléndrez attended via telephone and WebX and arrived at approximately 6:23 p.m., had some issues with connections and then on from 6:30 p.m. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.) Mr. Graham Williams submitted public comment on Item VIII.A., the search for the new Executive Director, via email. Executive Assistant Allison Boyer read his remarks. He stated that due to the lack of funding for government entities, there is concern that library funding may be cut. Thus, he would ask the candidates for Executive Director how they would argue for cutting some part of the city-county budget in favor of the library. He also stated that he would ask the candidates "what have you cut, what programs have you stopped entirely, and to identify two or three areas in the library that need change." He noted also that the new Director should have knowledge of website development, to ensure that patron needs are being met on the Library District website.

There were no other public comments.

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

Approval of Proposed Minutes Regular Session, April 16, 2020; Special Session, Chair Ortiz removed Item IV.A-B.
Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held May 21, 2020. There was no opposition and the motion carried.

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**April 28, 2020;
Regular Session,
May 21, 2020 ;
Regular Session,
June 11, 2020;
Regular Session,
July 23, 2020.
(Item IV.A-F.)**

Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held June 11, 2020. There was no opposition and the motion carried.

Trustee Francis-Drake moved to approve the Minutes of the Board of Trustees Meeting held July 23, 2020. There was no opposition and the motion carried.

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

Chair Ortiz explained that the Board functions as a whole but also has subcommittees and standing committees, including the Executive Committee, Finance and Audit Committee, Risk Management Committee, and Bylaws Committee. After asking each Trustee on which committee they would like to sit, the committees for the next year were agreed upon as follows:

Executive Committee - Chair, Felipe Ortiz; Vice Chair, Shannon Bilbray-Axelrod; Secretary, Kelly Benavidez; Treasurer, Robin Wadley-Munier

Finance and Audit - Chair, Brian Wilson; Members, Kelly Benavidez, Keith Rogers, Robin Wadley Munier, and Shannon Bilbray-Axelrod.

Risk Management - Chair, Marilyn Francis-Drake; Members, Sandra Ramaker, Elizabeth Foyt, José Meléndrez.

Bylaws - Chair, Keith Rogers; Members, Shannon Bilbray-Axelrod, Robin Wadley-Munier, Brian Wilson.

After Item VIII.A., Chair Ortiz then revisited the committee appointments. He reappointed the Purchase Policy Committee of the Whole; Ortiz will continue as Chair and the entire Board serves as members. He also reappointed the Naming Libraries Policy Committee of the Whole, Kelly Benavidez will serve as the Chair and all Trustees are members.

**Library Reports
(Item VI.)**

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

Acting Executive Director Fred James read his report. Highlights included:

- Circulation and gate count continue to increase
- 40 Library District employees have signed their VESP agreement and 14 have retired as of today
- Critical staff positions will be filled while using acting positions to keep the organization flexible for the next Executive Director

Mr. James introduced the new HR Director, Jeff Serpico, and asked if he would like to say a few words. Mr. Serpico addressed the board saying that he is excited to be here. He explained that he comes to the Library District with 26 years of dedicated HR experience. Those years were spent in not-for-profit and public health care institutions. He also served as adjunct faculty at the University of South Florida, School of Public Affairs. Mr. James thanked Mr. Serpico for his time and thanked

the Trustees for spending extra time with him and Acting Deputy Director Danielle Milam this week.

**Library Operations,
Security Reports
and Monthly
Statistics
(Item VI.A.1.a.)**

Chair Ortiz asked Jennifer Schember, Library Operations Director, to step to the podium. He asked about the status of the Meadows Library employees since the branch is closed. Ms. Schember replied that there are two employees, one is working at the East Las Vegas Library, and the other is working at the West Las Vegas Library. They are filling in for staff shortages.

Chair Ortiz asked if every library is now open with some kind of service. Ms. Schember replied yes, all of the branches are currently open with service, except for the Meadows Library, because it is a city-owned facility.

Chair Ortiz asked if any other trustees had questions for Library Operations. Trustee Bilbray-Axelrod asked Ms. Schember to review the safety protocols that are in place for browsing. Ms. Schember explained that patrons are allowed to come into the buildings, browse materials, and as they are removing items from the shelves, place them on designated carts. Those items are disinfected and put back onto the shelves later. She added that the materials that are left on the tables are collected throughout the day and go into quarantine for four days.

Trustee Foyt noted that the new patio and grass area at the Mt. Charleston library looked beautiful.

Trustee Wilson asked if there have been any patron complaints regarding personal safety. Ms. Schember replied the only complaints she had received were early on when browsing was not allowed, and patrons have been happy with the safety protocols in place.

Trustee Ramaker commented that things are running well in Mesquite.

There were no more questions from the trustees. Chair Ortiz asked why all branches showed a 60-70% drop in gate count except Windmill, with only a 29% drop. Ms. Schember replied those high gate count numbers were due to drop-off voting at the Windmill Library.

**Branding and
Marketing Report
(Item VI.A.2.a.)**

Chair Ortiz asked Betsy Ward, Branding and Marketing Director, to come forward. He asked if any trustees had questions for Ms. Ward.

Trustee Bilbray-Axelrod asked how the reported earned media dollar amounts at the airport are calculated, whether it is based on actual gate count, and whether that number been adjusted due to the lack of traffic at the airport. Ms. Ward replied that she would have to go back and see how that number was calculated and she will report on it later.

There were no other questions for Ms. Ward. Trustees Wadley-Munier, Rogers, Foyt, Ramaker, and Francis Drake commented that the graphics and signage around the library are very appealing and thanked Ms. Ward for her work.

Chair Ortiz asked if there were any other questions on library reports. All replied no.

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Community Engagement Report and Monthly Statistics (Item VI.A.2.b)

Chair Ortiz asked Matt McNally, Community Engagement Director, to step to the podium. He asked if any trustees had questions regarding the Community Engagement Report. All replied no.

Chair Ortiz asked Mr. McNally to work on creating a plan for inviting the public back into live programs once the performing arts spaces are open. He also asked that the adult literacy services be doubled for next year. Mr. McNally replied that as of now, those programs are operating at full capacity, and he will look at doing what he can to try to expand classes through grant funding or Library District funding.

Development and Planning Report (Item VI.A.2.c.)

Chair Ortiz asked Acting Deputy Director Milam to please step forward. He asked if any trustees had questions regarding the Development and Planning report. There were no questions from the trustees. Trustees Bilbray-Axelrod and Rogers thanked Ms. Milam for stepping into the role of Acting Deputy Director and trustee Foyt added that she was very pleased with the rise in book sale revenue, despite branch bookstore closures. Trustee Francis-Drake commented that she was looking forward to the volunteers returning to the bookstores.

Information Technology Report (Item VI.A.2.d.)

Chair Ortiz asked Albert Prendergast, IT Director, to step to the podium. He asked if any trustees had questions for Mr. Prendergast. Trustee Bilbray-Axelrod asked if he was seeing any issues with connectivity with the increased use of Library internet. Mr. Prendergast replied no, the library is currently running at only about 40 percent of capacity and has plenty of bandwidth for increased use.

Chair Ortiz asked what is the rate of return on the hot spots. Mr. Prendergast replied that the loss rate is about 20%, but the devices are only \$40, it is the monthly service that is costly.

There were no other questions from the trustees.

Financial Services Report (Item VI.A.3.a.)

Chair Ortiz asked Floresto Cabias, Acting Chief Financial Officer, to step to the podium. He asked if any of the trustees had questions for Mr. Cabias. Director Wilson asked if there was a list of the 43 positions that were vacated due to the VESP. Mr. Cabias replied that yes, he could provide that list. Trustee Wilson thanked him and stated that he would like a list of who has accepted the VESP, what is the separation cost to the District, their position, what is the status of that position, and what are the plans for that position.

There were no other questions from the trustees. Trustees Rogers, Wadley-Munier, Benavidez, and Chair Ortiz thanked Mr. Cabias for stepping into the role of Acting Chief Financial Officer.

General Services Report (Item VI.A.3.b.)

Chair Ortiz asked Steve Rice, General Services Director to step up to the podium. He asked if there were any questions from the trustees for Mr. Rice. Trustee Bilbray Axelrod asked for the projected monthly cost to purchase personal protective equipment for staff and patrons. Mr. Rice replied that he could put that information in his next month's report.

Trustee Meléndrez asked about the need to add additional handicap seating at the Summerlin Library theater. Mr. Rice deferred the question to John Vino, Assistant General Services Director. Mr. Vino replied that there is ample room to add four more spaces for handicap seating, but expansion plans are on hold while the theater is closed.

Trustee Foyt asked if any of the other theaters needed more handicap seating. Mr. Rice replied that he was not aware of an issue with any other facilities.

There were no other questions from the trustees. Mr. Rice added that the Mt. Charleston project referred to earlier by trustee Foyt was spearheaded by John Vino who collaborated with the staff for the design.

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

Chair Ortiz asked Jeff Serpico, Human Resources Director, to come forward. He asked if any trustees had questions for Mr. Serpico. Trustee Bilbray-Axelrod asked if he was aware of staff concerns or personal safety issues due to COVID-19. Mr. Serpico replied that in the initial six weeks of branch openings, he heard quite a few concerns, which resulted in a documented protocol for how the Library District responds to incidents of someone being symptomatic or someone testing positive for COVID. He added that the HR department has provided seven educational sessions, training 166 persons in charge and supervisors on safety protocol. All of the safety information has been posted on Voyager, which is our Intranet, for staff to see. These measures seem to have alleviated quite a bit of the questions and concerns. Trustee Bilbray-Axelrod thanked Mr. Serpico and added that she wanted to make sure that the staff knows how valuable they are and that we are working to keep them safe.

Trustee Wilson asked if there was adequate library staff for when the library is running at full capacity or will there staff shortages due to budget cuts. Mr. Serpico replied that he is currently meeting with Library Operations regarding staffing and filling positions that have been vacated. He stated that he has every confidence that the District will meet whatever volume requirements present themselves going forward. Trustee Wilson asked at what percentage of staff could the Library District operate. Acting Executive Director James assured trustee Wilson that the staffing levels are more than adequate for any situation.

Chair Ortiz stated he was glad to see employees taking advantage of training opportunities during their downtime. He then requested from Mr. Serpico a list of the number of staff that were taken off duty due to a COVID-related illness and how many hours/weeks of work they missed. Counsel Welt requested that document to be sent to him for review before it is released.

Trustee Wadley-Munier made a motion to accept the staff reports. Trustee Ramaker seconded the motion. All voted in favor, motion passed.

Unfinished Business None.
(Item VII.)

Discussion and possible Board action regarding the search for the next Executive Director of the Las Vegas-Clark County Library District.
(Item VIII.A)

Chair Ortiz asked Mr. Serpico to come forward so that the Trustees could have a discussion to look at the parameters, expectations, requirements, and salaries that they might have in mind for the new Executive Director. Chair Ortiz asked if all trustees had received the packet that outlined the requirements for Library Director. All replied yes. Chair Ortiz stated that the first step is to find a group to conduct the executive search.

Mr. Serpico explained that had scheduled the Reaction Search International firm to attend tonight's meeting and make a presentation but they did not show up. He stated that he could reach out to other firms for the next meeting or the trustees could now discuss the presentation made by Jane Whisner from Destiny Executive Search at the June meeting. Acting Director James added that staff is giving the board the option to retain Destiney Executive Search or look for other firms, but this adds more time to the selection process and it pushes us right into the middle of a holiday season, which makes it difficult for people to interview. That is why we want to conduct the search as fast and early as we can.

Chair Ortiz stated that at the last meeting there was a request from Trustee Benavidez for an exit interview with the previous executive director and asked Mr. Serpico if that meeting has been arranged. Mr. Serpico replied that it has not because the exit interview will be conducted by the recruiting firm, which has yet to be decided upon. Chair Ortiz commented that he believes the exit interview is important but would not want the previous executive director to have any input on the hiring process.

There was discussion and input from all trustees about the retention of an executive search firm. After the discussion, Chair Ortiz stated that what he heard was that everyone feels comfortable with Destiny Executive Search Group and Jane Whisner. He asked Mr. James what is the firm's fee. Mr. James replied the not-to-exceed amount would be \$49,500. Chair Ortiz asked if there were any other questions from the trustees, all replied no.

Trustee Wilson made a motion to authorize Fred James, Acting Executive Director, to sign a contract with Destiny Executive Search Group in an amount not to exceed \$49,500. Trustee Ramaker seconded the motion, trustees Bilbray-Axelrod, Benavidez, Foyt, Francis-Drake, Melendrez, Rogers and Wilson approved. Trustee Wadley-Munier abstained. Motion passed.

Chair Ortiz asked Mr. Serpico if the entire board would interview all of the candidates for the Executive Director position. Counsel Welt added that if any trustee participates in the selection process, the interview must be a public meeting. A discussion was held with all trustees as to how the interview process would be handled. After all trustees made their comments, Trustee Wilson made a motion to designate Destiny Search Firm to locate at least three, preferably five, candidates that

are qualified for the Executive Director position of the Las Vegas-Clark County Library District and bring them, unranked, before the Board of Trustees for a public meeting to interview, with no library staff to be involved in the interview. All voted in favor, motion passed.

Discussion and possible Board action regarding changing the street address for the Enterprise Library from 25 E. Shelbourne to a S. Las Vegas Boulevard address. (Item VIII.B.)

Stephen Rice, General Services Director explained that at the July 23rd meeting of the Board of Trustees, staff was asked to determine the requirements to change the street address for the Enterprise Library from 25 East Shelbourne Avenue to a South Las Vegas Boulevard address. In order to initiate the change, the District is required to submit an address change request application to the Clark County Department of Comprehensive Planning. Comprehensive Planning has communicated to staff that they are not going to require any site modifications. However, the District will have to ensure compliance with the county's address policy and address display requirements. To comply, new address signage will have to be placed on the building and at the site. The preliminary estimate for this signage is approximately \$19,000.

Chair Ortiz asked if there were any questions from the Trustees. All commented that the name change will be very beneficial to the Library District and thanked Mr. Rice for his work on the project. Hearing no questions, Trustee Foyt made a motion to move forward with the \$19,000 signage expenses and change the address of the Enterprise Library from 25 E. Shelbourne to 8310 Las Vegas Boulevard South. Trustee Bilbray-Axelrod seconded the motion. All voted in favor, motion passed.

Discussion and possible Board action regarding authorizing the execution of a one-year extension of the Library Subscription Master Agreement with BiblioCommons, Corp., dated June 23, 2017, subject to final review by counsel. (Item VIII.C.)

Ms. Ward explained to the Trustees that BiblioCommons is the integrated software service system which runs the District's website. She stated that using this third party software service allows the District to benefit from tech's best talent and frees the IT department from having to manage security updates, bug fixes, responsive design, accessibility, and software upgrades. She briefly described the parts of the website and the role that BiblioCommons plays, including catalog inventory and borrowing, online browsing, event management, and patron library accounts. The cost of the current contract is \$256,000 per year. Ms. Ward continued that the Library District entered into a three-year Library District's Library Subscription Master Agreement with BiblioCommons, Inc. on June 23rd, 2017, following Board approval of the contract in March 2017. The fee for the proposed one-year extension of the Library Subscription Master Agreement is \$255,128.54. Authority to execute the contract is subject to review by legal counsel.

Chair Ortiz asked if there were any questions from the trustees. Trustee Francis-Drake commented that Ms. Ward and her group have done a good job of getting information to everybody that needs to see it.

Trustee Wilson asked if the problem with the internal versus external traffic that requires modification to the analytics side of the software

has been solved yet. Ms. Ward replied that BiblioCommons is working on it but it has not been resolved at this time.

Trustee Wilson expressed concern that BiblioCommons has a new parent company who may try to increase the contract cost and he would like to see a two to three year commitment to keep the rates stable. There was discussion among the trustees about changing the contract to span the next three years. Acting Director James explained that the issue with this particular contract is not just in the pricing, it is the way the contract was originally set up with a three-year automatic renewal to the three-year contract. This is not allowable for the District because all contracts above \$50,000 must come back to the Board for approval. Counsel Welt noted that his clients did not always take all his recommendations, and the contract was signed on the authority of Dr. Heezen and approved by the board. After further discussion and comments from the trustees, Trustee Wilson made a motion authorizing Acting Director James to negotiate a new contract with BiblioCommons that addresses rate increase concerns, does not include an automatic renewal, and is viable for a term of up to three years not to exceed \$255,128 per year.

Discussion and possible Board action authorizing the execution of a one year Memorandum of Understanding with the City of Las Vegas' Youth and Social Innovation Department for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple Library District locations, subject to final review by counsel. (Item VIII.D)

Acting Deputy Director Milam stepped to the podium and explained that, due to the Clark County School District conducting all classes remotely, County Commissioner Marilyn Kirkpatrick had asked all agencies and nonprofits in the region to see what they could do to help students and families find appropriate classrooms for academic achievement. Commissioner Kirkpatrick requested that agencies submit a project plan and budget, and over the last couple of weeks, the Library District team has put together this proposed plan before you now.

The District will partner with the City of Las Vegas Department of Youth and Social Innovation to provide SafeKey and Ignite programs in library branches, Monday to Friday from 6:30 a.m. to 6 p.m. The Library District responsibilities will be to provide space, security, janitorial services, public Wi-Fi, some school supplies and technology that will be available to the students including 30 public laptops at each site along with a recharge station and some headsets with mics.

The proposed scope of the work of the City of Las Vegas will be to provide turnkey operations for Vegas Strong academies run by the SafeKey and Ignite staff. Ms. Milam stated that she is hoping that the City of Las Vegas will open registration at four of the sites tomorrow, based on the board vote tonight. The District has three other sites available once capacity is reached at the city community centers as well as at those first four libraries.

Ms. Milam explained that this program ensures that some families will get the connectivity and devices that they are lacking now and that this initiative is a demonstration of the Library District's capacity in the community to step forward for very critical community conditions. Ms. Milam thanked all the team members who were part of this project. Every single department played a role. Ms. Milam asked the trustees to approve this proposed plan so that the District can be one of the

agencies and nonprofits that are working together to make sure every student in this community has an opportunity to succeed.

Chair Ortiz asked if there were any questions from the Trustees. Trustee Wadley-Munier asked for clarification if this would be an MOU or a lease with the City of Las Vegas. Counsel Welt replied that a lease would have been unduly restrictive so he has put together an MOU for the term of one year.

Trustee Wilson stated that he was excited about the program but would like to know the fiscal impact on the library. Ms. Milam replied that the cost to the District is approximately \$200,000. She added that the Development Department will be submitting grants and soliciting other funds to help defray the cost to the District.

Trustee Francis Drake added that many District employees would be able to take advantage of this great service. Trustees Bilbray-Axelrod, Benavidez, Meléndrez, and Rogers all agreed that it was a much-needed program and they would like to thank staff for being so innovative and taking on this new program.

Chair Ortiz asked if there were any further question or comments from the Trustees, all replied no. Trustee Bilbray-Axelrod moved to authorize Acting Executive Director James to enter into a one-year MOU with the City of Las Vegas Department of Youth and Social Innovations for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple library district locations, subject to review by legal counsel. All voted in favor, motion passed.

Discussion and possible Board action authorizing the Acting Executive Director to adjust branch hours of operations if necessary. (Item VIII.E)

Chair Ortiz asked Mr. James to come to the podium for a discussion of branch operating hours. Mr. James explained that in order to accommodate the new Vegas Strong Academies, which start at 6:30 am., he would need to change the library branch operating hours. He added that at this time the branches do not appear to be that busy in the evenings, so he would like to have the flexibility to adjust closing hours as well when necessary.

Chair Ortiz asked if there were any questions from the Trustees. All replied no. Trustee Wadley-Munier moved to authorize the Acting Executive Director to adjust the branch hours of operations as necessary. All voted in favor, motion passed.

Announcements (Item IX.)

Chair Ortiz asked if there were any announcements from the trustees. Trustee Foyt stated that the ALA Mid-Winter Library Conference has been cancelled and the next one will be held in Chicago on June 24-29, 2021. There were no further announcements from the trustees. Chair Ortiz thanked the trustees for their time and thanked Acting Director James and Acting Deputy Director Milam for their hard work.

The next Board Meeting will be held Thursday, September 10, 2020 via WebEx and at the Summerlin Library at 6:00 p.m.

Public Comment (Item X.)

None

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Executive Session Removed from agenda.
(Item XI.)

Adjournment Chair Ortiz adjourned the meeting at 9:04 p.m.
(Item XII.)

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

August 13, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg	August 13 Regular Board Mtg		
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P		
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P		
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P		
Meléndrez	José	P	P	P	P	A-E		P	P	P	P	P	P	P	P	P	P		
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P	A-E	A-E	P		
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P		
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P	A-E	A-E	P		
Rogers	Keith	P	P	P	A-E	P	P	P	P	P				A-E	P	P	P		

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absense

as of August 18, 2020