

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
September 12, 2019
(approved October 10, 2019)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the East Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, September 12, 2019.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	B. Wilson
	J. Meléndrez	

Counsel: G. Welt – via telephone

Absent:

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

Guests: Guy Cottino, Leavitt Group
Paul Quelch, Communico
Sean Coulter, Simpson Coulter | Studio

F. Ortiz, Chair, called the meeting to order at 6:04 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Counsel Welt attended via telephone. Appendix A.
Trustee Meléndrez 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.

East Las Vegas Library Presentation by Branch Manager Salvador Avila (Item IV.)

Branch Manager Salvador Avila welcomed Trustees, staff and guests to the District's newest, state of the art, East Las Vegas Library.

Mr. Avila reported on the activities at the branch since it opened on April 25. The library has been very busy with customers exploring familiar library amenities as well as checking out the new spaces the East Las Vegas Library offers. He introduced branch leadership which, in addition to himself, consists of:

- Assistant Branch Manager Tom Olson
- Children's Services Department Head Tala Miranda
- Customer Services Department Head David Tran
- Microcomputer Center Supervisor Ardella Martin
- Multimedia Supervisor Alexander Acosta
- Programming and Venue Services staff member Erica Henriquez

Mr. Avila said that the branch's 42 employees have been supplemented by additional staffing support from Library Operations due to the overwhelming demand by area residents. He showed statistics and reported that the branch is number one in the District for

computer usage which shows how East Las Vegas is providing much needed services.

Mr. Avila showed photos of different areas within the branch and explained their use which included:

- Built From Scratch, a space for customers to learn how to DJ, record their videos, and have access to music production, editing and graphic design tools on industry-standard equipment.
- Multipurpose Room
- Living Room
- Exterior Plaza
- Computer Lab

He also listed different events that have taken place or will take place at the branch. At one event, Governor Sisolak signed several bills that passed the Nevada Legislature inside the branch, which was chosen as the bills would directly benefit the area.

Mr. Avila's presentation is attached as Appendix B.

**Approval of
Proposed Minutes
Regular Session,
July 11, 2019.
(Item V.A.)**

Trustee Bilbray-Axelrod moved to approve the Minutes of the Board of Trustees Meeting held July 11, 2019. There was no opposition and the motion carried.

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

Chair Ortiz asked Trustees to review the Proposed 2020 Board of Trustees' Meeting dates and locations. For both January and April, Trustees agreed to meet on the third Thursday, instead of the second Thursday. In January, Trustees are accommodating Las Vegas Mayor Goodman's State of the City speech. In April, the second Thursday lands in the middle of the Clark County School District's Spring Break. In May, Trustees are required to meet on the third Thursday due to Nevada Law stipulating when the District's annual Budget Hearing must be held.

The Trustees agreed with the following proposed schedule:

**2020
BOARD OF TRUSTEES
PROPOSED MEETING DATES & LOCATIONS**

January 16	Clark County
February 13	West Charleston
March 13	Sahara West
April 16	Rainbow
May 21	Windmill
June 11	West Las Vegas

July 9	Whitney
August 13	Windmill
September 10	East Las Vegas
October 8	Enterprise
November 12	Centennial Hills
December 10	Summerlin

Library Reports
(Item VII.)

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

In addition to his written report provided to Trustees, Executive Director Dr. Heezen reported on:

- The Southern Nevada Library Consortium's latest meeting held at the East Las Vegas Library on September 11,
- The Comic Book Festival scheduled for November 2nd and invited Trustees to attend if they can,
- The newest edition of *Highlights*, which was provided to Trustees at the meeting,
- The District's full page ad on the back cover of the recent *Desert Companion*,
- The Kickoff for Kindergarten event which will be hosted by Commissioner Lawrence Weekly on Saturday, September 14 at the East Las Vegas Library from 10:30 a.m. – 1:00 p.m. and invited Trustees to attend if they can,
- The District's tutoring program which is now available at 13 District branches and how it is structured,
- And, thanked staff who worked on the Board meeting.

Finally, Dr. Heezen showed a highlight reel of the advertising and media coverage the District has received over the last year. After the video was shown, Trustee Benavidez requested that it be forwarded to Trustees.

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

Chair Ortiz commented on the increased number of incident reports at the Whitney Library during the summer months. He said that if the number of incidents does not go down, staff will need to address that.

Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VII.A.2.a.)

No questions.

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

No questions.

**Development and
Planning Report
(Item VII.A.2.c.)**

Trustee Bilbray-Axelrod is very impressed with the income that is being received from the Foundation bookstores as well as the number of partnerships that the Foundation has entered into with different organizations. She is continually amazed at staff's identification of new funding sources.

**Information
Technology Report
(Item VII.A.2.d.)**

No questions.

**Financial Services
Report
(Item VII.A.3.a.)**

No questions.

**General Services
Report
(Item VII.A.3.b.)**

Trustee Ramaker commented on the new Table of Contents Café in the Mesquite Library. Staff have done a great job and Mesquite residents are so pleased to have this new food option in the library.

**Human Resources
Report
(Item VII.A.3.c.)**

No questions.

**Unfinished Business
(Item VIII.)**

None.

Consent Agenda

Chair Ortiz pulled all items in the Consent Agenda (IX.A.1-3.) for individual discussion.

**Discussion and
possible Board
action to approve
the days of closing
for calendar year
2020.
(Item IX.A.1.)**

Thirteen (13) paid holidays are allowed to all full-time staff each calendar year, as outlined in the Collective Bargaining Agreements between the Library District and Teamsters Local Union No. 14. Board approval is requested for closing the Library District for the following thirteen (13) days during calendar year 2019. In addition, the District would like approval to close for one Staff Development Day.

Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Jr. Day
Monday, February 17	Presidents' Day
Sunday, April 12	Easter Sunday
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day

Monday, October 12	Staff Development Day (Columbus Day)
Friday, October 30	Nevada Day
Wednesday, November 11	Veteran's Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Family Day
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day

It is also recommended to close the Library District at 5:00 PM on Thursday, December 31, 2020.

Trustee Bilbray-Axelrod moved to approve the proposed days of closing for calendar year 2020. There was no opposition and the motion carried.

Discussion and possible Board action to approve a new contract for workers compensation insurance. (Item IX.A.2.)

Human Resources Director James Bean explained that, on September 20, 2018, the Board authorized the purchase of workers compensation through the District's Broker of Record from Hartford for the period of five annual renewals a year from October 1, 2018 through September 30, 2022.

Nevada statutes do not require bidding of workers compensation insurance on a particular schedule. Traditionally, the District has selected an insurance carrier for an extended period of time. This decision is heavily weighted on the services they are able to offer, as well as staff's ease of doing business with them and their claims handling. Moving from carrier to carrier with a large operation like the District creates disruption in the claims handling process for staff. It can take several months to get the process perfected with District staff and with the insurance company administrators.

The District's Workers Compensation Broker, Leavitt Group, went out and received two bids from The Hartford Insurance Company (Hartford), the District's current insurance vendor, and WCF Insurance (WCF), based out of Utah. Hartford's renewal quote was \$90,269. The WCF Insurance quote was \$73,743 lower, or \$16,553.00 less than the District's current vendor. The difference in quotes is primarily due to the scheduled credit applied to the premium by each vendor. Hartford applied a 2% credit, and WCF applied a 15% credit. Scheduled credits are discretionary premium adjustments based on underwriters' evaluation of special characteristics of risk. The disparity in scheduled credits for the two vendors is substantial, and likely offered by WCF in an effort to earn the contract.

Mr. Bean has some trepidation in moving to a new company. Hartford has been very good with customer service and continuity. Bean also said that the District has worked aggressively to minimize worker injuries and return employees back to work as soon as possible. Nicole Baker, Safety Manager, conducts quarterly safety inspections with the safety committee to identify potentially unsafe working conditions.

Mr. Bean then introduced Guy Cottino, with Leavitt Insurance Agency.

Trustee Bilbray-Axelrod asked why there was such a large difference, \$16,000, between the two bids. Mr. Cottino explained that he put the contract out to bid with a number of companies and only received two bids. WCF is out of Utah and was the workers' compensation insurer for the state of Utah. The company has been around since 1917, and came into Nevada about four years ago as they are expanding into other states. The difference between the quotes is due to credits that insurance companies can give arbitrarily to different accounts. Hartford gave the District a credit of 2%, while WCF gave the District a credit of 15% which accounts for the \$16,000 difference. The District has a 25% loss ratio over the last five years which means that for every dollar of premium that has been paid in, the insurance company paid out about 25 cents in claims. This is a very good claims ratio and WCF took that into account with the amount of their credits. He added that if the Trustees are not comfortable with WCF due to their short time offering this insurance in the state of Nevada, that is understandable.

Trustee Wadley-Munier asked for more information about the credits. Mr. Cottino explained that each insurance company is granted the right to deviate from their filed rate with the state up to a certain percentage. WCF's quote deviated 15%; Hartford's quote deviated 2%.

Chair Ortiz asked about the renewal option for up to five years and asked if the contract would automatically renew or would this item be brought back to the Trustees every year. Mr. Bean said the contract is put out to bid every year and Mr. Cottino added that it has been hard in the last several years to obtain bids due to the fact that Hartford has been given the contract every year.

Trustee Wilson commented that he understood the reasons why staff wanted to continue with Hartford; however, he does not see why the District would not want to save a large amount of money by going with WCF, especially with the District's excellent claims ratio. He feels comfortable taking a chance on an established company, even if they are newer to the state.

Trustee Foyt asked about local staff. Mr. Bean said that Hartford's office is not in Las Vegas while WCF does have a local office. He investigated WCF's claims service and found out that it was excellent. Hartford's claims service is excellent as well, even though they do not have a local office.

Trustee Wilson commented that, if the District takes a chance on a new company, perhaps other companies will see they have a chance and will bid more aggressively in the future.

Trustee Francis Drake asked if the premium amount for future years would change and Mr. Cottino explained that is all based upon the claims for each year.

Trustee Wadley-Munier also commented on the large amount between the two bids and also did not see a problem with changing companies. She felt that Trustees have to be very cost-conscious. Mr. Cottino said that the difference between competing bids in the past have usually

been \$2,000 to \$3,000. It is not worth it to change all the procedures and get new information out to the District's branches for such a small difference in price. The amount this time, however, is significant.

Trustee Wilson moved to authorize the purchase of workers compensation insurance through the District's Broker of Record, Leavitt Group, from WCF Insurance, in the amount of \$73,743, for the period of October 1, 2019 through September 30, 2020, with the provision for five additional renewals, subject to review by counsel. There was no opposition and the motion carried.

Discussion and possible Board action regarding approval to purchase vehicles from Ford Country and Findley Chevrolet at previously bid contract rates of the State of Nevada (Bid No. 8475). Item IX.A.3.

General Services Director Steve Rice explained that funds are allocated in the Vehicle Replacement Fund (part of the Capitol Projects Fund) to purchase new vehicles. The vehicles will replace older or higher mileage vehicles in the fleet. Board Policy requires that a request for bids be advertised for contracts exceeding \$50,000. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of the State of Nevada with the authorization of the contracting vendor.

The State of Nevada currently has contracts (Bid No. 8475) with Ford Country and Findley Chevrolet for various vehicles. The contracts are valid from July 1, 2019 through June 30, 2021. Ford Country and Findley Chevrolet have authorized use of the State contract. The vehicle models and prices are as follows:

Findley Chevrolet: One 2020 Chevrolet 5500XD Box Truck w/Lift gate - \$67,818 (Courier)

Ford Country: One 2019 Ford ½ Ton Transit Cargo Van - \$27,065 (Outreach)

Ford Country: One 2020 Ford ¾ Ton Transit Cargo Van - \$31,956 (Facilities)

Ford Country: One 2020 Ford Explorer - \$29,554 (IT)

Trustee Benavidez wanted to confirm that the District is partnering with other governmental entities when there is an opportunity. Mr. Rice said they did if the situation warranted it. Staff does look for existing contracts during the process. He said the District currently does that for fuel purchases with the City of Henderson and the Clark County School District.

Trustee Wadley-Munier asked about how staff obtains the vehicle bids. Mr. Rice explained that, since there is a contract through the state, staff find out most of the information through a state website, contact the listed dealers, and get a bid that is verified by the information on the website. Wadley-Munier questioned if, in the future, staff can investigate whether a vehicle could be donated through the Foundation unless there is a regulation that prohibits it. Rice said he could not speak for the Foundation, but as far as he knows, there is nothing prohibiting this and he would look into this for the next time the District needed to purchase vehicles.

Trustee Meléndrez moved to approve the purchase of one vehicle from Findley Chevrolet at the previously bid contract rates of the State of

Nevada (Bid No. 8475) in the amount of \$67,818. There was no opposition and the motion carried.

Trustee Meléndrez moved to approve the purchase of three vehicles from Ford Country at the previously bid contract rates of the State of Nevada (Bid No. 8475) in the amount of \$88,575. There was no opposition and the motion carried.

Presentation and discussion of the Las Vegas-Clark County Library District online room reservation system and the future migration and implementation of a new platform offered by the company, Communico, by Community Engagement Director Matt McNally and Communico CEO Paul Quelch. (Item IX.B.)

Community Engagement Director Matt McNally explained that funds are allocated in the Fiscal Year 2019-2020 budget to implement a new online room reservation system for meeting rooms throughout the Library District.

Currently, the Library District uses an online software platform called Evanced Solutions to manage customer and staff meeting room reservation requests and fee transactions for 21 public meeting rooms, 12 public areas, and 9 administrative staff meeting rooms. The software was implemented by the Library District on July 1, 2011. In addition to paying an initial startup, design, and implementation cost, the Library District pays a regular annual maintenance cost to continue using the service.

Prior to 2011, a customer would call a library branch directly and staff assisted the customer by booking a request manually. Reservations for Performing Arts Center venues are still conducted manually due to the need of adding technicians to support programming, a more extensive contractual process, and the need for user-groups to carry additional insurance.

In regards to technology, it is important for the Library District to continue advancing its services to exceed the expectation of its customers. The current online software platform is functional; however it does not provide customers the expected quality experience when conducting searches and executing reservations. The current system has limited ability to effectively market District venues with high-resolution quality photos, descriptions of spaces, equipment and resources provided, and layout options. Also, the customer experience when completing a reservation can be cumbersome as the software is often criticized for no longer being user-friendly. The reservation cost is not disclosed until the completion of the booking, searching for available dates and times can be difficult for the customer, and rescheduling reservations is often a complicated and rigorous process for staff. Finally, the current room reservation system does not integrate the District's brand. When using the platform, customers are sometimes confused by the outdated look and feel of the Evanced Solutions platform after being transferred from the District's website.

Mr. McNally continued to say that staff began researching alternative software platforms starting in February 2018 which concluded at the end of January 2019. Suggestions were gathered from Library District customers, staff, and the Board of Trustees for features that a new online room reservation should provide.

From these suggestions, District staff developed a list of about 15 "must-have" items in a new platform. These items included:

- Accepting e-commerce in addition to accepting cash or check from a customer. The District currently uses PayPal to process financial credit transactions and this will remain unchanged as staff migrates to the new platform. Everything remains PCI compliant.
- Marketing District spaces better – both visually, and with information that can be accessed online. Currently, customers must be familiar with the space they're renting. Staff want to show new customers what they can reserve and the value they can get without them even stepping foot in District buildings.
- Improving communication with the customer via automated e-mails and text messaging when reservations are made, accepted, or modified.
- Making it easier for District staff to approve transactions and reconcile financial charges.
- Keeping a distinction between unmediated and mediated use of rooms so that District staff can reserve the room with assigned permissions for free to plan their own programs, while customers can reserve rooms for rent at varying costs if needed.
- Other items on the list include audit time stamps of transaction history, aligning the platform to comply with Library District policies, and other needs.

These must-have items and suggestions were used to evaluate potential new platforms. Community Engagement staff considered online reservation platforms from the following companies: Communico, Evanced Spaces, Cvent, and LibCal. It was evident to staff that the platform offered by Communico was the best option for the Library District to pursue. For all suggestions not addressed by the new platform, Communico developed a separate scope of work within the contract to design and implement all of the Library District's needs.

Staff from other District departments including Information Technology, Financial Services, and Branding & Marketing were then introduced to the product. Additional feedback was solicited from these departments and front-line Community Engagement staff. Any concerns were addressed within the scope of work of the contract. Internal support for migrating to the new system was fostered. The agreement with Communico was ultimately reviewed by legal counsel and executed on June 11, 2019.

The agreement outlines a minimum term of two years with an annual license fee of \$32,000 and a one-time implementation fee of \$8,000. On average, the Library District generates about \$170,000 of revenue from online room reservations. That revenue is expected to increase with the implementation of an updated platform. The agreement also lays out a 12-week plan to migrate the online reservation system. This process began on July 1, 2019 and is being projected for public implementation in the beginning of October 2019. Communico has migrated other library systems in the past from Evanced Solutions to Communico with ease. Communico and LVCCLD are using the Orange County Library System in Orlando, FL as a model to implement needs

across the District.

To prepare for all of these improvements, Mr. Neely and his staff contracted the services of local independent talent to create venue information packets of the District's performing arts centers, and to take professional photos of all District venues. The current scope of work for upgrading the room reservation system is to address the services not currently offered on the Evanced platform. Communico will offer customers renting District meeting rooms the flexibility to reserve a space online or in person. District theaters will still need to be rented in person because of the different contractual process. But, staff are including the theaters online in the marketing effort to bring them more visibility and usage.

It is possible that in future phases of expanding room reservations, the District could migrate the contractual process of theaters to online, and/or include other spaces such as study rooms, passport services, One-Stop Career Center appointments, and Library District equipment. Staff suggests we take a phased approach and will review these potential additions after the initial launch is completed.

Mr. McNally then thanked Programing Venues Manager Ryan Neely and Adult Programming Supervisor Jen Weitz for their work on this project. They have put a lot of their time and energy into advancing the customer experience for programming and rental usage throughout District venues as well as implementing the Communico product in addition to other programming initiatives that the District runs throughout its branches.

Mr. McNally and Communico CEO Paul Quelch showed the Board of Trustees an overview of the current room reservation system, demonstrated some of the capabilities of the Communico room reservation platform, and showcased advancements in the new system which include photos, technical information, and a customer-friendly product. The presentation also included the updated photos and materials designed to be used to promote room usage, and how the platform could later integrate the reservations of Performing Arts Centers, study rooms, passport services, One-Stop Career Center appointments, and Library District equipment into the online platform if that is approved.

Trustee Benavidez asked whether the East Las Vegas Library meeting room, which could be divided into two spaces, was sound-proofed so the attendees in separate rooms could not hear the other meetings. Mr. McNally said there was sound-proofing and discussed the experience of the recent Grow With Google event. Nothing could be heard.

Trustee Bilbray-Axelrod asked whether the first-come, first-serve policy and limitation on booking areas earlier than one year out could be moved online so people would not have to call at 12:01 a.m. She also asked for staff to look at other ways to make it easier for the public to book the spaces online on a temporary basis until the customer determined the space would work. Mr. McNally talked about the different options he was looking at for a future phase which included

listing schedules for the performing arts centers online so that people could see the options available prior to making their call.

Trustee Wadley-Munier suggested that staff include online access to maps showing where the spaces are within the branches. Mr. McNally said he would investigate, and emphasized that as much information as possible will be put online to make it as easy as possible for customers to view and reserve the spaces. Wadley-Munier thanked McNally for the presentation as she thinks this project is moving in the right direction. Wadley-Munier is looking forward to seeing the printed material and complimented Branding and Marketing Director Betsy Ward for promoting the District's meeting spaces in the recent *Highlights* as this is great positive reinforcement.

Trustee Melendrez agreed with Trustee Wadley-Munier on the information presented.

Chair Ortiz had questions which he would like staff to research and provide the answers at a later date:

- Will the system capture analytics such as who are regular users and what is it that the regular user requires?
- Will the process include emergency contacts as a part of the system?
- How can customers get refunds and cancellations?
- How long is the data saved: e.g. does the user have to input his data each and every time or will it save the input for how long?
- What are the timeframes for holding the spaces? Trustee Ortiz noted that has mostly been answered.
- What is the procedure for non-profit uses and users?
- What safety precautions does the District have in place for wi-fi use by users? Trustee Ortiz noted that, as some cities and organizations have been hacked, the District needs to have a procedure in place to prevent and respond to this issue.
- After hours use limitations?
- Other rules such as getting in writing what happens if the user does not clean up the space?
- If the District allows exceptions to the rules, what level is the exception made at, how will this be documented?

Trustee Ortiz said he also felt that staff were going in the right direction and thanked Mr. McNally and Mr. Quelch for the presentation.

Trustee Bilbray-Axelrod asked Mr. Quelch to discuss his experience with other libraries who have performing arts centers and how the platform could accommodate more online information gathering, if not a confirmed booking. Mr. Quelch talked about several ways to go about obtaining more information from the client, limiting it to specific dates, and date-stamping the information so it is held until it could be reviewed. He did emphasize that these types of spaces have many different requirements and this would be challenging; however his staff can look into this.

This item was for presentation and discussion only.

Discussion and possible Board action regarding contract awards to provide design and architectural services for thirteen library branch renovations. (Item IX.C.)

Mr. Rice explained that architectural firms have been selected for the 13 library branches identified to be renovated as part of the Library Facilities Master Plan implementation. The architects were selected from an eligibility list established from solicitation RFQ No. 16-02 - Request for Qualifications for Architectural Services. In accordance with NRS 332.115, professional services are exempt from competitive bidding. Additionally, in accordance with NRS 625.530, the selection of a registered architect must be made on the basis of the competence and qualifications of the architect and not on the basis of competitive fees.

The architects' and their respective library branch assignments are as follows:

Group 1: Rainbow, Summerlin, Sunrise, West Charleston, Laughlin – LGA Architecture

Group 2: Spring Valley, Clark County, Whitney, Enterprise - PGAL

Group 3: West Las Vegas, Sahara West, Centennial Hills, Windmill – KME Architects

The architects' initial scope of work includes program verification, schematic design, and a schematic level cost estimate for each library branch. It is anticipated that the initial scope of work will be completed by mid-February 2020. Upon completion of cost estimates, an accelerated schedule for completion of all library branch projects will be developed based on projected available funding. The proposed accelerated completion schedule will be presented to the Board of Trustees for consideration at a planning retreat to be scheduled in Spring 2020.

Additionally, the design firm Margaret Sullivan Studio (MSS) will be contracted with to lead the programming and schematic design verification phase of the scope of work. This is a continuation of the Facilities Master Plan program work and will ensure that MSS's and the District's program vision and intent outlined in the Facilities Master Plan is carried through design. MSS and the three architecture teams will work collaboratively during the program verification phase. MSS and the District will provide project management for this phase. MSS will lead the program verification process, conduct the workshops, and document the deliverables. The program document deliverable for each library branch will be an enumerated program with supporting diagrams and sketches. The architecture teams will provide feedback on the document and participate in the workshops.

Contract fees for LGA Architecture, PGAL, KME Architects, and Margaret Sullivan Studio are as follows:

LGA Architecture

Branch	Program Verification	Schematic Design	Cost Estimate	Total Fee
Rainbow	\$16,095.00	\$83,275.00	\$5,440.00	\$104,810.00
Summerlin	\$15,245.00	\$56,900.00	\$5,440.00	\$ 77,585.00
Sunrise	\$15,245.00	\$56,900.00	\$5,440.00	\$ 77,585.00
West Charleston	\$15,245.00	\$56,900.00	\$5,440.00	\$ 77,585.00
Laughlin	\$15,245.00	\$50,465.00	\$5,340.00	\$ 71,050.00
				\$408,615.00

PGAL

Branch	Program Verification	Schematic Design	Cost Estimate	Total Fee
Spring Valley	\$15,520.00	\$45,990.00	\$4,500.00	\$ 66,010.00
Clark County	\$15,520.00	\$53,200.00	\$5,650.00	\$ 74,370.00
Whitney	\$15,520.00	\$45,990.00	\$4,500.00	\$ 66,010.00
Enterprise	\$15,520.00	\$45,990.00	\$4,500.00	\$ 66,010.00
				\$272,400.00

KME Architects

Branch	Program Verification	Schematic Design	Cost Estimate	Total Fee
West Las Vegas	\$15,700.00	\$59,600.00	\$4,200.00	\$ 79,500.00
Sahara West	\$15,700.00	\$61,600.00	\$5,470.00	\$ 82,770.00
Centennial Hills	\$15,700.00	\$51,600.00	\$4,200.00	\$ 71,500.00
Windmill	\$15,700.00	\$51,600.00	\$4,200.00	\$ 71,500.00
				\$305,270.00

Margaret Sullivan Studio

Task	# of Library Branches	Fee/Branch	Total Fee
Programming/Project Management	13	\$10,650.00	\$138,450.00
Schematic Design Verification	13	\$ 3,320.00	\$ 43,160.00
		13	\$13,970.00
			\$181,610.00

Chair Ortiz advised Trustees that they have been provided copies of a list of principals of each firm so that Trustees can identify anyone they know in order to disclose whether they have a conflict of interest on voting.

Trustee Bilbray-Axelrod appreciated the time that District staff took to brief Trustees and answer questions individually on this item. She feels comfortable moving forward on the item and she feels the District is doing the right thing to move forward on the 13 branches at once.

Chair Ortiz requested that designers purchase anything but grey school district chairs for these renovations.

Trustee Benavidez moved to authorize staff to award a contract to provide architectural services for the renovation of Rainbow, Summerlin, Sunrise, West Charleston, and Laughlin libraries to LGA Architecture for an amount not-to-exceed \$408,615.00, plus authorized reimbursable expenses; subject to final contract review by Counsel. There was no opposition and the motion carried.

Trustee Bilbray-Axelrod moved to authorize staff to award a contract to provide architectural services for the renovation of Spring Valley, Clark County, Whitney, and Enterprise libraries to PGAL for an amount not-to-exceed \$272,400.00, plus authorized reimbursable expenses;

subject to final contract review by Counsel. There was no opposition and the motion carried.

Trustee Francis Drake moved to authorize staff to award a contract to provide architectural services for the renovation of West Las Vegas, Sahara West, Centennial Hills, and Windmill libraries to KME Architects for an amount not-to-exceed \$305,270.00, plus authorized reimbursable expenses; subject to final contract review by Counsel. There was no opposition and the motion carried.

Trustee Ramaker moved to authorize staff to award a contract to provide programming and schematic design verification services for the renovation of thirteen library branches to Margaret Sullivan Studio for an amount not-to-exceed \$181,610.00, plus authorized reimbursable expenses; subject to final contract review by Counsel. There was no opposition and the motion carried.

Discussion and possible Board action to approve the fee proposal from Simpson Coulter Studio to design, quantify, and determine locations for new brand signage throughout the Las Vegas-Clark County Library District's 25 buildings, in order to identify all buildings as part of the District. (Item IX.D.)

Branding and Marketing Director Betsy Ward explained that her department has begun work on the implementation of the new branding campaign. It is critically important that the District establish public awareness that all 25 branches are part of the Las Vegas-Clark County Library District. Currently, there is no visual thread that connects them in our customers' minds. The most dramatic, visual, and cost effective way to achieve this is by designing, producing, and installing colorful brand signage for the interior and exterior of District buildings. Achieving this goal will require study of each building's individual needs and the creation of design and installation documents, which will provide specific guidelines on signage design, production, and installation – of both the signage and the hardware that secures it.

Ms. Ward emphasized that this signage is strictly for brand identity purposes and not for wayfinding, which is part of the Master Facilities Plan.

Ms. Ward and her team met with General Services Director Steve Rice to discuss the parameters of this multi-layered project, and the following was determined:

The brand signage project will require a high level of:

- Architectural design expertise
- Intimate knowledge of District buildings and the changes that are being proposed to these buildings through the Facilities Master Plan
- Experience in working with zoning boards across the entire District

Ms. Ward said that sign companies do not have architectural design expertise or knowledge of District buildings; staff can only rely upon them for implementation but not the other requirements of the project. Ward added that the RFP itself must contain design specifications for each branch in order to give the sign companies' clear parameters on which to base their bids.

To make it cost effective for both the sign companies and the Library District, Simpson Coulter| Studio (SCS) has first-hand knowledge of

District buildings and the architectural expertise to create the design and installation documents needed for such an RFP.

SCS has divided the branches up by square footage into three sign package templates based on branch square footage. The RFP would be released to the public in mid-January, with bids closing mid-February.

Trustee Foyt commented that the amount staff is requesting is a lot of money.

Chair Ortiz asked why the RFP was not put out to bid. Ms. Ward and Mr. Rice explained that this was a professional services contract and, as per state law as discussed in the previous item, is not required to be put out to bid. In response to a further question from Ortiz, Rice added that there is no maximum amount limit for a professional services contract.

Chair Ortiz asked for an update on the District's application for a trademark designation from United States Patent and Trademark Office (Patent Office) for "Free to Be." Ms. Ward said the process is still underway, but all the preparation and paperwork has been completed. The next step in the process is to actually start using the trademark at which time it can be evaluated by the Patent Office. Ward said that staff plan to begin rolling this out towards the end of the 2019.

Chair Ortiz wanted to confirm that the price of the contract with SCS will include appearances at Planning Commission meetings. Ms. Ward said it would.

Trustee Wadley-Munier wanted to confirm that staff had investigated so that there will be no complications with the trademark, citing her previous experience. Counsel Welt explained that Trademark Counsel Sauna Norton of Greenberg Traurig has done what she can do to this point. Once the District starts using the trademark, the Patent Office will make a decision. Ms. Ward said that research turned up another company on the east coast that uses "Free to Be" in an educational setting. Ms. Norton advised the District to use different language in the District's application and staff resubmitted it which the examiner has accepted.

Trustee Wadley-Munier moved to approve the fee proposal from Simpson Coulter | Studio for study and creation of design & installation Documents, to be included in the Library District's Brand Signage RFP, in the amount of \$146,600, subject to the review of District Counsel. There was no opposition and the motion carried.

**Announcements
(Item X.)**

Trustees are invited to attend Staff Day, October 14, 2019, at the Texas Station Hotel & Casino. Registration begins at 8:00 a.m., the program begins at 9:00 a.m., lunch will be served, and the day ends at 4:00 p.m.

There will be a Purchasing Policy Committee of the Whole Meeting on Thursday, October 10, 2019, at 6:00 p.m. in the Enterprise Library, 25 East Shelbourne Avenue, Las Vegas, Nevada 89123.

The next Board Meeting will be held Thursday, October 10, 2019, at 6:30 p.m. in the Enterprise Library, 25 East Shelbourne Avenue, Las Vegas, Nevada 89123.

Trustee Benavidez invited everyone to the Hispanic Youth Leadership Summit that will be taking place at the West Las Vegas Library on Friday, October 4th from 8:00 a.m. to 1:00 p.m. She also thanked the District for partnering with Commissioner Weekly's office to put on this event, which has taken place for the last 16 years. Over 2,000 young people have gone through the program.

Trustee Bilbray-Axelrod invited everyone to attend the 12th Annual Touch-A-Truck event on September 28th at the Boulevard Mall from 9:00 a.m. to 2:00 p.m.

Chair Ortiz welcomed Trustee Meléndrez back to the Board as he was recently appointed by County Commissioner Larry Brown to a new term. Trustee Moulton's term had expired and she was unable to be reappointed due to term limits.

Dr. Heezen announced that Trustee Brooks has resigned from the Board due to her job: MGM is relocating her to Washington, D.C. As she is travelling now, she regrets very much not attending tonight's meeting to say goodbye and thanks.

Public Comment
(Item XI.)

Kathie Andreason spoke to say she opposed District staff scheduling an event like the Drag Queen Story Hour at the District's Family Pride Day scheduled for September 28 at the Clark County Library. Ms. Andreason appreciates the District's libraries and the amenities she saw at the East Las Vegas Library. She believes the District's libraries should not be used for these types of events and that they cross a line and will affect the innocent and impressionable minds of the community's children. She does not see how these services meet the needs of our community when it comes to children. Ms. Andreason had also spoken with Henderson Libraries Director Marcie Smedley on this topic. She knows that property taxes are major sources of funding for the District and rightly so. But she also wants to have a voice in where her tax dollars are spent and hopes this is not a standard area libraries have accepted as being a wholesome avenue for hosting family events in our community. Ms. Andreason thanked Trustees for the opportunity to speak.

Executive Session
(Item XII.)

Removed from Agenda.

Adjournment
(Item XIII.)

Chair Ortiz adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2019 ATTENDANCE

Appendix A

September 12, 2019 Regular Board Meeting

2019		January 17 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Risk Mgmt Cmte	March 14 Regular Board Mtg	April 11 Naming Libraries Policy Cm	April 11 Finance and Audit Cmte	April 11 Regular Board Mtg	May 23 Regular Board Mtg	June 13 Risk Management Cmte	June 13 Nominating Cmte	June 13 Regular Board Mtg	July 11 Regular Board Mtg	AUGUST	September 12 Regular Board Mtg				
Benavidez	Kelly	P	P	A-E	A-E	P	P	P	P	P	P	P	A-E	NO MEETING	P				
Bilbray-Axelrod	Shannon	P	P		P	P	P	P	A-E	P	P	P	P		P				
Brooks*****	Constance	A-E	P		P	A-E		P	P		A-E	A-E	P		X				
Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P		P				
Foyt	Elizabeth	P	A-E	P	P	P	P	P	P	A-E		A-E	P		P				
Meléndrez**	Jose	P	P	P	P	P		A-E	X	X	X	X	X		P				
Moulton****	Sheila	P	P	P	P	P	P	P	P	P	P	P	P		X				
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P		P				
Wadley-Munier	Robin	P	P		A-E	P	P	P	P	P	P	P	P		P				
Ramaker*	Sandra	X	X	P	P	P	P	P	P	P	P	P	P		P				
Wilson***	Brian	X	X	X	X	X	X	X	P	P	P	P	P		P				
attended Committee meeting but not a member																			

A-E Excused Absence
A-U Unexcused Absense

as of September 13, 2019

* Appointed to new term beginning March 5, 2019

**Term expired March 6, 2019, served until new Trustee appointed by Las Vegas City Council May 15, 2019. Appointed by Clark County Commission to a four year term beginning August 8, 2019.

*** Appointed to term beginning May 15, 2019

****Term expired August 7, 2019

*****Resigned September 5, 2019

A photograph of the East Las Vegas Library at dusk. The building features a modern design with large glass windows and a prominent red, angular roof structure. The interior is brightly lit, showing bookshelves and study areas. The exterior is illuminated by warm lights, and the sky is a deep blue. Large trees are in the foreground, and a gravel courtyard with some low-lying plants is visible. A large, white, curved structure is in the lower right foreground.

East Las Vegas Library

Staff



Leadership

Salvador **Avila**, *Branch Manager*

Tom **Olson**, Assistant Branch Manager

Tala **Miranda**, Children Services Department Head

Ardella **Martin**, Microcomputer Center Department Head

David **Tran**, Customer Services Department Head

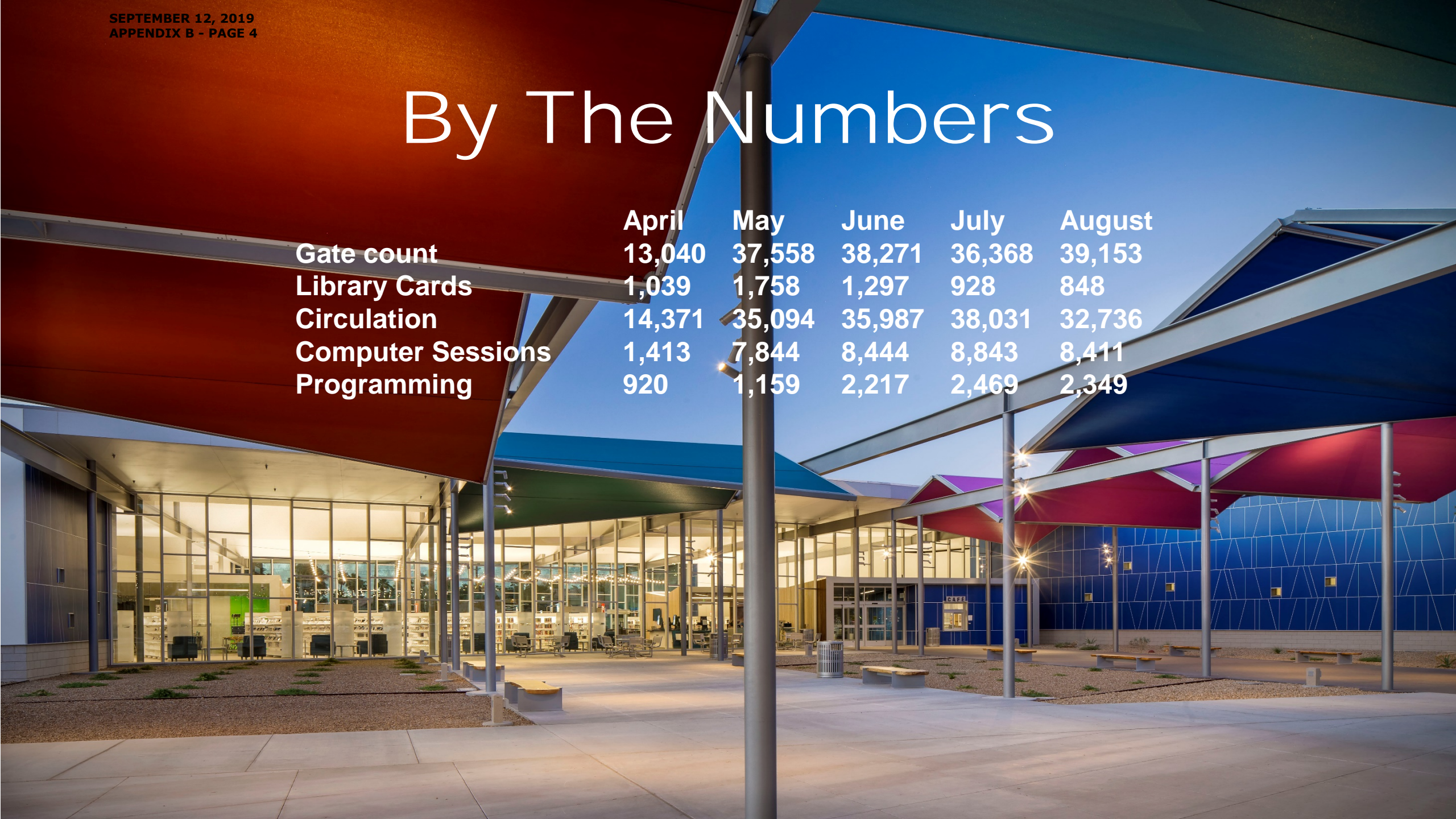
Alexander **Acosta**, Multimedia Supervisor

Erica **Henriquez**, Programming & Venues Specialists

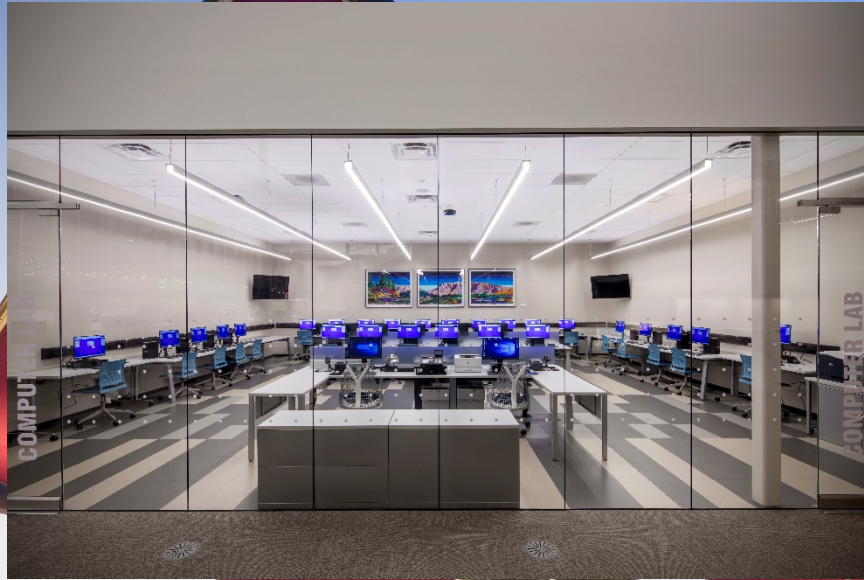
LIBRARY ^
CAFÉ ^
BOOK >
RETURNS

By The Numbers

	April	May	June	July	August
Gate count	13,040	37,558	38,271	36,368	39,153
Library Cards	1,039	1,758	1,297	928	848
Circulation	14,371	35,094	35,987	38,031	32,736
Computer Sessions	1,413	7,844	8,444	8,843	8,411
Programming	920	1,159	2,217	2,469	2,349



Highlights



More Highlights



More Highlights 2





Q & A



Images courtesy: J Studio