

**NORTH LAS VEGAS LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MEETING MINUTES**

March 25, 2008

Website - <http://www.cityofnorthlasvegas.com>

**CALL TO ORDER**

5:02 P.M., Council Chambers, 2200 Civic Center Drive, North Las Vegas, Nevada

**ROLL CALL**

**PRESENT**

Chairwoman Vernie Borgersen  
Vice Chairwoman Nona Whipple  
Trustee Monica Beasley  
Trustee Felizia Hernandez  
Trustee Rita Langford  
Trustee Aaron Tippetts, Jr.

**EXCUSED**

Trustee Gloria Tidwell

**STAFF PRESENT**

Chief Administrative Officer Gregory E. Rose  
Library Director Kathy Pennell  
Deputy City Attorney Noel Eidsmore  
Assistant City Clerk Anita Sheldon

**WELCOME**

Chairwoman Vernie Borgersen

**VERIFICATION**

Anita Sheldon  
Assistant City Clerk

### **AGENDA**

1. **APPROVAL OF THE NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF MARCH 25, 2008.**

ACTION: APPROVED AS AMENDED; ADD THE FOLLOWING WORDING TO ITEM NO. 4: LOCATED ON CIVIC CENTER DRIVE

MOTION: Chairwoman Borgersen

SECOND: Trustee Beasley

AYES: Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez and Tippetts

NAYS: None

ABSENT: Trustee Tidwell

ABSTAIN: None

### **BUSINESS**

2. **APPROVAL OF NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES OF JANUARY 22, 2008.**

ACTION: APPROVED

MOTION: Chairwoman Borgersen

SECOND: Vice-Chairwoman Whipple

AYES: Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez and Tippetts

NAYS: None

ABSENT: Trustee Tidwell

ABSTAIN: None

Trustee Langford arrived at 5:12 p.m.

3. **APPROVAL TO ADOPT THE NORTH LAS VEGAS LIBRARY DISTRICT TENTATIVE BUDGET FOR FISCAL YEAR 2008-2009.**

Chief Administrative Officer Gregory Rose explained that the tentative budget was presented to the City Council on March 18, 2008 and he was seeking recommendation from the Board for approval.

Finance Budget Manager Tom Baker explained the City's priorities were guidelines used by the City Manager when decisions were made for supplemental requests. Manager Baker explained that the cost for the new Alexander Library was \$12 million with an estimated completion date in early 2009. An Interlocal Agreement was approved for the \$9.5 million loan arrangement for funding over a ten year period. He also explained that debt service and staffing for the Alexander Library was built into the budget.

Manager Baker explained the planned budget for FY08-09 was \$10,377,000 and included the construction of the Alexander Library. The operating budget increased by \$1.1 million or 28%. The supplemental requests approved by the City Council and City Manager totaled \$6.3 million and included construction of the Alexander Library, staffing, radio frequency identification system for books and media, addition of a Library Assistant III, reservation system to help manage the computer usage and miscellaneous expenses.

Manager Baker explained the staffing for the Library District increased by 17 positions which included staffing for the Alexander Library. The deletion of the Assistant Library Director position was reflected in the staffing numbers.

Budget Manager Baker explained that most of the library revenues were generated from property taxes which were expected to grow 5% over the next several years. He explained the City would use the ending fund balance until it caught up to the property tax revenues.

The capital project budget that was presented related to the construction of the Alexander Library. He explained the ending fund balance shown would be used up by project completion.

Budget Manager Baker recommended approval of the tentative budget and explained to the Board that the final budget would be brought to the City Council in May for final approval and submitted to the Department of Taxation by June 1, 2008.

Trustee Tippetts questioned the ending fund balance and the downward trend of \$700,000 and questioned whether it was two years at the present rate or higher expenditure. Manager Baker explained the expenditure was higher due to the opening of the new library and would tap into the balance which would decrease.

**ACTION:** APPROVED

**MOTION:** Vice-Chairwoman Whipple

**SECOND:** Trustee Tippetts

**AYES:** Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez, Langford and Tippetts

**NAYS:** None

**ABSENT:** Trustee Tidwell

**ABSTAIN:** None

4. **AUTHORIZE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$100,000 TO REPLACE THE FLOORING AT THE NORTH LAS VEGAS LIBRARY.**

Trustee Langford questioned the meaning of the lowest responsive and responsible bidder.

Public Works Senior Engineer Bob Garlow explained that the funding came from Community Development Block Grant funds and dealt with Davis Bacon Prevailing Wage Rates for work to be completed. He also explained that since the cost was under \$100,000 the City was allowed, pursuant to Nevada Revised Statutes, to negotiate a bid with contractors and was in the process of accepting bids. The lowest responsive bid, person or contractor had to be willing to do the project with Davis Bacon Prevailing Wage Rates. Once a selection was made, the City would move for approval of the contract. Authorization was received for the purchase of the carpet and tile. The cost of the project would be lessened with the City purchasing the materials and using tax exemption status.

ACTION: AUTHORIZED

MOTION: Trustee Langford

SECOND: Trustee Tippetts

AYES: Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez, Langford and Tippetts

NAYS: None

ABSENT: Trustee Tidwell

ABSTAIN: None

5. **APPROVAL TO SUBMIT A GRANT REQUEST TO THE NEVADA STATE LIBRARY AND ARCHIVES, STATEWIDE READING PROGRAMS, IN THE AMOUNT OF \$4,000 TO SUPPORT CHILDHOOD LITERACY, USE OF LIBRARY MATERIALS, MULTICULTURALISM AND COMMUNITY UNITY.**

ACTION: APPROVED

MOTION: Chairwoman Borgersen

SECOND: Vice-Chairwoman Whipple

AYES: Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez, Langford and Tippetts

NAYS: None

ABSENT: Trustee Tidwell

ABSTAIN: None

**6. AUTHORIZE DONATION OF SURPLUS LIBRARY SHELVING TO THE HENDERSON DISTRICT PUBLIC LIBRARIES.**

Vice-Chairwoman Whipple questioned why there was surplus shelving. Library Director Kathy Pennell explained it was because of the Community Development Block Grant rehabilitation that was being done. One of the things needed was replacement of shelving under the mezzanine which did not meet fire code.

ACTION: AUTHORIZED

MOTION: Chairwoman Borgersen

SECOND: Trustee Langford

AYES: Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez, Langford and Tippetts

NAYS: None

ABSENT: Trustee Tidwell

ABSTAIN: None

**7. UPDATE ON THE ALEXANDER LIBRARY.**

Public Works Engineering Assistant Michael Hudgeons explained the Alexander Library was under construction and a notice to proceed was issued February 11, 2008. The site was cleared and rough graded, off site dry utilities were completed and on site utilities were being completed. Major future activities included installation of underslab conduits, placement of electrical and plumbing conduit, start of excavation, placement of reinforcement in concrete for building footings, and the slab. Estimated completion would be February, 2009.

Director Pennell announced that the project sign was installed with all Board member names included.

ACTION: UPDATE GIVEN

**STAFF REPORT**

Library Director Pennell explained the main library would be closed for approximately 3-4 weeks toward the end of April for rehabilitation. She also explained the Library District was on schedule with migration to the Las Vegas/Clark County system and should be fully switched over by June 1, 2009. Informational flyers would be sent to residents. Director Pennell advised the Board that the annual meeting of the Nevada Library Association would be held August 14-16, 2008 at the Santa Fe Casino and Hotel.

Trustee Langford questioned whether the staff would be relocated during the rehabilitation. Director Pennell explained that books needed to be taken off the shelves and material selections for the Alexander Library which staff would complete.

### **PUBLIC FORUM**

**Bob Borgersen, 7617 Island Rail Drive, North Las Vegas**, spoke about a "Zoo to You" children's program which was used in eight libraries in Clark County.

### **ADJOURNMENT**

ACTION: THE MEETING ADJOURNED AT 5:28 P.M.

MOTION: Chairwoman Borgersen

SECOND: Vice-Chairwoman Whipple

AYES: Chairwoman Borgersen, Vice-Chairwoman Whipple, Trustees Beasley, Hernandez, Langford and Tippetts

NAYS: None

ABSENT: Trustee Tidwell

ABSTAIN: None

**APPROVED: May 27, 2008**

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Vernie Borgersen, Chairwoman

**ATTEST:**

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Karen L. Storms, CMC  
City Clerk