

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

January 24, 2012

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

Vice Chairwoman Nona Whipple
Trustee Vernie Borgersen
Trustee Rita Langford
Trustee Julie Rose

EXCUSED

Chairwoman Cathy Lynch
Trustee Delbert Leavitt
Trustee Willie Stewart

WELCOME

Vice Chairwoman Nona Whipple

VERIFICATION

Jennifer Snyder
Chief Deputy City Clerk

PUBLIC FORUM

There was no public participation.

AGENDA

1. **APPROVAL OF THE NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF JANUARY 24, 2012. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Langford

SECOND: Vice Chairwoman Whipple

AYES: Vice Chairwoman Whipple, Trustees Borgersen, Langford and Rose

NAYS: (None)

ABSTAIN: (None)

ABSENT: Chairwoman Lynch, Trustees Leavitt and Stewart

BUSINESS

2. **RATIFICATION OF A GRANT APPLICATION SUBMITTED TO THE NEVADA STATE LIBRARY FOR 2012 STATE PUBLIC LIBRARY COLLECTION DEVELOPMENT FUNDS IN THE AMOUNT OF \$5,636.00. (FOR POSSIBLE ACTION)**

Library Director Kathy Pennell explained the Library District applied yearly for the library collection funds grant. Due to application deadlines, the Library District Board of Trustees Chairman Cathy Lynch signed the application which was then submitted to the State. Director Pennell explained the Library District received the grant in the total amount of \$5,636 which would be used to enhance the video and audio collection for the children's section at the three libraries.

Trustee Rose confirmed the three library branches consisted of Aliante, Alexander and North Las Vegas Main Libraries. She questioned whether the grant funds would be spent on current popular items. Director Pennell explained the Children's Librarian would determine what was needed. She said audio items would be the first to be purchased due to the limited selection.

ACTION: RATIFIED

MOTION: Trustee Borgersen
SECOND: Trustee Langford
AYES: Vice Chairwoman Whipple, Trustees Borgersen, Langford and Rose
NAYS: (None)
ABSTAIN: (None)
ABSENT: Chairwoman Lynch, Trustees Leavitt and Stewart

3. CONSIDERATION OF CHANGES TO CIRCULATION POLICY. (FOR POSSIBLE ACTION)

Library Director Kathy Pennell explained the circulation policy was constantly reviewed to determine if updates were needed. Las Vegas - Clark County Library District made changes to their circulation policy and the North Las Vegas Library District tried to align their policy as close as possible for consistency. Director Pennell said the Las Vegas - Clark County Library District changes were drastic. The North Las Vegas Library District determined the entire policy could not be aligned with the Las Vegas - Clark County Library District but there were portions that could be changed to work toward a similar policy.

The first change dealt with the number of renewals. Currently the North Las Vegas Library District's renewal policy was one renewal on DVDs and high demand items such as movie CDs and best sellers; and two renewals on other items unless a waiting list existed. The DVDs continued to be popular and the North Las Vegas Library District did not have the vast amount of collections as the Las Vegas - Clark County Library District. Director Pennell said the circulation renewal for DVDs could not be increased.

The next change dealt with the circulation limit of items per library card. Director Pennell said currently there was a seven item limit per library card on DVDs, CDs and best sellers. She said the limit could not be increased for DVDs but could be increased on other items.

Director Pennell said there was a recommendation for inclusion of the statement "the City was not responsible for damage to personal property." She explained the statement referred to borrowing DVDs or CDs that caused damage to personal equipment.

Trustee Rose questioned whether the circulation limit could be decreased from seven items per library card. Director Pennell said the current limit was satisfactory throughout the City libraries.

Director Pennell reviewed business practices that would be changing. One of the practices related to notification when individuals requested items. Currently the system generated

an email advising the individual that the requested item was available and ready to be picked up. Individuals who did not provide email addresses would be notified by the contact number on file with the library. If the library was unable to reach the individual, a postcard was mailed to the address on file. Director Pennell proposed elimination of the postcard mailings. If no email address or phone number was provided, the individual would be responsible to check with the library for availability of the items. There was minimal staff and elimination of the postcard notification would reduce mailing costs.

Director Pennell spoke about the number of items placed "on hold." Currently the limit was 20 items. Las Vegas - Clark County Library District increased the number to 25 and Director Pennell said the City's libraries could handle the hold limit increase.

ACTION: FOLLOW STAFF RECOMMENDATIONS

MOTION: Trustee Langford

SECOND: Trustee Rose

AYES: Vice Chairwoman Whipple, Trustees Borgersen, Langford and Rose

NAYS: (None)

ABSTAIN: (None)

ABSENT: Chairwoman Lynch, Trustees Leavitt and Stewart

STAFF REPORT

Director Pennell said Disney on Ice held a book drive for the North Las Vegas Library District. Donations received totaled 2,996 books and was the largest response received by Disney on Ice. 2200 items were received at the North Las Vegas Library; approximately 500 at Alexander Library; and approximately 300 at the Aliante Library.

BOARD ITEMS

There were no additional items.

PUBLIC FORUM

Deputy City Attorney Bethany Sanchez introduced herself to the Board and said she would be attending the Library Board meetings on a regular basis.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 5:19 P.M.

MOTION: Trustee Langford

SECOND: Trustee Borgersen

AYES: Vice Chairwoman Whipple, Trustees Borgersen, Langford and Rose

NAYS: (None)

ABSTAIN: (None)

ABSENT: Chairwoman Lynch, Trustees Leavitt and Stewart

APPROVED: November 27, 2012

/s/ Cathy Lynch
Cathy Lynch, Chairwoman

ATTEST:

/s/ Karen L. Storms
Karen L. Storms, CMC, City Clerk