

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

April 3, 2014

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

CALL TO ORDER

5:04 P.M., Council Chambers, 2250 Las Vegas Boulevard North,
North Las Vegas, Nevada

ROLL CALL

PRESENT

Vice Chairwoman Vernie Borgersen
Trustee Gloria Cherchio
Trustee Linda Powers
Trustee Julie Rose

EXCUSED

Trustee Willie Stewart
Trustee Nona Whipple

STAFF PRESENT

Library Director Forrest Lewis
Deputy City Attorney Bethany Rudd Sanchez
Deputy City Clerk Adel Tapia-Rojas

WELCOME

Vice Chairwoman Vernie Borgersen

VERIFICATION

Barbara A. Andolina
City Clerk

PUBLIC FORUM

Mayor Lee said the City Council was committed to supporting the Library District. The Friends of the Library and the upcoming Summer Reading program were initiatives to help support the Library District. He contacted the Good Will Organization who donated some Spanish language books which would be sold to raise funds for the library. Mayor Lee asked how the City Council could help make the Library District successful.

BUSINESS

1. **APPROVAL OF THE NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF JANUARY 28, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Cherchio

SECOND: Trustee Powers

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Powers

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Stewart and Whipple

2. **PRESENTATION AND/OR ACTION REGARDING THE PROPOSED NORTH LAS VEGAS LIBRARY DISTRICT TENTATIVE BUDGET FOR FISCAL YEAR (FOR POSSIBLE ACTION)**

Library Director Forest Lewis said the tentative budget must be submitted by April 15, 2014 and the final budget was due by June 2, 2014.

Director Lewis highlighted some of the key elements of the library's mission statement: literacy, self-development, education, entertainment and community, cultural activities, maintaining library resources, cooperative efforts with other libraries and making library materials available to all the members of the community.

Director Lewis presented some highlights for FY 2015 tentative budget.

- Estimated 7% property tax revenue increase from FY2014
- Total Expenditures decreased by 9.4% from FY2014 budget
- Total full time employees decreased from 24 to 20 (17 employees were full time and three were part-time temporary employees)
- \$600,000 General Fund transfer was required to maintain current level of service

Director Lewis said 2009 expenditures were approximately \$4.5 million; however, the ending fund balance was substantial. In 2014, expenditures decreased and revenues increased. A large portion of the Library's expenditures were the result of debt payments on the Aliante and Alexander Libraries. Director Lewis said debt payments were extended on the Aliante Library and interest only payments were made on the Alexander Library. In FY 2017, the debt payment on the Alexander Library would increase from \$527,000 to approximately \$2 million.

FY 2015 Tentative Revenues

<u>Revenues</u>	<u>Tentative FY 2015</u>
Property Taxes	\$2,566,850
Fines and Forfeits	\$65,000
Miscellaneous (contributions/donations from private sources)	\$55,000
General Fund Transfer	\$600,000
Beginning Fund Balance	\$146,056
<hr/> Total:	<hr/> \$3,432,906
<u>Expenditures</u>	<u>Tentative FY 2015</u>
Salaries and Wages	\$1,215,746
Employee Benefits	\$540,064
Fines and Forfeits	\$547,951
Interest Expense (Debt on Aliante Library)	\$107,748
Principal (Debt on Aliante Library)	\$365,000
Contingency (Debt on Alexander Library)	\$519,000
Ending Fund Balance (4% mandated)	\$137,397
<hr/> Total Commitment and Fund Balance:	<hr/> \$3,432,906

At the request of City Staff, Director Lewis developed a 10% (\$329,551) and 20% (\$659,109) budget reduction plan for the Library. Since the City was optimistic about union settlement agreements, the FY 2015 Tentative Budget presented to the Library Board did not include the additional reductions.

Trustee Powers questioned whether the Library would lose additional staff when the Main Library Branch closed. Director Lewis said there were no plans for additional staff reductions. Current staffing levels caused the libraries to reduce numerous programs and services to library patrons. Director Lewis said some staff from the Main Library Branch would be reassigned to the Storefront Library at City Hall and the remaining staff would be reassigned to the Alexander and Aliante Libraries.

ACTION: APPROVED

MOTION: Trustee Rose

SECOND: Vice Chairwoman Borgersen

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Powers

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Stewart and Whipple

3. DISCUSSION ON THE RECOMMENDATION TO CITY COUNCIL TO REMOVE WILLIE STEWART AS A NORTH LAS VEGAS LIBRARY DISTRICT BOARD TRUSTEE FOR GOOD CAUSE (FOR POSSIBLE ACTION)

Deputy City Attorney Rudd Sanchez discussed the procedure for removing a trustee under Resolution 2357. The resolution states,

“Any public member trustee may be removed for good cause by a majority vote of the City Council.”

If the members of the Library Board determine Mr. Willie Stewart should be removed for good cause, the board would recommend removal to the City Council.

Deputy City Attorney Rudd Sanchez provided some background on the attendance of each trustee based on their tenure as a trustee.

- Vice Chairwoman Borgersen attended 36 of the 38 meetings held
- Trustee Gloria Cherchio attended 4 of the 4 meetings held
- Trustee Linda Powers attended 3 of the 4 meetings held
- Trustee Julie Rose attended 9 of the 11 meetings held

- Trustee Willie Stewart attended 4 of the 11 meetings held
- Trustee Nona Whipple attended 30 of the 38 meetings held

Deputy City Attorney Rudd Sanchez said Trustee Stewart's lack of attendance was sufficient cause for removal. If the Library Board recommended Trustee Stewart be removed, then Deputy City Attorney Rudd Sanchez and Director Lewis would request the matter be placed on the City Council's agenda. If approved by the City Council, Trustee Stewart's position would be filled immediately.

Vice Chairwoman Borgersen questioned whether the position vacated by Chairwoman Langford would be filled. City Clerk Andolina said City Council would appoint someone at the meeting on April 16, 2014.

ACTION: RECOMMEND REMOVAL OF MR. WILLIE STEWART AS A NORTH LAS VEGAS LIBRARY DISTRICT BOARD TRUSTEE FOR GOOD CAUSE DUE TO NON-ATTENDANCE

MOTION: Vice Chairwoman Borgersen

SECOND: Trustee Cherchio

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Powers

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Stewart and Whipple

4. DISCUSSION AND/OR ACTION REGARDING A REQUEST FOR THE CITY COUNCIL TO RAISE THE DESIGNATED LIBRARY TAX RATE. (FOR POSSIBLE ACTION)

Director Lewis had previously proposed the Library Board request City Council raise the library tax rate. Based on the 6.32% property tax, estimated revenues for each cent of tax increase would yield \$400,000. Due to the state imposed 3% property tax cap, estimated revenues would be reduced to \$65,000 per cent of tax increase. Additionally, the citizens affected by the tax increase would be the citizens least able to afford an increase. Director Lewis suggested that the Library Board deny the request to forward the tax increase proposal to City Council.

ACTION: DENIED

MOTION: Vice Chairwoman Borgersen

SECOND: Trustee Cherchio

AYES: (None)

NAYS: Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Powers

ABSTAIN: (None)

ABSENT: Trustees Stewart and Whipple

5. DISCUSSION AND/OR ACTION REGARDING THE CLOSURE OF THE MAIN LIBRARY BRANCH LOCATED AT CIVIC CENTER DRIVE AND OPENING A STOREFRONT BRANCH AT CITY HALL LOCATED ON LASE VEGAS BOULEVARD NORTH. (FOR POSSIBLE ACTION)

Trustee Rose questioned whether the entire Main Branch Library could be relocated to City Hall. Director Lewis said the primary purpose for the Storefront Library was to provide library services from a smaller venue with minimal staff. The goal was to use two 1500 square foot locations: One for computer services and the other for the traditional Storefront Library materials such as, high interest materials and children's books. Approximately three staff members would be needed to staff both locations.

Trustee Cherchio asked about the status of the books and other materials from the Main Library Branch. Director Lewis said most of the materials were old and outdated. The old books would be sold to generate revenue. Any books not sold would be donated to Safe Nest. The remaining materials would be redistributed between the Storefront Library and other libraries.

Trustee Powers questioned how the City planned to inform the citizens of the changes with the Main Library Branch. Director Lewis said Communications Director Mitch Fox would ensure the information was publicized via the City's Website, Facebook, Twitter and other media outlets.

ACTION: APPROVED

MOTION: Trustee Cherchio

SECOND: Vice Chairwoman Borgersen

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Powers

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Stewart and Whipple

6. RATIFICATION OF GRANT APPLICATION TO THE NEVADA STATE LIBRARY AND ARCHIVES IN THE AMOUNT OF \$2,900 FOR 2014 EL DIA DE LOS NINOS, AN INITIATIVE THAT EMPHASIZES THE IMPORTANCE OF LITERACY FOR ALL CHILDREN FROM ALL BACKGROUNDS (FOR POSSIBLE ACTION)

Director Lewis said the Nevada State Library and Archives funds the grant and no matching funds were required. Director Lewis read a brief description of the program.

"El Dia De Los Ninos, El Dia De Los Libros (Children's Day; Book Day), commonly known as Diaz, is the celebration everyday of children, families and reading that culminates yearly on April 30th. The celebration

emphasizes the importance of literacy for children of all linguistic and cultural backgrounds.”

Director Lewis said the North Las Vegas Library District would have programs at the Alexander Library on the following dates:

- Wednesday, Apr 30, 2014, Las Vegas Academy Mariachi Band
- Thursday, May 1, 2014, Stories and Crafts program

Crafts and books for cultural programs would be purchased through the grant.

ACTION: RATIFIED

MOTION: Vice Chairwoman Borgersen

SECOND: Trustee Rose

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Rose and Powers

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees Stewart and Whipple

PUBLIC FORUM

Bob Borgersen, 7617 Island Rail, North Las Vegas, questioned how the agenda item to remove Vice Chairman Borgersen from the Library Board was placed on the City Council agenda without a recommendation from the Library Board. Deputy City Attorney Rudd Sanchez said Resolution 2357 states.

“Any public member trustee may be removed for good cause by a majority vote of the City Council.”

Deputy City Attorney Rudd Sanchez said the City Manager or two members of the City Council were authorized to place an item on the agenda. City Council could place the item on the agenda without the recommendation from the Library Board; however, the public trustee could not be removed without a majority vote of approval (three members). Deputy City Attorney Rudd Sanchez said a trustee did not have the authority to remove a fellow trustee; therefore, the Library Board’s recommendation to remove Mr. Willie Stewart would be submitted to the City Manager and placed on a City Council agenda.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 5:47 P.M.

APPROVED: May 27, 2014

/s/ Vernie Borgersen
Vernie Borgersen, Vice Chairwoman

ATTEST:

/s/ Barbara A. Andolina
Barbara A. Andolina
City Clerk