

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

July 22, 2014

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

**CALL TO ORDER**

5:06 P.M., Council Chambers, 2250 Las Vegas Boulevard North,  
North Las Vegas, Nevada

**ROLL CALL**

**PRESENT**

Vice Chairwoman Vernie Borgersen  
Trustee Gloria Cherchio  
Trustee Jerry Dockens  
Trustee Reuben D'Silva  
Trustee Julie Rose  
Trustee Nona Whipple

**EXCUSED**

Trustee Linda Powers

**WELCOME**

Vice Chairwoman Vernie Borgersen

**VERIFICATION**

Barbara A. Andolina  
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 JULY 22, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Whipple

SECOND: Trustee Dockens

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Powers

**BUSINESS**

**2. APPROVAL OF REGULAR LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES OF MAY 27, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Cherchio

SECOND: Vice Chairwoman Borgersen

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Powers

**3. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF THE BOARD OF TRUSTEES FOR 2014-2015 PER BYLAWS ARTICLE VI.3. (FOR POSSIBLE ACTION)**

ACTION: TRUSTEE JERRY DOCKENS ELECTED CHAIRMAN

MOTION: Vice Chairwoman Borgersen

SECOND: Trustee Cherchio

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Powers

ACTION: TRUSTEE GLORIA CHERCHIO ELECTED VICE CHAIRWOMAN

MOTION: Trustee Whipple

SECOND: Trustee Dockens

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Powers

**4. APPROVAL TO SET REGULAR MEETING DATES, TIMES AND PLACES FOR THE BOARD MEETINGS FOR 2014-2015. (FOR POSSIBLE ACTION)**

Trustee Dockens said he supported the request to move the November meeting to the third Tuesday due to the Thanksgiving holiday. The Library Board of Trustees recommended that the meetings remain on the fourth Thursday. The recommended meeting dates were as follows:

September 23, 2014  
November 25, 2014  
January 27, 2015  
March 24, 2015  
May 26, 2015  
July 28, 2015

Vice Chairwoman Borgersen questioned whether the Library Board of Trustees had the desire to rotate the location of the meetings. Trustee Whipple was concerned rotation of the meetings would cause confusion. Trustee Dockens recommended the matter be brought for discussion at the Friends of the Library Meeting on August 19, 2014. He said Mayor Lee had made the suggestion of rotating meetings at a previous Friends of the Library Meeting with the intent to gain additional public attendance. Library Director Forrest Lewis said various City departments were involved in the meetings and consideration needed to be taken regarding the impact to those City departments.

City Attorney Sandra Douglass Morgan suggested the Library Board approve the meeting dates and times and table the discussion of the meeting location to the next meeting which would enable Director Lewis to review the availability of meeting rooms at the libraries.

**ACTION:** APPROVED MEETING DATES AND TIMES; MEETING PLACES TABLED TO SEPTEMBER 23, 2014

**MOTION:** Vice Chairwoman Borgersen

**SECOND:** Trustee Whipple

**AYES:** Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple

**NAYS:** (None)

**ABSTAIN:** (None)

**ABSENT:** Trustee Powers

**5. APPROVAL FOR A CHANGE IN THE OVERDUE NOTICE POLICY. (FOR POSSIBLE ACTION)**

Director Lewis explained the current Overdue Notice Policy. If a library patron had books or materials that were ten days overdue, a notice was sent advising the items were overdue and fines would be incurred. At 35 days, another notice was sent along with the fees for replacement of the items. At 60 days, any patrons with items in excess of \$40 (cost of item replacement and incurred fines) would have their account sent to a collection agency. Director Lewis proposed a change to the Overdue Notice Policy which would mirror the policy of Las Vegas-Clark County and notices would not be sent until the materials were 35 days overdue. The patron would also be notified the account would be sent to a collection agency. Changing the policy would save Staff time and money. In the period from June 23, 2014 to July 18, 2014 there were 294 overdue notices mailed to patrons who had items ten days overdue at a cost of \$135.24 for postage. For a 12-month period the cost for postage would be \$1,623 for a 10-day overdue notice. He also explained that patrons would be required to have an email address on file with the Library which would decrease postage costs.

Trustee Rose questioned how the patrons were notified at the ten day point. Director Lewis said at ten days if the patron had an email account listed with the Library District, they would receive an overdue notice. If there was no email account on file, overdue notices were printed and mailed. He explained at 35 days, the patron would be notified that fees would be imposed for replacement of the items. Director Lewis proposed the policy be effective September 1, 2014 to allow the patrons to be notified of the change in policy. Trustee Dockens recommended the policy change be posted on the bulletin board in bright colors for patrons to see. Director Lewis said Staff would also be informing patrons of the change in policy as books were checked out of the library.

ACTION: APPROVED

MOTION: Trustee Dockens

SECOND: Trustee Cherchio

AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Powers

**6. DISCUSSION AND/OR DIRECTION REGARDING CHANGES IN THE MEETING ROOM FEE POLICY. (FOR POSSIBLE ACTION)**

Director Lewis said the Meeting Room Fee Policy had not been changed since 1996. Las Vegas-Clark County changed their meeting room fee to \$30. The City of North Las Vegas had two fee categories; non-profit organizations and business organizations. Director Lewis said the larger meeting rooms could be separated in half for a smaller room at a cost of \$10 per hour. The large room fee was \$15 per hour. He said the demand for large meeting rooms at Aliante Library was high at a cost of \$15 per hour. Director Lewis recommended increasing the cost of the small meeting room to \$20 per hour and the larger room to \$30 per hour. He explained there was an increased demand for meeting rooms in the evenings and he suggested requiring a two hour minimum. Trustee Dockens said Las Vegas-Clark County eliminated the separate pricing for non-profit organizations. Director Lewis confirmed the separate pricing was eliminated and recommended the City of North Las Vegas have the same pricing for both categories of organizations. He said it would eliminate the need for Staff to verify the non-profit certification.

ACTION: APPROVED INCREASE TO MEETING ROOM FEES AS FOLLOWS: \$20 PER HOUR FOR SMALL ROOM AND \$30 FOR LARGE ROOM WITH A TWO-HOUR MINIMUM AFTER 5:00 P.M.

MOTION: Trustee Dockens  
SECOND: Vice Chairwoman Borgersen  
AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple  
NAYS: (None)  
ABSTAIN: (None)  
ABSENT: Trustee Powers

**7. RATIFICATION OF A GRANT APPLICATION TO THE NEVADA STATE LIBRARY AND ARCHIVES IN THE AMOUNT OF \$3,000 FOR THE 2014 SUMMER READING CLUB. (FOR POSSIBLE ACTION)**

ACTION: RATIFIED

MOTION: Trustee Dockens  
SECOND: Trustee Rose  
AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple  
NAYS: (None)  
ABSTAIN: (None)  
ABSENT: Trustee Powers

**8. DISCUSSION AND/OR DIRECTION REGARDING AN LSTA GRANT WITH THE NEVADA STATE LIBRARY AND ARCHIVES THAT WOULD FUND THE USE OF OUTSIDE PROFESSIONALS TO ASSIST IN CREATING A FIVE-YEAR MASTER PLAN FOR THE LIBRARY DISTRICT. (FOR POSSIBLE ACTION)**

Director Lewis said there was discussion at the previous Library District Board of Trustees meeting regarding the State of Nevada's requirement for libraries to have a five-year master plan on file. The City of North Las Vegas received waivers for the requirement for the past few years due to the City's financial situation. He said moving forward there were ambitious plans for the library but a lack of staff to develop a five-year plan. Director Lewis said the Library Services and Technology Grant had flexibility and could be used for library planning.

ACTION: APPROVED

MOTION: Trustee Rose  
SECOND: Trustee Dockens  
AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple  
NAYS: (None)  
ABSTAIN: (None)  
ABSENT: Trustee Powers

Trustee Dockens requested reconsideration of Item No. 6 by the Library Board. City Attorney Morgan explained the motion for reconsideration could not be made by the person who made the original motion.

ACTION: MOTION TO RECONSIDER ITEM NO. 6

MOTION: Trustee Cherchio  
SECOND: Vice-Chairwoman Borgersen  
AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple  
NAYS: (None)  
ABSTAIN: (None)  
ABSENT: Trustee Powers

**6. DISCUSSION AND/OR DIRECTION REGARDING CHANGES IN THE MEETING ROOM FEE POLICY. (FOR POSSIBLE ACTION)**

ACTION: APPROVED INCREASE TO MEETING ROOM FEES AS FOLLOWS: \$20 PER HOUR FOR SMALL ROOM AND \$30 FOR LARGE ROOM WITH A TWO-HOUR MINIMUM AFTER 5:00 P.M. FEES TO BE EFFECTIVE AUGUST 1, 2014 OR AS SOON AS STAFF'S ABILITY TO IMPLEMENT. CURRENT CONFIRMED ROOM RESERVATIONS WOULD NOT BE AFFECTED BY FEE INCREASE.

MOTION: Trustee Dockens  
SECOND: Trustee Cherchio  
AYES: Vice Chairwoman Borgersen, Trustees Cherchio, Dockens, D'Silva, Rose and Whipple  
NAYS: (None)  
ABSTAIN: (None)  
ABSENT: Trustee Powers

### **STAFF REPORT**

Director Lewis said the Summer Reading Club was in progress with the support of the Friends of the Library who provided the prizes and two Kindle Fire HDs to be raffled as a grand prize. Through a grant received from the Nevada State Library and Archives there would be two "Mad Science" programs, one at Alexander Library and the other at Aliante Library.

Director Lewis said the relocation to City Hall was moving forward. The relocation date would be announced in the near future. The intent was not to have in excess of a two week period loss of services to the citizens between the time the Main Library closed to the re-opening at City Hall.

The Friends of the Library held their first meeting and had plans for fund-raisers and book sales.

Director Lewis said he would be meeting with Phyllis Hargrove of the Housing and Urban Development Department who, along with a gentleman from the College of Southern Nevada offered to write grants for the library.

### **BOARD ITEMS**

Trustee D'Silva questioned the date and time for the Friends of the Library Meeting. Trustee Dockens said the meeting was at 5:00 p.m. on Tuesday, August 19, 2014 at Aliante Library.

### **PUBLIC FORUM**

**Richard Cherchio, 417 Horse Pointe Avenue, North Las Vegas**, congratulated Chairman Dockens and Vice Chairwoman Cherchio. He said there was a newly energized Library District Board of Trustees and Library Director who were moving the library forward. He questioned if the current number of meeting room reservations remained the same what would be the projected increased revenue. Director Lewis explained the fees were doubled and the revenue would double. He said if the reservations decreased due to the increased fees, one room at Aliante Library could be utilized as a permanent book store to create additional revenue.

**ADJOURNMENT**

ACTION: MEETING ADJOURNED AT 5:34 P.M.

**APPROVED: September 23, 2014**

/s/ Jerry Dockens  
Jerry Dockens, Chairman

**ATTEST:**

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