

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

September 23, 2014

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

CALL TO ORDER

5:00 P.M., Council Chambers, 2250 Las Vegas Boulevard North,
North Las Vegas, Nevada

ROLLCALL

PRESENT

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

WELCOME

Chairman Jerry Dockens

VERIFICATION

Barbara A. Andolina
City Clerk

PUBLIC FORUM

There was no public participation.

1. **APPROVAL OF THE NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF SEPTEMBER 23, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee D'Silva

SECOND: Trustee Borgersen

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

NAYS: (None)

ABSTAIN: (None)

BUSINESS

2. **APPROVAL OF REGULAR LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES OF JULY 22, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Whipple

SECOND: Trustee D'Silva

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

NAYS: (None)

ABSTAIN: (None)

3. **PRESENTATION BY SENIOR DEPUTY CITY ATTORNEY CLAUDIA AGUAYO ON THE OPEN MEETING LAW.**

Senior Deputy City Attorney Claudia Aguayo explained the Nevada Open Meeting Law was enacted to ensure that actions and deliberations of public bodies be conducted openly. The intent of the law was set forth in NRS 241.010(1). The Legislature's intent was that all public bodies exist to aid in the conduct of people's business. It was the intent of the law that their actions be taken openly and their deliberations be conducted openly.

The Open Meeting Law governed public bodies and applied to meetings of a quorum (simple majority) of its members. Senior Deputy Attorney Aguayo said a quorum for the Library District Board of Trustees was four members. She discussed the following:

What Gatherings Must be Conducted in Compliance with the Open Meeting Law?

- Any meetings, including informal gatherings, consisting of a **majority of the members** of the Board to **deliberate** toward a *decision* or take any **action** over any **matter that the Board has control** over is subject to the Open Meeting Law.
 - **"Deliberate"** means collectively to examine, weigh and reflect upon the reasons for or against the action. The term includes, without limitation, the collective discussion or exchange of facts preliminary to the ultimate decision.
 - Discussion with the goal of reaching a decision

What Does the Open Meeting Law Require?

- The Open Meeting Law requires that the agenda for the meeting consist of a "clear and complete" statement of the topics to be considered during the meeting. The Board's discussion should be limited to the topics listed on the agenda.
- The agenda must state if items are "for possible action."
- Items may be heard out of order, combined or removed at any time.
- Public comment restrictions must appear on the agenda.
- Minutes must be kept and reflect:
 - date, time and place of meeting
 - members present
 - members absent
 - substance of matters proposed, discussed or decided
 - substance of remarks by a member of the general public if he so requests

Senior Deputy City Attorney Aguayo explained issues arose regarding "serial communications" or "walking quorums." Another term used for the situation was "a constructive quorum." The terms referred to a situation when not everyone was in the same room but the information was conveyed to all of the members as if they were in the same room.

What Gatherings Must be Conducted in Compliance with the Open Meeting Law?

- Serial communications or "walking quorums" are NOT allowed. Serial communications invite abuse of the Open Meeting Law if they are used to accumulate a secret consensus or vote of the members of the Board.
- Meeting in less than a quorum with intent to avoid the Open Meeting Law.
- Email violations of the Open Meeting Law also NOT allowed.

What Gatherings Are Not Subject to the Open Meeting Law?

- Private briefings among City staff and a non-quorum of members of the Board is not subject to the Open Meeting Law.
- Private discussions with counsel are not subject to the Open Meeting Law.
- Private discussions amongst members on a public issue as long as a quorum is not involved.
- Meetings to consider character, alleged misconduct, professional competence or physical or mental health of a person.

Senior Deputy City Attorney Aguayo gave three separate examples of situations involving members to demonstrate whether the Open Meeting Law was violated to provide a better understanding to the Library Trustees.

Chairman Dockens questioned when the deadline was for an item to be placed on an agenda and asked if an item could be placed on the agenda after it was published. City Clerk Barbara Andolina explained an item can not be placed on the agenda once the agenda had been published. The item would have to be placed on the next meeting.

Chairman Dockens questioned whether a violation would occur if a quorum of Library Board members were in attendance at a meeting for the Friends of the Library but were not discussing an item on an upcoming agenda. Senior Deputy City Attorney Aguayo said if the matter would be coming before the Library Board in an official capacity and there was discussion, there could be a potential for a violation of the Open Meeting Law. She encouraged not having a quorum of the Library District Board of Trustees at other meetings. She also explained there was a "good faith effort" and the need for intent regarding the discussion of matters that could be forthcoming on an agenda.

ACTION: PRESENTATION GIVEN

4. APPROVAL TO SUBMIT A GRANT APPLICATION TO THE NEVADA STATE LIBRARY AND ARCHIVES IN THE AMOUNT OF \$100,000. WHICH REQUIRES AN IN-KIND MATCH OF \$10,000 FOR THE FY2015 LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANT TO ASSIST THE LIBRARY DISTRICT WITH THE FIVE-YEAR MASTER PLAN AND WOULD INCLUDE RESOURCES TO HELP REBRAND THE LIBRARY DISTRICT. (FOR POSSIBLE ACTION)

Library Director Forrest Lewis said a proposal was put forward to the State Library and Archives. If the proposal was approved, the application could move forward. He explained Staff was working with Community Connect whose purpose was to take census data, break the data at a block level and reinterpret the data specifically for public libraries. The technology allowed the Library District to look at the residents not utilizing the library and the reasons why.

Director Lewis said the grant was in the amount of \$1 00,000 with a \$10,000 in-kind match. The State Library and Archives allowed the use of staff time, resources and meeting rooms for the in-kind match. The Library District may need a monetary match of approximately \$3,000. Community Connect would be the lead contractor for the project and would subcontract for other services. He explained through the project the City would be rebranding the library to cater to the services of the community. Director Lewis said the demographics of the community surrounding each library was completely different.

Trustee Powers left the meeting at 5:30 p.m.

Trustee Rose looked forward to the rebranding of the Library District. She questioned how the advertisement would be completed due to the diversity. Director Lewis said advertisement was done through the School District, the City's Public Information Officer and a new City website.

Chairman Dockens questioned the street signage. Director Lewis said the City was reviewing the matter especially in the area of the Alexander Library which was set back from the street. He would follow-up with Traffic Engineer Alyssa Reynolds regarding the street signs. There were determinations that needed to be made regarding County or City roads.

Chairman Dockens questioned whether the \$3,000 needed for the in-kind match would be City funds or money needed from the Friends of the Library. Director Lewis said it could be from either source and the process of the services for the in-kind match would be over a one-year period.

Trustee D'Silva questioned who the competitors were for the grant. Director Lewis said the competitor could be another Library District. He explained there were two types of grants; non-competitive grants of \$5,000; and competitive grants. He discussed the proposal with the State Librarian who was interested in what the City would be able to do.

Trustee Powers returned to the meeting at 5:35 p.m.

Trustee Powers spoke about a news report regarding the struggle of libraries. She said the news portrayed libraries as "dinosaurs." She felt obtaining data would prove the contrary.

ACTION: APPROVED

MOTION: Chairman Dockens

SECOND: Trustee Borgersen

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

NAYS: (None)

ABSTAIN: (None)

5. APPROVAL OF NEW STAFFING AND LIBRARY SERVICE HOUR CHANGES WHICH WOULD TAKE EFFECT FOLLOWING THE RELOCATION OF THE NORTH LAS VEGAS LIBRARY BRANCH TO CITY HALL. (FOR POSSIBLE ACTION)

Director Lewis said there would be a change in service hours that would affect Fridays and impact service throughout the District. The operating hours at City Hall would be Monday through Thursday, 10:30 a.m. to 8:00 p.m. and closed on Friday. Currently the Main Branch was opened Monday through Friday. The employees worked four-day/ten-hour work schedules. In order for the Main Branch to be open on Fridays, the Aliante Library would be closed which was the busiest branch. The Staff would be moved to the Main Branch on Fridays. The proposal was to provide library services for the same operating hours

Monday through Thursday which enabled the Aliante Library to be open on Fridays. Once the library relocated to City Hall there would be a Children's Librarian available for the Aliante Library on Mondays and Tuesdays which had not occurred for the past several years.

Chairman Dockens confirmed that the operating schedules for the other libraries would remain the same. He asked if there would be improvements in the future. Director Lewis said there was a need for change and Mayor Lee was a strong library supporter. He said the goal was to open the Alexander Library on Mondays and Tuesdays with additional Staff.

Trustee Rose questioned whether there was opposition to the relocation of the Main Library to City Hall. Director Lewis said there was opposition in the beginning but the residents were told that the library was being relocated and would have a separate computer lab and would provide more one-on-one attention. Once they realized the library was not closing there was no opposition.

Trustee D'Silva asked about the current staffing levels. Director Lewis said there were 16 full-time employees to cover the entire Library District.

ACTION: APPROVED

MOTION: Vice Chairwoman Cherchio

SECOND: Trustee Rose

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

NAYS: (None)

ABSTAIN: (None)

6. DISCUSSION AND/OR ACTION REGARDING POSSIBLE ALTERNATE LOCATIONS FOR LIBRARY DISTRICT BOARD OF TRUSTEES MEETINGS. (FOR POSSIBLE ACTION)

Chairman Dockens explained Mayor Lee attended a Friends of the Library meeting and questioned whether attendance would increase if the Library District Board of Trustees meetings were held at alternate libraries. After checking with City Staff it was determined that moving the meetings would not create a better solution. Trustee Borgersen said the meetings were previously held at the Library. She felt it would be convenient to the members to alternate the location. Chairman Dockens said alternate locations would be inconvenient for City Staff who needed to attend. Trustee D'Silva said City Hall was a centralized location and easily accessible for City Staff. He said there would be confusion regarding where a meeting was held if there were alternating locations. Trustee Rose supported having the meetings remain at City Hall. Trustee Powers felt the meetings should be held at one of the libraries once a year to enable the community to have access.

Chairman Dockens recommended having a meeting at one of the libraries when there was an issue related to the specific library.

Director Lewis explained the limited Staff in City Departments and did not feel the burden on Staff would warrant one or two individuals attending a meeting.

ACTION: MEETINGS TO CONTINUE BEING HELD IN CITY HALL ON A REGULAR BASIS; STAFF TO CONSIDER ALTERNATE LOCATIONS IF THE AGENDA WARRANTS

MOTION: Chairman Dockens

SECOND: Vice Chairwoman Cherchio

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

NAYS: (None)

ABSTAIN: (None)

7. UPDATE ON FRIENDS OF THE LIBRARY.

Director Lewis said Friends of the Library was moving forward. He met with the Secretary for the group and the Henderson Friends of the Library which had been in existence for twelve years. He said the Henderson Friends of the Library was completely independent of the library. Director Lewis said they raise approximately \$200,000 per year. He said the City's Friends of the Library raised approximately \$20,000 this past year through events such as book sales. Currently there was an estimated \$36,000 in the account with a goal to raise \$100,000. He explained the City of Henderson held one event that raised approximately \$36,000 and was called Library Tree Lane in which businesses paid \$600 to decorate a tree and donated to the Library. There was a large fund raising event which culminated in the Library Tree Lane and a Silent Auction was held. The cost for a ticket to the event was \$35. Director Lewis said the North Las Vegas Friends of the Library wanted to hold a similar event in the Spring 2015. Once the City Hall location was opened, there would be an increase in alternating book sales.

Director Lewis discussed a program for Teen Read Week called "Turn Dreams into Reality." The Rotary Club was providing a \$1,500 grant which would be used for prizes to the winners of the Essay Contest; and \$300 from the Friends of the Library for bookmarks and the image copyright. Teen Read Weed would be held October 12-16, 2014 and would include three grade levels; Grades 7-8, Grades 9-10 and Grades 11-12.

He read the following into the record:

"The North Las Vegas Library District in partnership with the North Las Vegas Rotary Club wants to inspire teens to succeed in school and beyond by sponsoring an Essay Contest to celebrate Teen Read Week. Contestants are encouraged to write about how they plan to use education to help them turn their dreams into reality with extra credit going to essays that can effectively link their education success to programs and services offered through the public library."

Director Lewis said the intent was to reward teens with education. Teens were a difficult demographic to bring into the library. They would need to go to the library to pick up the essay sheet which would also be available on the Friends of the Library website. The first prize in each level was a cash prize of \$200; second prize was a \$100 cash prize. The winners would be announced at the November 19, 2014 City Council Meeting. Director Lewis said the program was part of an outreach to teens and a concerted effort to link the library to education.

Trustee Powers questioned if the student was required to have an active library card when picking up an essay form. Director Lewis said anyone that participated in the program was required to be a resident of North Las Vegas or attend a school in North Las Vegas.

Chairman Dockens questioned why Alexander Library had two long tables of books for sales and Aliante Library had very limited books. Director Lewis said the tables at Alexander Library would be removed and additional shelving would be installed at each location.

Chairman Dockens asked about the Grand Opening of the new library location. Director Lewis said the opening would be on October 8, 2014 at 3:00 p.m. at the Las Vegas Boulevard North entrance.

Chairman Dockens asked about the library mascot. Director Lewis said the mascot was a bookworm with a graduation cap which linked together books with education. He said the City saved money by utilizing a mascot that was pre-made which would cost an estimated \$1,500 - \$1,800. The Library would hold a contest to name the mascot. The idea was to have the mascot recognizable and used for outreach.

ACTION: UPDATE GIVEN

STAFF REPORT

Director Lewis said the Library District applied for two separate grants in the amount of \$5,000 to be utilized for "It's a Thousand Book Program designed to have books read to children or have the child read 1000 books before Kindergarten. The children would receive a sheet and stickers for achievements, such as reading 100 books. The second grant applied for dealt with the STEAM (Science, Technology, Engineering, Arts and Math) reading program.

Trustee Rose questioned National Night Out. Director Lewis said the Library participated in National Night Out sponsored by the Police Department held at Hartke Park.

BOARD ITEMS

There were no additional items.

PUBLIC FORUM

Bob Borgersen. 7617 Island Rail Drive. North Las Vegas, recommended asking the mother's of the children at Story Time to volunteer in the libraries.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 6:31 P.M.

APPROVED: January 27, 2015

/s/ Jerry Dockens
Jerry Dockens, Chairman

ATTEST:

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