

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

November 25, 2014

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

CALL TO ORDER

4:59 P.M., Council Chambers, 2250 Las Vegas Boulevard North,
North Las Vegas, Nevada

ROLL CALL

PRESENT

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

EXCUSED

Trustee Nona Whipple

WELCOME

Chairman Jerry Dockens

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 NOVEMBER 25, 2014. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Vice Chairwoman Cherchio

SECOND: Trustee Borgersen

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

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Whipple

BUSINESS

2. **RATIFICATION OF A GRANT APPLICATION FOR FY2015 LIBRARY SERVICES AND TECHNOLOGY COMPETITIVE GRANT IN THE AMOUNT OF \$97,600 WITH A REQUIRED MATCH OF IN-KIND FUNDS IN THE AMOUNT OF \$9,760. (FOR POSSIBLE ACTION)**

Library Director Forrest Lewis said the grant allowed the Library District to work with Community Connect to change the image, focus and direction of the North Las Vegas Library District. Community Connect would use census data and other specific data for each library branch regarding types of services based on demographics. Community partnerships would be another focus area. Director Lewis said the grant was submitted and accepted through the State for review. The Library District would be notified in mid-January if approved.

Chairman Dockens questioned whether the in-kind match funds would be taken from the Friends of the Library. Director Lewis said there may be some funding needed from the Friends of the Library. The Nevada State Library and Archives allowed the City to utilize salaries and hours worked on the grant towards the in-kind match.

ACTION: APPROVED

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

3. RATIFICATION OF A GRANT APPLICATION FOR 2015 COLLECTION DEVELOPMENT FUNDS FROM THE NEVADA STATE LIBRARY AND ARCHIVES IN THE AMOUNT OF \$4,757. (FOR POSSIBLE ACTION)

Director Lewis explained the grant was received annually and was a non-competitive grant. Under the Nevada State Library and Archives Grant Program, the Library District was guaranteed revenue based on the previous year's budget; what was spent on the library collection for the district compared to what was spent on supplies. There were different formulas used, but based on the City's financial situation the "third-option" formula was utilized (collection vs. supplies). The City needed to submit a grant application and explain what the funds would be used for. There were discussions regarding the STEAM (Science, Technology, Engineering, Arts and Math) Program and grant funds would be used on materials for the program and updates for other programs.

ACTION: APPROVED

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

4. APPROVAL OF THE RECOMMENDED POLICY FOR INACTIVE PATRON ACCOUNTS. (FOR POSSIBLE ACTION)

Director Lewis said the Library District did not have a current policy for inactive patron accounts. Las Vegas/Clark County Library District forwarded information regarding the policy utilized by their district. An inactive account was an account in the system in which the library cards were expired and there were no fines or fees. There were reasons why the accounts should be removed; decreasing the efficiency of the system by overload; and incorrect data regarding library patrons. Director Lewis said the Las Vegas/Clark County Library District based their accounts on fiscal years and were reviewed every four years. He recommended reviewing accounts for the North Las Vegas Library District every five years. Based on data from the Las Vegas/Clark County Library District there were approximately 3,200 inactive accounts for the City of North Las Vegas and 5,000 in a four year period. There were approximately 100,000 residents in the City with library cards. Removing the inactive accounts would create a 5% database reduction.

Chairman Dockens asked how the accounts were removed. Director Lewis explained Las Vegas/Clark County Library District would remove the accounts. North Las Vegas Library District would provide the parameters for the search, a report would be generated and the accounts would be deleted from the system.

Vice Chairwoman Cherchio confirmed the report would indicate accounts with fines or fees owed to the City. Director Lewis said the report was specific to the information provided in the parameters.

Chairman Dockens asked what prevented the reduction of inactive accounts every three years. Director Lewis did not recommend eliminating accounts for less than a four year period. Chairman Dockens questioned the cost to reactivate a patron account. Director Lewis said the patron would need to reapply for a library card. If the patron was still in the system the cost would be \$1.50 for a new card. If the patron was out of the system, they would start over as a new applicant at no cost.

ACTION: APPROVED THE REMOVAL OF INACTIVE ACCOUNTS AFTER FOUR FISCAL YEARS

MOTION: Trustee Powers

SECOND: Trustee Borgersen

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

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Whipple

5. UPDATE ON THE LIBRARY MASCOT CAMPAIGN.

Trustee Powers questioned how the children felt about the choice of mascots. Director Lewis said the children loved him. Chairman Dockens questioned where the idea for the mascot came from. Director Lewis said he and Communications Director Mitch Fox worked together towards the final choice of a bookworm (representing literacy) wearing a graduation cap (representing education.)

Director Lewis said there were several programs planned for the month of December. He said the Friends of the Library paid for the mascot outfit and would be paying for new library cards which would include a key chain. The following joint programs were planned for December:

- ★ “Bookworm Bingo” reading program which would require reading different types of books. If they complete four in a row the prize would be a \$50 movie gift card. If the child continued for a full-card (blackout) there would be an additional prize.
- ★ “Mascot Naming Contest” - forms would be available at each library. The winner would receive a \$100 Walmart gift card. If there were multiple entries for the winning name, a raffle would decide the single winner.

Chairman Dockens asked if the name would be placed on the mascot. Director Lewis said the name would not be directly on the mascot but placed on the website and other public areas.

Vice Chairwoman Cherchio questioned whether the bookmarks distributed at the opening of the new Main Library were available at all libraries. Director Lewis said the metal bookmarks were left over from the opening of the Alexander Library and were expensive. Vice Chairwoman Cherchio asked if the bookmarks could be available at all the libraries. Director Lewis said other bookmarks were generally given at events such as the reading programs. Chairman Dockens asked if a vendor would be permitted to print bookmarks at no cost for distribution with the vendor advertisement. Director Lewis said the library did not advertise one vendor over another and would need to be reviewed for approval. He said the State Library provided databases and one was called EBSCO which was a service provided to library patrons. EBSCO created bookmarks for the Library District which promoted their database and allowed the Library District to have their logo and address imprinted on the bookmark at no cost and could be ordered at any time. Chairman Dockens requested if possible to obtain the bookmarks.

ACTION: UPDATE GIVEN

STAFF REPORT

Director Lewis said he received a letter from Trustee Nona Whipple stating she would be resigning from the Library District Board of Trustees due to health reasons and a replacement would be needed. He said there was an interested individual in attendance.

Dr. Chip Martin, (no address given), said he recently moved to the City and had a PhD in Nuclear Engineering. He was a member of the U.S. Air Force for 20 years and worked for the Department of Energy for 20 years. He had since retired from the government and was currently working with MS Tech on Losee Road as the Director of Nuclear Operations. He was in charge of the Nuclear Operations at the National Nuclear Security Site (formerly Nevada Test Site). Director Lewis said Dr. Martin submitted a Willingness to Serve Form which would be submitted to the City Council for consideration. An agenda item would be prepared for a future City Council meeting for the appointment. City Clerk Barbara Andolina explained an official letter of resignation would be needed from Trustee Whipple prior to moving forward.

Director Lewis said the State of the City was scheduled for January 2015. Traditionally the Library District purchased tickets for the Library Board Trustees. He said he would need to know who would be attending once the final information was received. Chairman Dockens questioned the date for the State of the City. Director Lewis said the event would be held on January 8, 2015. City Clerk Andolina said she believed the event was January 15, 2015 at the Texas Station Casino + Hotel. Director Lewis would confirm the date.

Director Lewis said the gate had been installed at City Hall which would separate the library area from the rest of the City Hall. The operating hours have changed to Monday through Thursday from 10:30 a.m. to 8:00 p.m. The change enabled the Aliante Library to be open on Fridays.

BOARD ITEMS

There were no additional items.

PUBLIC FORUM

Jennifer Richardson, 1508 Logan Valley Lane, North Las Vegas, said she worked at Nellis Air Force Base and requested having College Level Exam Testing materials available in the library. Chairman Dockens questioned the cost for the materials and if the Friends of the Library could help. Director Lewis said last year the Collection Development Funds were used to obtain additional exam materials that would assist the Air Force Base. He said the books were cataloged and in the system and he would review the inventory to determine if additional materials were needed. Director Lewis said the materials purchased cost \$5,000. If there was an increased demand, additional materials could be purchased.

Bob Borgersen, 7617 Island Rail Drive, North Las Vegas, confirmed the \$50 prize for the reading program was being donated. He said Sun City Aliante had a library and donated books to Las Vegas/Clark County Library District. He attended a meeting at Sun City and now they will be donating books to the North Las Vegas Library District.

Richard Cherchio, 417 Horse Pointe Drive, North Las Vegas, spoke about signage for the Library meetings and notification lists for agendas. Chairman Dockens asked if the email list for the Friends of the Library could be shared. City Clerk Andolina said the information could be shared if there were no objections from the Friends of the Library. She requested that the list be submitted to the City Clerk's Office for distribution of the Library Board Meeting Agendas. Mr. Cherchio recommended posting the notification on Facebook.

Trustee Rose questioned whether posting notification of the Library Meeting on Facebook violated the Open Meeting Law. City Clerk Andolina said there was no violation and City Council meetings were posted on social media. Senior Deputy City Attorney Claudia Aguayo said electronic posting of meetings were permitted.

Director Lewis said price quotes were being prepared for the possibility of implementing self-checkout systems at the Aliante and Alexander Libraries. In addition there would be review of installing security gates. The Las Vegas/Clark County Library District had an automated system and the books in the North Las Vegas Libraries were required to have the special tags. The intent was to have self-checkout machines at the libraries and would be funded by the Friends of the Library which would increase productivity and be beneficial to the patrons. The price quoted received indicated an estimated cost of \$10,000 per system. He would invite representatives of Information Technology and Building Maintenance for questions when meeting with company representatives regarding the self-checkout systems.

Trustee D'Silva thanked Director Lewis for his presentation of the essay winners at the City Council meeting.

ADJOURNMENT

ACTION: MEETING ADJOURNED AT 5:45 P.M.

MOTION: Trustee D'Silva

SECOND: Vice Chairwoman Cherchio

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

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustee Whipple

APPROVED: January 27, 2015

/s/ Jerry Dockens
Jerry Dockens, Chairman

ATTEST:

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