

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

July 28, 2015

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

CALL TO ORDER

5:03 P.M., City Hall, Room 112, 2250 Las Vegas Boulevard North,
North Las Vegas, Nevada

ROLL CALL

PRESENT

Chairwoman Julie Rose
Vice Chairwoman Gloria Cherchio
Trustee Charles Martin
Trustee Linda Powers
Trustee Lyndee Roundy

EXCUSED

Trustee Reuben D'Silva
Trustee Alanna Carabott

WELCOME

Vice Chairwoman Gloria Cherchio

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 28, 2015. (FOR POSSIBLE ACTION)

ACTION: APPROVED

MOTION: Trustee Martin

SECOND: Trustee Powers

AYES: Vice Chairwoman Cherchio, Trustees Martin, Powers, Rose and Roundy

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees D'Silva and Carabott

BUSINESS

2. APPROVAL OF REGULAR LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES OF MAY 26, 2015. (FOR POSSIBLE ACTION)

ACTION: APPROVED AS AMENDED; AMEND MINUTES TO REFLECT THE VOTES OF TRUSTEE MARTIN

MOTION: Trustee Martin

SECOND: Trustee Rose

AYES: Vice Chairwoman Cherchio, Trustees Martin, Powers, Rose and Roundy

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees D'Silva and Carabott

3. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF THE BOARD OF TRUSTEES FOR 2015-2016 PER BYLAWS ARTICLE VI.3. (FOR POSSIBLE ACTION)**

ACTION: JULIE ROSE ELECTED AS CHAIRWOMAN

MOTION: Trustee Cherchio

SECOND: Trustee Martin

AYES: Vice Chairwoman Cherchio, Trustees Martin, Powers, Rose and Roundy

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees D'Silva and Carabott

ACTION: GLORIA CHERCHIO ELECTED AS VICE CHAIRWOMAN

MOTION: Trustee Martin

SECOND: Chairwoman Rose

AYES: Chairwoman Rose, Vice Chairwoman Cherchio, Trustees Martin, Powers and Roundy

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees D'Silva and Carabott

Trustee Julie Rose assumed duties as Chairwoman.

4. **APPROVAL TO SET REGULAR MEETING DATES, TIMES AND PLACES FOR THE BOARD MEETINGS FOR 2015-2016. (FOR POSSIBLE ACTION)**

Director Forrest Lewis reviewed the Library Board meeting schedule in accordance with the board's by-laws. He said meetings were currently scheduled for the 4th Tuesday of every other month: September 22 and November 24, 2015; January 26, March 22, May 24, and July 22, 2016.

Trustee Martin suggested the meeting scheduled for November 24, 2015 be changed to the 3rd Tuesday in November to avoid conflict with the Thanksgiving holiday. He also suggested changing the meeting times to 5:30 pm. City Staff advised Trustee Martin that changing the time of the meeting could result in over-time for certain staff members.

Director Lewis noted that November 17, 2015 was the 3rd Tuesday in November. Board members discussed the date change. Trustee Powers asked Director Lewis to send an email to remind board members of the new meeting date.

ACTION: APPROVED AS AMENDED; NOVEMBER MEETING DATE
CHANGED TO NOVEMBER 17, 2015

MOTION: Trustee Martin

SECOND: Vice Chairman Cherchio

AYES: Chairwoman Rose, Vice Chairwoman Cherchio, Trustees Martin,
Powers and Roundy

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees D'Silva and Carabott

5. **APPROVAL OF AN AGREEMENT WITH THE LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT, IN AN AMOUNT NOT TO EXCEED \$4,500, IN A FORM APPROVED BY THE CITY ATTORNEY'S OFFICE FOR ACCESS TO COLLECTION HQ FOR FISCAL YEAR 2015-2016. (FOR POSSIBLE ACTION)**

Director Lewis discussed the Collection HQ program. He said an agreement with Las Vegas-Clark County Library District was previously approved for a maximum of \$80,000; the actual agreement cost was \$70,486.35 and \$4,500 would be spent on the Collection HQ Program. The Collection HQ Program would help streamline collection management process, save money, increase circulation and benefit the patrons. Director Lewis said the partnership with Las Vegas-Clark County Library District would help standardize purchase orders to keep vendors from charging libraries different rates for their services. The partnership would enable the North Las Vegas Library District to acquire the Collection HQ Program at a significantly reduced cost. Director Lewis said the Las Vegas-Clark County Library District would pay all ancillary costs.

Director Lewis said the Cities of Henderson and Boulder City were considering being a part of the Collection HQ Program. Director Lewis said that each library was responsible for ordering its own collection. The Collection HQ reviewed the collection from all the libraries to assist librarians build their collection to best meet the needs of the community. Data from the program would allow for centralized processing. Director Lewis said the contract was not complete but requested approval so he could proceed as soon as the contract was ready. Director Lewis said he would attend training on the Collection HQ Program.

Trustee Powers asked about the impact of the school's new Common Core Curriculum on the library selection. Director Lewis said the Collection HQ Program was a more effective way to review a library's collection and ensure it met the needs of the community; however, individual requests from student and other citizens would still be processed by the librarians.

Trustee Powers asked if the libraries coordinated with Clark County School District regarding its book selection. She said non-fiction books, science, technology and mathematics were the new trend under the Common Core Curriculum.

Trustee Martin asked how the Collection HQ Program would be integrated with the library's current system. Director Lewis said each library branch had its own coding system and the Collection HQ Program would review the libraries circulations statistics and make recommendations. Director Lewis said the Collection HQ program could be tailored to meet the needs of the libraries.

Trustee Martin asked how local schools coordinated their needs with the libraries. Director Lewis said each school principal had access to the libraries and could provide the libraries with their required reading list. Director Lewis said when teachers assigned book reports, the libraries usually had the required reading material unless the teacher made an unusual request.

Trustee Roundy asked about the library liaisons with the local schools. Director Lewis said there was one Family Services Librarian at each library responsible for all the schools in their community. Director Lewis said Cheyenne High School coordinated with their Family Services Librarian to host a symposium on August 7, 2015. He said when a school had a library need they were referred to a Family Services Librarian. Director Lewis identified the Family Services Librarians and their locations: Shelly Alexander-Aliante Library, Patrick Hinrichs-Alexander Library and Garret Decay-Main Library.

Trustee Roundy said the Springboard Educational Program had a new curriculum and new reading requirements. She said she would provide the new reading list to the library.

ACTION: APPROVED

MOTION: Trustee Martin
SECOND: Trustee Powers
AYES: Chairwoman Rose, Vice Chairwoman Cherchio, Trustees Martin,
Powers and Roundy
NAYS: (None)
ABSTAIN: (None)
ABSENT: Trustees D'Silva and Carabott

6. **PRESENTATION ON THE ROSE SHAPIRO MEMORIAL RELOCATION.
(FOR POSSIBLE ACTION)**

Director Lewis introduced Robert Stone, North Las Vegas American Legion Post #51, who gave an update on the Rose Shapiro Memorial relocation efforts. Mr. Stone said he coordinated with Neighborhood and Leisure Services Director Cass Palmer on the relocation. The proposed location for the memorial was Nicholas E. Flores Jr. Park located near Lucille Bruner Elementary School at Allen Lane and Alexander Road. Mr. Stone said Mr. Nicholas Flores, an advocate for the Rose Shapiro Memorial, said they liked the idea of establishing the memorial at the Nicholas E. Flores Jr. Park; however, Parks and Recreation had a concern about the four rose bushes that accompanied the memorial. Mr. Stone said once a new location for the rose bushes had been determined, the relocation of the Rose Shapiro Memorial would be scheduled to proceed. Mr. Stone noted that the rose bushes had been placed in large planters for safekeeping. He said he would notify the North Las Vegas Library District Board of the final decision.

ACTION: PRESENTATION MADE

STAFF REPORT

Director Lewis gave an update on North Las Vegas Library District activities.

- Annual Friends of the Library meeting was held in July 2015.
 - Recognized staff members and volunteers
 - Almost 5,000 hour of volunteerism
 - \$100,000 grant started

- Held stakeholders interviews with Consultant
 - Mayor and City Staff
 - Goodwill
 - United Way
 - College of Southern Nevada
 - Clark County School District
 - Nellis Air Force Base
 - Tiberti Construction – obtained business perspective
 - Partnership ideas and ways to align the library's plan with needs of the organizations in the community
- Computer Lab Media event held on July 22, 2015; event had good attendance
 - NV Energy attended
 - Excited about computer lab
 - Advertise computer classes
 - Push existing programs
 - Interested in assisting with future ventures through their foundation
- Self Check Machine
 - Problems with the gate installation – three separate departments working with the security gates
 - Deadline extended
 - Machines need to be operational
 - Las Vegas-Clark County load software on the computers
 - October 5 – 9, 2015 ; Envision Ware would install security gates at all libraries
- August 4, 2015 National Night Out at Hartke Park
 - Friends of the Library will have a table
 - Discuss library and hand out book marks
 - Looking for a volunteer to assist him from 6:00 -9:00 pm

Trustee Roundy volunteered to assist at the Friends of the Library table at the National Night Out event.

- Latino Americans: 500 Years of History Grant
 - Received \$3,000 programming grant
 - 203 nationwide grant program recipients
 - North Las Vegas Library District – the only organization from Nevada to receive grant funds
 - First Grant Funded Program
 - August 26, 2015 at 5:00 pm in the City Council Chambers

- Scholar from Southern Nevada University of Las Vegas would hold a viewing of a PBS Latino American program series and lead discussions following the show
- Four programs throughout the year
- Partnership with Vegas PBS education department to advertise and promote program events
- Program with Mexican Consulate and PBS live showing and discussion
- August 7, 2015, Shelley Alexander, Family Services Librarian-Aliante, will meet with Cheyenne School High School principal and other community leaders to discuss creating partnerships to support high school students
- August 5, 2015, Director Lewis will meet with Workforce Connections

Director Lewis said he met Assemblyman Tyrone Thompson who was very supportive and was interested in partnering with Workforce Connection Program workers to assist with library staffing.

- August 19, 2015, City Council Meeting – Friends of Library Recognition Plagues:
 - Mayor John J. Lee – for his support of the Friends of Library and North Las Vegas Library District throughout the year
 - NV Energy – Friends of the Library Community Partner of the Year for proving the North Las Vegas Library District with a \$20,000 grant for computers

Trustee Powers recommended the North Las Vegas Library District coordinate with representatives from the North Las Vegas Recreation Centers to develop a program to meet the needs of the numerous children enrolled in after-school programs. Director Lewis said he would coordinate with Director Palmer. He hoped to host the North Las Vegas Library District Summer Reading Program in conjunction with the recreation centers Summer Camp Programs.

Director Lewis asked the board members to submit names of any organizations which would be good community partners for the North Las Vegas Library District.

Trustee Roundy asked about the criteria for selecting a good community partner. Director Lewis said the North Las Vegas Library District was seeking partners to help teach classes, businesses to donate to Friends of the Library, agencies willing to participate in grant ventures and/or educational projects. Director Lewis said a good community partner valued the services of the library as much as the library valued the services of their business.

Trustee Martin asked for a list of North Las Vegas businesses. Director Lewis said Las Vegas-Clark County Library District had a business database where Trustee Martin could obtain the information. He said North Las Vegas did not have a large business or a large wealthy population to help with volunteerism and raising money. Director Lewis anticipated that over the next four to five years, North Las Vegas would have more businesses and more support. He said because the North Las Vegas Library District supported some low-income communities, it was eligible for grant funding which helped support the needs of those communities.

Trustee Martin asked about the protocol for soliciting contributions and volunteers for the North Las Vegas Library District. Deputy City Attorney Claudia Aguayo said Trustee Martin could solicit donations on his own behalf; however, he could not solicit on behalf of the North Las Vegas Library District Board of Trustees.

Vice Chairwoman Cherchio asked whether solicited donations should be collected in the name of the North Las Vegas Library District or the Friends of the Library. Attorney Aguayo stated the North Las Vegas Library District and the Friends of the Library were two separate entities. She reaffirmed that board members could solicit on their own behalf; however, they could not solicit on behalf of the North Las Vegas Library District Board of Trustees.

Vice Chairwoman Cherchio asked if the Library was a 501c3-Tax Exempt Non-Profit Organization. Director Lewis said donations could be made directly to the North Las Vegas Library District; however, it did not have 501c3 status. Director Lewis said if a business wanted to donate to a 501c3 organization, donations would have to be made to the Friends of the Library.

Director Lewis said one of the North Las Vegas Library District Board of Trustees responsibilities was to advocate on behalf of the North Las Vegas Library District. He said the State of Nevada Library paid for Trustee Training Program for new board members. Director Lewis recommended board members participate in the Basic Training Program and said he would provide additional information to the trustees.

Trustee Roundy asked if she could solicit support from Pulte Homes Builder. Director Lewis said anyone willing to assist the North Las Vegas Library District could donate.

Vice Chairwoman Cherchio asked if there was a standardize letter used to request donations. Director Lewis said donation letters were sent out through the Friends of the Library. Trustee Roundy asked that a letter requesting donations be sent to Mr. Quincy Adams. Director Lewis said the corporate sponsorship letters would be sent out in the near future and asked Trustee Roundy to provide Mr. Adam's contact information.

BOARD ITEMS

Trustee Martin asked for full list of schools by library. Trustee Roundy asked Director Lewis to include the Somerset Charter School on the listing. Director Lewis said one of the Family Services librarians would provide the list.

PUBLIC FORUM

There was no public participation.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 5:59 P.M.

MOTION: Trustee Powers

SECOND: Vice Chairwoman Cherchio

AYES: Chairwoman Rose, Vice Chairwoman Cherchio, Trustees Martin,
Powers and Roundy

NAYS: (None)

ABSTAIN: (None)

ABSENT: Trustees D'Silva and Carabott

APPROVED: September 22, 2015

/s/ Julie Rose

Julie Rose, Chairwoman

ATTEST:

/s/ Barbara A. Andolina

Barbara A. Andolina, City Clerk