

**NOTICE AND AGENDA
CITY OF NORTH LAS VEGAS
LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING**

January 23, 2018

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

CALL TO ORDER

5:00 PM, City Hall, Council Chambers, 2250 Las Vegas Boulevard North,
North Las Vegas, Nevada 89030

WELCOME

The Library District Board of Trustees welcomes each of you to its meeting. If you wish to speak on any agenda item, or in the Public Forum, please complete one of the green cards, which are located on the table outside the main entrance and at the podium rail. When called upon by the Chairman of the Library District Board of Trustees, it is requested that you limit your comments to no more than three minutes, and please avoid repetition.

Items on the agenda may be taken out of order. The Library District Board of Trustees may combine two or more agenda items for consideration; and may remove an item from the agenda or delay discussions relating to an item on the agenda at any time.

The North Las Vegas City Hall is accessible to all persons. Members of the public who require special assistance or accommodations at the meeting are requested to notify the ADA coordinator at (702) 633-2410, TDD (800) 326-6868, at least seventy-two (72) hours in advance of the meeting. For general questions regarding this agenda or for supporting materials, please contact Catherine A. Raynor, MMC, City Clerk at (702) 633-1030.

VERIFICATION

Verification that the Agenda and Meeting Notice was properly posted on the bulletin board at City Hall, 2250 Las Vegas Boulevard North, the bulletin board at the Public Safety Building, 2266 Civic Center Drive and the bulletin boards at the North Las Vegas Public Library, 2250 Las Vegas Boulevard North, Suites 133 and 137; Aliante Library, 2400 W. Deer Springs Way; Alexander Library, 1755 W. Alexander Road, the City's website (including supporting materials) and Nevada Public Notice website in compliance with NRS 241, "The Open Meeting Law." The agenda and supporting materials are also available in the City Clerk's Office.

PLEDGE OF ALLEGIANCE - BY INVITATION

PUBLIC FORUM

This is the first portion of the meeting devoted to the Public. After completing and submitting a green card, please come forward upon recognition by the Library Board Chairman and feel free to speak on any topic. Usually items received under this heading will be referred to the Library District Director for action at a later date.

AGENDA

1. Approve Library District Board of Trustees Regular Meeting Agenda of January 23, 2018. (For Possible Action)

CONSENT AGENDA

Matters listed on the Consent Agenda are considered routine and may be approved by a single motion. However, any Consent Item may be moved to the Business portion of the agenda for discussion at the request of any Trustee.

2. Approve Library District Board of Trustees Regular Meeting Minutes of November 21, 2017. (For Possible Action)

BUSINESS

3. Presentation on Proposed Repeal and Replacement of City of North Las Vegas Resolution No. 2357.
4. Update on Library Services and Technology Act Grant.

STAFF ITEMS

BOARD ITEMS

PUBLIC FORUM

This is the second portion of the meeting devoted to the Public. After completing and submitting a green card, please come forward upon recognition by the Library Board Chairman and feel free to speak on any topic. Usually items received under this heading will be referred to the Library District Director for action at a later date.

ADJOURNMENT

Date:	January 23, 2018
Item No:	2.

**NORTH LAS VEGAS LIBRARY DISTRICT
AGENDA ITEM**

AGENDA TITLE:	Approve Library District Board of Trustees Regular Meeting Minutes of November 21, 2017. (For Possible Action)
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REQUESTED BY:	Catherine A. Raynor, MMC, City Clerk
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RECOMMENDATION OR RECOMMENDED MOTION:
That the Library District Board of Trustees approve the Regular Meeting Minutes of November 21, 2017.

FISCAL IMPACT:	Amount:	N/A
	Account Number:	
	Explanation:	

STAFF COMMENTS & BACKGROUND INFORMATION:	Pursuant to Section 3.040 of the Municipal Code, the Office of the City Clerk is required to maintain official transcripts of all meetings.
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<p>Respectfully Submitted by,</p> <p>Forrest Lewis Library Director</p>

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

November 21, 2017

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

CALL TO ORDER

5:11 p.m., City Hall, Council Chambers, 2250 Las Vegas Boulevard North,
North Las Vegas, Nevada 89030

ROLL CALL

TRUSTEES PRESENT

Chairwoman Linda Powers
Vice Chairwoman Yvonne Berry-Johnson
Trustee Alanna Carabott
Trustee Martin Gomez (via telehopne)
Trustee Charles Martin

TRUSTEES ABSENT

Trustee Brent Hinrichson
Trustee Lyndee Roundy

STAFF PRESENT

Forrest Lewis, Library Director
Rhiann Jarvis, Deputy City Attorney
Marie Purcell, Deputy City Clerk/Recording Secretary

PLEDGE OF ALLEGIANCE - BY INVITATION

Linda Powers
Chairwoman

PRESENTATIONS

1. **PRESENTATION OF CERTIFICATE OF RECOGNITION TO DR. CHARLES MARTIN FOR HIS SERVICE AS A LIBRARY DISTRICT BOARD OF TRUSTEE.**

Director Lewis presented a Certificate of Recognition to Trustee Dr. Charles Martin for his dedicated service to the Library District and his support to the Friends of the Library. He noted that Dr. Martin had submitted a grant request through his corporation that provided \$2,000 to the Library District.

PUBLIC FORUM

There was no public participation.

AGENDA

2. **APPROVE LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA OF NOVEMBER 21, 2017. (FOR POSSIBLE ACTION)**

ACTION: APPROVED

MOTION: Trustee Martin

SECOND: Vice Chairwoman Berry-Johnson

AYES: Chairwoman Powers, Vice Chairwoman Berry-Johnson, Trustees Carabott, Gomez and Martin

NAYS: None

ABSTAIN: None

ABSENT: Trustees Hinrichson and Roundy

CONSENT AGENDA

3. APPROVE LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES OF SEPTEMBER 26, 2017. (FOR POSSIBLE ACTION)

ACTION: APPROVED

MOTION: Trustee Carabott

SECOND: Trustee Martin

AYES: Chairwoman Powers, Vice Chairwoman Berry-Johnson, Trustees Carabott, Gomez and Martin

NAYS: None

ABSTAIN: None

ABSENT: Trustees Hinrichson and Roundy

BUSINESS

4. APPROVE SUBMISSION OF A GRANT APPLICATION TO THE NEVADA STATE LIBRARY AND ARCHIVES IN THE AMOUNT OF \$50,000, WITH A REQUIRED 10% IN-KIND MATCH IN THE AMOUNT OF \$5,000 FOR THE 2018 LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANT WHICH WILL BE UTILIZED TO PURCHASE EQUIPMENT TO CREATE MAKERSPACES AT EACH OF THE LIBRARY BRANCH LOCATIONS. (FOR POSSIBLE ACTION)

Director Lewis stated that the Library District applies annually for competitive grants and if awarded, the grant funding would be used to purchase equipment to create makerspaces, which are rolling work stations for open play learning, in each of the Library branch locations. He noted the intent is to use the Science, Technology, Engineering, Arts, and Mathematics (STEAM) Program to provide open play learning along with structured classroom settings with partnerships from the College of Southern Nevada, University of Nevada Las Vegas, and the Clark County School District. He expressed the desire to attract new patrons and families to the Library to participate in interactive learning.

In response to a question from Chairwoman Powers, Director Lewis stated the grant process begins with the initial submission of a proposal to the State for review. He noted that the proposal has been accepted by the State which allows the City to move forward to the application phase. The State's recommendation regarding the proposal is to develop a plan to measure the success of the program.

ACTION: APPROVED

MOTION: Trustee Gomez

SECOND: Trustee Martin

AYES: Chairwoman Powers, Vice Chairwoman Berry-Johnson, Trustees Carabott, Gomez and Martin

NAYS: None

ABSTAIN: None

ABSENT: Trustees Hinrichson and Roundy

5. APPROVE SUBMISSION OF A GRANT APPLICATION TO THE NEVADA STATE LIBRARY AND ARCHIVES IN THE AMOUNT OF \$2,000 FOR THE 2017 LIBRARY SERVICES AND TECHNOLOGY ACT COMMUNITY ENRICHMENT GRANT WHICH WILL BE UTILIZED TO PURCHASE EQUIPMENT TO FOSTER EARLY CHILDHOOD EDUCATIONAL PLAY. (FOR POSSIBLE ACTION)

Director Lewis stated that this grant was part of the Library Services and Technology Act Grant but in a smaller amount. The recommendation was to purchase hands-on educational play equipment for all Library branches to use in the Children's Area to encourage families to spend additional time at the Library.

ACTION: APPROVED

MOTION: Trustee Gomez

SECOND: Trustee Carabott

AYES: Chairwoman Powers, Vice Chairwoman Berry-Johnson, Trustees Carabott, Gomez and Martin

NAYS: None

ABSTAIN: None

ABSENT: Trustees Hinrichson and Roundy

6. APPROVE UNIFORM TRESPASS LANGUAGE FOR NORTH LAS VEGAS LIBRARY DISTRICT BRANCHES. (FOR POSSIBLE ACTION)

Director Lewis stated that staff rarely needed to trespass a patron from the Library, but uniform language is needed for each Library branch. He noted that currently Security was present at the Alexander Library which contained the One-Stop Career Center and that once the centers open in the other branches Security would be provided at all branches. He stressed that any patron issued a trespass had the right to appeal to the Library District Board of Trustees, and the Board has the authorization to overturn the trespass.

Responding to a question from Trustee Carabott, Director Lewis stated the Las Vegas/Clark County Library had a time period of one year for a trespass order. He noted that the North Las Vegas Library District uses trespass as a last resort, therefore there is no expiration date but as previously stated, there is a process for an appeal. He also noted that while the City of North Las Vegas honors trespasses issued by the Las Vegas/Clark County Library District, it is not reciprocated by those agencies.

Responding to Vice Chairwoman Berry-Johnson, Director Lewis stated that staff has been advised to contact law enforcement if they encounter a patron refusing to leave or returning after being issued a trespass. Chairwoman Powers expressed concerns about those patrons who did not understand English. Director Lewis noted there were staff available to translate if needed.

ACTION: APPROVED

MOTION: Trustee Gomez

SECOND: Vice Chairwoman Berry-Johnson

AYES: Chairwoman Powers, Vice Chairwoman Berry-Johnson, Trustees Carabott, Gomez and Martin

NAYS: None

ABSTAIN: None

ABSENT: Trustees Hinrichson and Roundy

STAFF ITEMS

Director Lewis thanked the Library Trustees for their time and effort serving on the Board and wished everyone a Happy Thanksgiving. He gave the following updates:

- The registration closing date for the Winter Reading Program was extended to allow for additional involvement. He noted that prizes will be awarded.

- The District is continuing to work with Professionals in Philanthropy.
- He announced the addition of three new Board Members to the Friends of the Library.
- Staff training is set for March 15, 2018 from 10:00 a.m. to 4:00 p.m. He invited Board Members and Friends of the Library to participate.

BOARD ITEMS

Director Lewis noted that Brandon Marshall, Linebacker for the Denver Broncos, donated \$5,000 to the Friends of the Library that would be used for laptop and Chromebooks for the Alexander Library.

PUBLIC FORUM

There was no public participation.

ADJOURNMENT

The Meeting Adjourned at 5:50 p.m.

APPROVED: January 23, 2018

Linda Powers
Chairwoman

ATTEST:

Marie E. Purcell, CMC
Deputy City Clerk / Recording Secretary

Date:	January 23, 2018
Item No:	3.

**NORTH LAS VEGAS LIBRARY DISTRICT
AGENDA ITEM**

AGENDA TITLE:	Presentation on Proposed Repeal and Replacement of City of North Las Vegas Resolution No. 2357.
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REQUESTED BY:	Forrest Lewis, Library Director
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RECOMMENDATION OR RECOMMENDED MOTION:	
That the Board accept the presentation.	

FISCAL IMPACT:	Amount:	N/A
	Account Number:	
	Explanation:	

STAFF COMMENTS & BACKGROUND INFORMATION:	As a municipal library district under the jurisdiction of the City of North Las Vegas, the North Las Vegas City Council has the authority to govern the selection process and terms of service for all Trustees of the North Las Vegas Library District. This presentation will focus on soon to be implemented changes to existing guidelines under Resolution No. 2357. The changes are in the interest of uniformity, and will be implemented across all City Boards and Commissions.
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Respectfully Submitted by, Forrest Lewis Library Director
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RESOLUTION NO. 2596

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORTH LAS VEGAS REPEALING RESOLUTION NO. 2357 TO ADD PROVISIONS FOR RESIDENCY REQUIREMENTS, TERM LIMITS, LIMITATIONS ON CITIZEN SERVICE, AND REMOVAL FROM OFFICE FOR THE LIBRARY DISTRICT BOARD OF TRUSTEES

WHEREAS, the City Council created a library district pursuant to Resolution No. 1687 on June 25, 1993, as allowed by Section 2.310 of the City Charter; and

WHEREAS, the Council designated a board of trustees as the governing authority of the North Las Vegas Library District pursuant to Resolution No. 1869 on June 5, 1996, as allowed by Section 2.310 of the City Charter and NRS 379.105(1)(b); and

WHEREAS, the Council provided for the appointment, terms of office, and removal of trustees in Resolution 2357 dated September 6, 2006; and

WHEREAS, the Council desires to establish a residency requirement for trustees, further change term limits, standardize limitations on citizen service and removal from office for all City boards, committees, and commissions by repealing Resolution 2357 in its entirety with this new resolution of the Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Las Vegas, Nevada that:

SECTION 1 – Members and Terms

- A. The North Las Vegas Library District Board of Trustees shall consist of seven Members.
- B. All members of the Board shall be residents of the City of North Las Vegas.
- C. Five members shall be either the Mayor and Council members serving concurrently with their terms of office, or public member trustees appointed by the Mayor or a Council member for a term concurrent with the term of office of the Mayor or Council member so appointing said public member.
- D. The City Council shall appoint two competent persons to serve as at-large public member trustees.
- E. The at-large public member trustees shall serve terms of four years.
- F. Terms of service shall be at a maximum of three (3) consecutive terms. A partial term of less than one (1) half of the full term shall not count toward the three terms.

SECTION 2 – Limitations on Citizen Service:

Member trustees may not simultaneously serve on another City board, commission or committee.

SECTION 3 – Removal from Office:

- A. Trustees may be removed from office for inefficiency, neglect of duty, malfeasance of office, or for excessive absences.
- B. Three absences from regular meetings during a Board year shall constitute excessive absence; trustees shall be required to show cause to the City Council as to why a replacement should not be appointed.
- C. Council may remove trustees from office with a majority vote at a City Council meeting.

BE IT FURTHER RESOLVED THAT Resolution No. 2357 is repealed.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF NORTH LAS VEGAS this _____ day of _____, 2017 by the following vote:

AYES: COUNCILMEMBERS:
 NAYS: COUNCILMEMBERS:
 ABSTAIN: COUNCILMEMBERS:
 ABSENT: COUNCILMEMBERS:

APPROVED:

John J. Lee, Mayor

ATTEST:

Catherine A. Raynor, MMC
City Clerk

Date:	January 23, 2018
Item No:	4.

**NORTH LAS VEGAS LIBRARY DISTRICT
AGENDA ITEM**

AGENDA TITLE:	Update on Library Services and Technology Act Grant.
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REQUESTED BY:	Forrest Lewis, Library Director
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RECOMMENDATION OR RECOMMENDED MOTION:
That the Board accept the presentation.

FISCAL IMPACT:	Amount:	N/A
	Account Number:	
	Explanation:	

STAFF COMMENTS & BACKGROUND INFORMATION:	Our current Library Services and Technology Act Grant affords us the ability to work with the professional non-profit consulting agency, Professionals in Philanthropy. Stacey Wedding will be providing an overview of what has been accomplished so far in the grant process, and what is to be accomplished in the remaining months.
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Respectfully Submitted by, Forrest Lewis Library Director
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Roles and Responsibilities of Individual Board Members/Trustees

- **Member of the governing body:**
 - Duty of care – e.g., using your best judgment, actively participating, paying attention, asking pertinent questions
 - Duty of loyalty – e.g., avoiding conflicts of interest, putting aside personal and professional interests
 - Duty of obedience – e.g., staying true to the organization’s mission, obeying the law (both public and organizational)

- **Ambassador for the organization**

- **Volunteer for the organization**

CHECKLIST

of Board Roles and Responsibilities

Basic board roles and responsibilities are the foundation for a successful board. BoardSource has designed this checklist so you can quickly remind yourself of your key responsibilities. It's also a great board orientation tool! Can you check all the boxes?

ESTABLISHING IDENTITY AND DIRECTION

- Has the board adopted or revised a strategic plan or defined a strategic direction for the organization within the past three years?
- Does the board ensure that the organization's mission, vision, and values are reflected in the organization's programs?
- Are the organization's strategic priorities adequately reflected in the annual budget?

ENSURING THE NECESSARY RESOURCES

- Has the board adopted policies related to funds to be pursued and/or accepted in support of the mission?
- Does the board expect all its members to be active participants in fundraising efforts?
- Does the board's composition reflect the strategic needs of the organization?
- Is the board confident that the chief executive's skills and other qualities represent a good match for the organization's strategic needs?
- Does the board seek and review information related to the organization's reputation?

PROVIDING OVERSIGHT

- Does the board contract with an outside auditor for the annual audit?
- Does the organization have up-to-date risk management policies and plans?
- Does the board monitor progress toward achievement of goals related to the organization's programs?
- Does the board have a clear understanding of the organization's financial health?
- Does the chief executive receive an annual performance review by the board?
- Are all board members familiar with the chief executive's compensation package?

BOARD OPERATIONS

- Does the board regularly assess its own performance?
- Are organizational and board policies regularly reviewed?
- Do committees and task forces actively engage board members in the work of the board?
- Do board meeting agendas focus the board's attention on issues of strategic importance?
- Do board members have easy access to information needed for effective decision making?

[Source: Nonprofit Board Fundamentals](#)