

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

November 28, 2006

CALL TO ORDER

5:08 P.M., North Las Vegas Library District Community Room
2300 Civic Center Drive, North Las Vegas, Nevada

PRESENT

Chair Shari Buck
Trustee Stephanie Smith
Trustee Felizia Hernandez
Trustee Vernie Borgersen
Trustee Rita Langford
Trustee Monica Beasley

EXCUSED

Trustee Michael Montandon

STAFF PRESENT

Chief Administrative Officer/City Manager Gregory Rose
Library Director Anita Laruy
Deputy City Attorney Noel Eidsmore
Assistant Library Director Kathy Pennell
City Clerk Karen Storms
Chief Deputy City Clerk Anita Sheldon

EXCUSED

Assistant City Manager Sam Chambers

WELCOME

Chair Shari Buck

VERIFICATION

Karen Storms,
City Clerk

1. **APPROVAL OF THE NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING OF NOVEMBER 28, 2006.**

ACTION: APPROVED

MOTION: Trustee Langford

SECOND: Trustee Hernandez

AYES: Chair Buck, Trustees Hernandez, Borgersen and Langford

NAYS: None

ABSTAIN: None

2. **APPROVAL OF NORTH LAS VEGAS LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES OF SEPTEMBER 26, 2006.**

ACTION: APPROVED

MOTION: Trustee Hernandez

SECOND: Trustee Langford

AYES: Chair Buck, Trustees Hernandez, Borgersen and Langford

NAYS: None

ABSTAIN: None

3. **PRESENTATION OF FINANCIAL PROJECTIONS FOR THE NORTH LAS VEGAS LIBRARY DISTRICT.**

Finance Director Phil Stoeckinger presented the preliminary estimated operating costs and the library fund projection for the proposed Alexander Library.

Director Stoeckinger stated one potential option to minimize financial impact would be to develop an Interlocal Agreement between the Library District and the City. The Library District would maintain a minimum 5% fund balance to ensure a sound financial condition, and the City would be paid back if the City's consolidated tax bill draft request was successful.

Director Stoeckinger stated another potential option to minimize the financial impact would be a thirty year bond financed through the General Fund with an interest only payment for the first four to five years. Meanwhile, revenues and property taxes would increase during that time.

4. RATIFICATION OF APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS IN THE AMOUNT OF \$383,200 FOR THE REHABILITATION OF MAIN LIBRARY.

Library Director Anita Laruy stated on October 16, 2006, an application for Community Development Block Grant (CDBG) funds in the amount of \$383,200 had been submitted for renovations of the Main Library. The renovations would include painting and patching interior and exterior walls; replacing carpeting; and replacing cabinetry and counters in public areas.

Director Laruy requested the Board's ratification of the application.

Trustee Beasley entered the meeting at 5:10 p.m., and Trustee Smith entered the meeting at 5:15 p.m.

ACTION: RATIFIED

MOTION: Trustee Hernandez

SECOND: Trustee Langford

AYES: Chair Buck, Trustees Smith, Hernandez, Borgersen, Langford and Beasley

NAYS: None

ABSTAIN: None

5. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY WORK PLAN.

Chief Administrative Officer Rose stated a proposed list of the goals and objectives for the Library Director for the next eighteen months was as followed:

1. Submit application for CDBG funds to rehab Main Library.
2. Identify areas where services could be improved by conducting external survey of all residents and provide report to the Board.
3. Create a separate internal survey that could be completed online.
4. Draft a report to the Board on library operating costs and compare them with other local entities.
5. Improve library web page.
6. Provide oversight on the design and construction of the Alexander Library.
7. Provide report on, and automate as appropriate, Library District operations in the areas of self-checkout; computerized book labeling; and receipt printing.
8. Convert to a different Library Automation System before June 30, 2008.
9. Develop Capital Improvement Project and Annual Operating Budget.
10. Update Library Master Plan as appropriate.

11. Conduct an evaluation of library staff utilization and provide recommendations.
12. Undertake a market analysis that would include no less than three focus group meetings to identify current and future service markets.
13. Modify the performance measures to gauge success of the Library's Master Plan and monitor customer satisfaction.

Chief Administrative Officer Rose requested direction from the Board regarding the proposed list of goals and objectives.

Trustee Langford asked Chief Administrative Officer Rose how an external survey would be conducted and he responded the City had a quarterly news letter which could contain a survey to identify areas where the City may be deficient.

ACTION: ADOPT AND CONTINUE WITH A LIBRARY WORK PLAN; TO BE UPDATED EVERY SIX MONTHS

MOTION: Chair Buck

SECOND: Trustee Smith

AYES: Chair Buck, Trustees Smith, Hernandez, Borgersen, Langford and Beasley

NAYS: None

ABSTAIN: None

6. DISCUSSION AND POSSIBLE ACTION REGARDING THE ALEXANDER LIBRARY PROJECT AND ASSOCIATED MINI PARK.

Acting Public Works Director Qiong Liu stated the City owned a 4.37 acre parcel located on Alexander Road just west of the intersection of Martin Luther King Boulevard, which had been designated as the site for a branch library for several years. She explained, under the direction of the City Manager, Staff determined it would be beneficial and cost effective to re-utilize the Aliante Library design and site, and adapt it to construct a 16,000 square foot branch library at the Alexander site. The new library would cost approximately \$11,600,000.

Acting Director Liu stated Staff developed the concept to incorporate a mini park project with the library construction since the site was 1.38 acres larger than the Aliante site. The mini park would cost approximately \$1,700,000.

Trustee Smith asked Acting Director Liu why the preliminary cost for design was \$500,000. She explained the cost was an estimate; however, the City was currently in negotiations with Lucchesi Galati Architects and the final cost was anticipated to be much less than \$500,000.

Acting Director Liu further explained the final costs would be presented to Council for their

approval the first meeting in February.

ACTION: PROCEED WITH DESIGN AND CONSTRUCTION

MOTION: Trustee Smith

SECOND: Trustee Hernandez

AYES: Chair Buck, Trustees Smith, Hernandez, Borgersen, Langford and Beasley

NAYS: None

ABSTAIN: None

STAFF REPORT

The elections of officers to be on the agenda for the January 23, 2007 meeting.

PUBLIC FORUM

Iris Gross, P.O. Box 336314, North Las Vegas, expressed concerns about the Aliante Library's inadequate staff and no access to the North Las Vegas website from the Aliante Library computers.

City Manager Rose stated an evaluation would be conducted to identify the staffing needs of the Aliante Library and the Main Library. Director Laruy stated a remedy was being sought for the website access problem.

City Manager Rose advised an update would later be provided to Ms. Gross and to the Board of Trustees.

ADJOURNMENT

The meeting was adjourned at 5:32 p.m.