



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

July 25, 2023
5:00 p.m., Council Chambers,
2250 Las Vegas Boulevard North,
North Las Vegas, Nevada 89030

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

CALL TO ORDER

Chairman King called the meeting to order at 5:01 P.M.

VERIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Chief Deputy City Clerk Cherry Lawson confirmed compliance with Open Meeting Law.

ROLL CALL

TRUSTEES PRESENT

Chairman King
Vice Chairwoman Lockhart
Trustee Arbuckle
Trustee Henry
Trustee Kelley
Trustee Thomas-Gibbons

TRUSTEES ABSENT

Trustee Esparza

STAFF PRESENT

Library Director Forrest Lewis
Chief Deputy City Attorney Chris Craft
Chief Deputy City Clerk Cherry Lawson
Deputy City Clerk II Daisy Rivera

WELCOME

Chairman King welcome those who were attending the meeting.

PLEDGE OF ALLEGIANCE - BY INVITATION

Led by **Trustee Henry**

PUBLIC FORUM

Chairman King open the meeting to receive public comments. No comments were offered.

ELECTION OF OFFICERS

1. Library District Board of Trustees to Elect from its Membership a Chairperson. (For Possible Action; Recommendation – Appoint)

MOTION: **Trustee Henry moved and Trustee Kelley second the motion nominating Melvin King as Chairman of the Library District Board of Trustees.**

ACTION: **APPOINTED; MELVIN KING**

AYES: 6
NAYS: 0
ABSTAIN: 0

2. Library District Board of Trustees to Elect from its Membership a Vice Chairperson. (For Possible Action; Recommendation – Appoint)

MOTION: ***Trustee Lockhart moved and Chairman King second the motion nominating Trustee Arbuckle as Vice Chairwoman.***

ACTION: **Motion failed. Trustee Arbuckle declined the nomination.**

MOTION: *Trustee Arbuckle moved and Chairman King second the motion nominating Trustee Esparza as Vice Chairwoman to the Library District Board of Trustees.*

ACTION: **APPOINTED; LAUNA ESPARZA**

AYES: 6

NAYS: 0

ABSTAIN: 0

AGENDA

3. Library District Board of Trustees Regular Meeting Agenda of July 25, 2023. (For Possible Action; Recommendation – Approve)

MOTION: *Trustee Henry moved and Trustee Arbuckle second the motion approving the agenda as presented.*

ACTION: **APPROVED**

AYES: 6

NAYS: 0

ABSTAIN: 0

CONSENT AGENDA

4. Library District Board of Trustees Regular Meeting Minutes of May 23, 2023. (For Possible Action; Recommendation – Approve)

MOTION: *Trustee Lockhart moved and Chairman King second the motion approving the Consent Agenda.*

ACTION: **APPROVED**

AYES: 6

NAYS: 0

ABSTAIN: 0

BUSINESS

5. Purchase Order with Baker and Taylor for Library Books and Cataloging in an Amount Not to Exceed \$120,000. (For Possible Action; Recommendation – Approve)

Library Director Forrest Lewis provided a brief overview of this item stating that Baker and Taylor is the main vendor used by the Library District. They provide books for the Las Vegas, Clark County and Henderson libraries.

There are two services the Library purchases from Baker and Taylor. One is for the purchase of physical books for our collection and the other is for the Access 360 Digital Book database. The Access 360 collection provides both adult and juvenile books. The Library uses Access 360 for outreach by using a QR code on its flyers that allows the public to sign up for free access for a week, in exchange for their email address and information which the library uses for outreach purposes. This purchase order is for the three library branches.

MOTION: *Trustee Henry moved and Trustee Arbuckle second the motion approving the Purchase Order with Baker and Taylor for Library Books and Cataloging in an Amount Not to Exceed \$120,000.*

ACTION: **APPROVED**

AYES: 6

NAYS: 0

ABSTAIN: 0

6. Purchase Order with Midwest Tape for the Purchase of Audio/Visual Materials and Cataloging in an Amount Not to Exceed \$30,000. (For Possible Action; Recommendation – Approve)

Mr. Lewis stated that Midwest Tape is the Library vendor that is used for DVDs. For the last few years, the Library has budgeted approximately \$50,000 for this service. He explained that the DVD circulation decreases each year, and that more people are moving towards use of the Hoopla Streaming Service. However, the Library still provide DVDs for its patrons use.

Chairman King asked whether there is a potential phase-out plan for the DVDs and/or tapes. **Mr. Lewis** replied stating that the Library does not have a specific timeline to phase out of DVDs, as there are many families within the community that still uses DVDs and even VHS media. He stated that more libraries are moving towards digital collections but there is still a demand for it.

MOTION: *Chairman King moved and Trustee Henry second the motion approving Purchase Order with Midwest Tape for the Purchase of Audio/Visual Materials and Cataloging in an Amount Not to Exceed \$30,000.*

ACTION: **APPROVED**

AYES: 6

NAYS: 0

ABSTAIN: 0

7. Agreement with the Las Vegas Clark County Library District for Automation and Courier Services for FY2023/2024 in the Amount of \$54,046.20. (For Possible Action; Recommendation – Approve)

Mr. Lewis stated that this is the Library Annual Automation Agreement that it has with the Las Vegas-Clark County Library District. The Library has had a long-standing partnership with them; that partnership continues to be strong while it covers several different areas that greatly benefit our patrons.

This fee covers the annual service cost for our Librarians to log in and access the system. It also covers Courier Service up to six days a week at our branches. The Alexander and Aliante Branches are open six days a week, and we get full courier Service. It provides complete access to most Library materials that we can request, not only from Las Vegas/Clark County but also Boulder City is part of that consortium as well and it covers the OverDrive digital book access and Decision Center which provides advanced statistics for circulation reporting which is very beneficial for the library.

MOTION: *Trustee Henry moved and Trustee Arbuckle second the motion approving the Agreement with the Las Vegas Clark County Library District for Automation and Courier Services for FY2023/2024 in the Amount of \$54,046.20.*

ACTION: **APPROVED**

AYES: 6

NAYS: 0

ABSTAIN: 0

8. Board Meeting Dates, Times and Place for 2023/2024. (For Possible Action; Recommendation – Approve)

Mr. Lewis stated this is setting the dates for our meetings for the upcoming fiscal year. Beginning in September, and to continue having meetings the fourth Tuesday of every other month. The meetings will continue to remain at 5 p.m. in the Council Chambers at City Hall.

MOTION: *Trustee Henry moved and Trustee Lockhart second the motion approving the Board Meeting Dates, Times and Place for 2023/2024.*

ACTION: **APPROVE**

AYES: 6

NAYS: 0

ABSTAIN: 0

STAFF ITEMS

Mr. Lewis reported on the following items:

- Summer Reading Challenge is coming to an end at the end of July and we have had a lot of success.
- Statistics are showing increases in all areas of the library. We have a lot of great program and are increasing our outreach which I will report to you at the next meeting.
- Teen Career Hub with Workforce Connections at the Alexander Library is coming together. There will be a soft opening to ensure everything is in working order, ahead of the official grand-opening launch.
- The Small Business Center at the Aliante Library will be next in our partnership with Workforce Connections.

BOARD ITEMS

Chairman King commended **Mr. Lewis** on behalf of the board for his efforts and with this new career hub and the opportunity for our community members to be engaged with a library and also enabling patrons to learn new skills that will provide them employment opportunities. He also thanked him for his due diligence and ensuring that our community is being supported and uplifted in any capacity that the library is capable of doing. **Mr. Lewis** graciously thanked the board for the compliment, and stated that he will pass along the compliments to this team.

Trustee Arbuckle concurred with the compliments of Director Lewis. She stated that regarding the Alexander library, she has been in there and it is just phenomenal! It is absolutely is fantastic there!

PUBLIC FORUM

Chairman King open the meeting to receive public comments. No comments were offered.

ADJOURNMENT

Chairman King adjourned the meeting. Meeting was adjourned at 5:25 P.M.

CERTIFICATION

I certify that the foregoing are true and correct minutes of the City of North Las Vegas Library District Board of Trustees Regular Meeting held July 25, 2023. I further certify that a quorum was present.

Jackie Rodgers, City Clerk

DRAFT