

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING  
Minutes from the November 15, 2017 meeting for the December 2017 meeting.

Members Present: Jeff Breeden; Chair, Marita Rhinehart; Vice Chair, Ann Langevin, Rachel Hunt, and Erica Tietjen.

Also Present: Director Kimberly Diehm, Assistant Director and Head of Cataloging Anne Karr, Architect Sean Coulter, Deanna Duffy, Dr. Krys Stave, and Martin Einert.

The regular meeting of the Library Board of Trustees was called to order at 7:02 p.m. by Chair Jeff Breeden.

I. Pledge of Allegiance

The pledge was led by Ann Langevin.

II. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada's Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

There were no comments at this time.

III. Consent Agenda: Matters considered routine by the Board of Trustees and which may be enacted in one motion. Any item, however, may be discussed separately per Board member request. Any exceptions to the Consent Agenda must be stated prior to approval.

Ann noticed an issue with the October minutes. She requested that the words "excellent sample" complete the statement on the page 4 notes to more correctly match the conversation.

Jeff questioned the amount in the American Family Insurance line. Kim will check the accuracy.

Marita Rhinehart moved to accept the consent agenda, minutes of the regular meeting of October 18, 2017, and bills paid in the amount of \$39,014.16 from the previous month. Rachel Hunt seconded. Motion carried.

IV. Reports: Director's monthly Library Status Report and Department Head Reports

Kim checked with the City of Boulder City about a public hearing notice regarding the area behind (to the East of) the library. It is zoned as residential and a request has been made to extend the area to include daycares, schools, and nursing homes.

The One-Stop Center reported 91 visitors during the month of October, with 31 of those visitors being new members. Kim shared that those numbers were better than Laughlin's center and she explained that a friendly competition exists between the two facilities.

Jeff noted an interest in Kim's report about passport applications. Ann remarked that she has heard that the Boulder City post office is the last place in the area that does not require an

appointment. Rachel shared that she thinks it is a great idea. Henderson, and Kim shared the Windmill location in Las Vegas are doing it. The Board approved of exploration. Kim agreed that it will be an interesting prospect.

Jeff would like to compliment Jessie on her reports and partnerships and he commended her department's time spent at the middle school.

Ann, discussed the thick size of the draft copy of the new trustee manual that she received at the library conference. Kim defined it to the Board as a draft that is still open for suggestions. She agreed that it is overwhelming upon first exposure.

Jeff questioned whether the newest members have a copy of the trustee's manual. Erica and Rachel confirmed that they have each received a copy. When offered a copy of the new draft, the members decided that they would prefer to wait for the final product.

V. Report/Discussion/Action Possible: The agenda items in this section are for discussion and for possible action. The items may be heard in any order; two or more items may be combined for consideration; an item may be removed from the agenda; or discussion related to an item may be delayed at any time.

1. Friends of the Library report – Action Possible, Krys Stave

Krys reported the results of the recent book sale. She indicated that the Friends determined that 45 person hours were used and the group is debating whether the cost to return ratio is acceptable.

At the last meeting The Friends started to brainstorm other ways to support the library. She mentioned adult spelling bees and was met with great excitement. Also being considered are sponsor themed activities to include local businesses and events such as cowboy poetry. The group intends to start small and build upon local interests. There are now 27 members and a general meeting is scheduled for January. They will advertise. The 75<sup>th</sup> anniversary will provide an opportunity for the Friends to promote the library and function as a community liaison.

The Board was given an invitation to share ideas and also invited to join the Friends group and to attend the meeting on January 25<sup>th</sup> at 6:30 p.m.

2. Guest architect Sean Coulter – Action Possible, Sean Coulter

Sean introduced his purpose in attending as fulfilling Kim's request to have him explain what the process will entail for a building renovation. Sean explained that the first step toward a building remodel and build-out includes starting with community engagement. Community input is important after first sitting with staff to obtain their goals and ideals. Then community meetings will allow organizations to be involved and to voice what they want to see included so that their needs are fulfilled.

When Sean has worked with Clark County he shared that chamber of commerce, youth groups, and schools were consulted and asked, “What makes a perfect library?” This will help to identify what programs and needs are expressed from the community. He advised two or three different meetings.

Data must be collected and collated. The next step will be to sit with staff and decision makers to first prioritize needs and then wants and wishes. From this the company will create a Program Document which is a production manual for the design process. This will list requirements in square footage and explain needs.

For funding this guidebook becomes important for the RFP (Request for Proposal) process. The Program Document is important. From it floor plans can be produced. Sean shared that his experience has shown that libraries are not like they used to be. They are now more of a community center and therefore a consensus is needed for determining the programs the community needs space for.

The company will “Take a stab” at a design which will in essence be a, “First pass.” Sean said architects call this phase “charrette.” There is then more input from the library before floor plans can be agreed upon.

At this point a rendering can be created. The quality of the space is defined; whether the desire is for serious space or creative, fun, etc. The goal is to get a flavor of what the collective group wants the space to be. Renderings are produced so the “wow factor” can be taken to community to give them an idea of the possibilities.

The next step will be to go through the funding process. This stage has many layers. Then an architect will design a Schematic Design Package from the Program Document which will include all of the specific details. This is the Construction/Document Phase. Next will come the permitting process from the city building department which will be followed by hiring a contractor.

Then construction starts. Sean would estimate that for a project of this scale, the library should expect a six-month process. In order to proceed and operate at the same time, phasing will be an important part in planning. Sean offered an example of how this is currently being done by his company for their library project in Mesquite, Nevada, where they are doing both a renovation and building a new segment.

Sean concluded that this overview provided the process, “In a nut shell.”

Marita asked for a timeline. Sean said to expect one month to hold the public meetings, one month for the creation of floorplans, and an additional one month for the renderings. With a lot of decision makers, scheduling can be spread out and the holidays must be factored in, however, his answer was three months to get a package ready to go to the public.

Jeff asked at what point an idea of cost estimate would be possible. Sean explained the Order of Magnitude Cost which provides an estimate within 10 to 15% and clarified that a deliverable to be expected would be a cost estimate. This piece of information is key for the bond issue and Marita and Jeff expressed concern about timing for the bond issue for the November ballot.

Marita noted that the library would want to have the renderings ready for the March 17<sup>th</sup> open-house for 75<sup>th</sup> anniversary celebration event.

Sean provided an example from the Las Vegas Clark County Library District (LVCCLD) used for the Mesquite project. One option to consider is a New Markets Tax Credit. He presented it as an option to think about but warned that construction documents are needed as well as funding before it can be applied for.

Discussion ensued regarding details about New Markets Tax Credit and how to pursue that avenue. Kim shared that it opened in May and the deadline this year already passed in June.

The members expressed their appreciation for Sean's informative presentation. Kim noted that she will share the introduction document Sean prepared for the library. She expressed that Sean is highly regarded by Steve Rice, the Facilities Director with LVCCLD.

### 3. Buildout bid information – Action Possible, Kim Diehm

Kim reported the results of her inquiry. Jim (financial advisor) says there is nothing stopping the library from getting through the initial implementation process. The library can move forward with money that is in the bank.

Steve Rice is willing to do a Q & A. regarding the process. LVCCLD is doing many renovations with Sean and his company. Kim will have a phone conversation with Steve later this week.

A concern was expressed whether Sean would have time for us if his company is busy with LVCCLD projects. Kim clarified that he has been here twice and did not seem to have trouble making time for us. Marita asked where his office is located. Kim verified that it is in Las Vegas and close.

Jeff asked about the designer Kim had talked to already. Kim shared that she had asked Sean about that designer and while they would work with her if it were our desire, they do have their own experienced library designers. Kim provided that she has been impressed with the company's experience.

Marita asked who else may be coming in for bids. Jeff led a discussion to assess the Board member's expertise with regard to evaluating competing companies. In order to responsibly spend library resources the group decided it would be best to do

competitive bids. Jim had shared with Kim that requests could be made of different companies and the Board could compare the approaches and experience since a cost figure would not be available until after the process had been initiated.

Due to the timetable, a vote will need to be made in December if the plan is to reveal renderings in March. The group determined that an additional meeting will be required in December. Kim was asked to arrange for two more competitors to make presentations. Jeff requested that they be prompted to address the same points that Sean Coulter had presented on so as to insure that the group could compare “apples to apples.”

Ann cautioned the group based upon her LVCCLD Advisory Committee prior experience that decisions may not be easily made directly following a presentation.

Rachel observed that this is the discovery process stage and not having the whole package for the March event may be desired but it is not the worst case scenario from the point of view of the time-line.

Ann confirmed from the September minutes they have until the June or July time frame from the ballot perspective.

Jeff shared his experience with New Markets Tax Credit and pointed out the difficulties with its use.

Marita asked the group what next step the group would be comfortable with. Ann confirmed that a competitive bid would be best. Jeff voiced that a comparison of two options will not be sufficient. Three choices will be necessary so they will not just be making a high/low decision.

Erica clarified the decision facing the Board. She agreed they should consult Steve Rice for his input about what a proper range should be, answer the question of obligation, shop some so they do not spend unreasonably and yet not extend the timeline if possible. The group discussed their freedom to solicit without an RFP for this phase and their great responsibility to the public.

Kim pointed out the auditor will be present at the next meeting and a Comp. and Class. report might also be ready. Several architect name options were shared, then the group determined what date might be acceptable for an additional meeting in December.

Jeff expressed enthusiasm for the presentation they had just been given and was complementary toward Sean and appreciative for the confidence the information provided them with.

4. Library curb sign update – Action Possible, Kim Diehm

Kim presented a curb rendering from the latest inquiries she had made. The boulder from out of state would cost \$6000 plus shipping and installation so she proposed that she would proceed with the cemetery suggestion the Board had made. She was told that sandstone is the easiest to engrave but it deteriorates. She and others have noticed the City's rocks by the golf course are fading and have been re-etched.

Board members are noticing signs everywhere they drive. Kim has been given the name of a place in North Las Vegas that sells boulders. Ann shared locations she had been aware of in past that might provide leads.

Jeff proposed the question that with significant construction upcoming whether it might be best to leave the sign for later and have the architect and general contractor finish this as an aspect of the project.

The Board released Kim from the frustration of the companies that were not calling her back or following through. They thanked Kim for all the work she had done and decided to let this item rest for the time being.

5. Director evaluation objectives/goals – Action Possible, Kim Diehm

Kim stated that the Board had more questions for her than she had for them. She provided a sheet answering their questions which the members proceeded to read.

Marita shared that she had received an unsolicited comment from a patron when she had arrived that this patron had at one time been uncomfortable in the library and now felt the atmosphere was better and liked to come in.

Jeff pointed out that Kim had supplied them with the seven section format which had been historically used and provided dates and goals. Rachel expressed satisfaction. Jeff noted that he appreciated the level of detail which was a specific he had requested. He expressed the process is not a pass/fail format and will be useful next year. The goals will provide a great incremental to build on Kim's education and the team's.

Rachel had an idea about library services that was sparked by an item on Kim's list. She suggested that the library have a place on the website to offer ideas. She also suggested that the article in the magazine offer contact information so that interested citizens could share ideas for services and programs they would like to see. She proposed always being in the community soliciting in easy places for feedback. Jeff pointed out an additional thought for the Facebook page. He offered that a pinned post could always be available with a request for suggestions. The group agreed that the more places services could be suggested, the better.

Ann suggested that Kim's #6 goal be changed to be more flexible since she had just been released from sign responsibility.

Jeff expressed that he was happy to hear about Tim Grimes, the Facility Maintenance Manager being on board. He noted that it was kind of Jay to come in for a couple of hours and train him. Kim shared that Jay offered to be available for more questions as they arise.

6. Revenue and expenditure summary – Action Possible, Kim Diehm

Kim investigated a concern expressed by both Jeff and Marita about a report that appeared to indicate the library spends more than it takes in. Jim in response provided the Board with a document which distinguished between Actual and Budgeted figures. The initially questioned figures show a budget drawing down the fund balance. Jim explained to Kim that it enables us to anticipate a large expenditure.

Jeff found the document helpful and followed the rational of budgeting as if you planned on dipping into your savings. He determined that he had possibly interpreted the report incorrectly.

7. Upcoming professional conference attendance – Action Possible, Kim Diehm

Kim presented the next ALA conference dates so that plans can be made. The conference is scheduled for June 21 – 26, 2018 in New Orleans. Ann shared that it is important for Trustees to go. She had not expected to get so much out of it. Marita felt the same way about her attendance in Chicago. The group decided that it is important and directed Kim to plan on sending a Trustee.

VI. Announcements:

Jeff expressed enthusiasm because this section reflects that there is “Lots going on.”

1. Fiction Writing Workshop, November 16 & 30, 2017, 2 p.m., Community Room
2. After Hours Movie, November 17, 2017, 5:30 p.m., Community Room
3. Youth Art Club, November 18, 2017, 1 p.m.
4. Crazy 8s Math Club, November 20, 2017, 3:30 p.m., Community Room
5. Library closed for Thanksgiving & Family Day, November 22 at 5 p.m. to November 24, 2017
6. Sugar Scrub Craft, December 2, 2017, 1 p.m.
7. Build a Gingerbread Library, December 9, 2017, 1 p.m., Community Room
8. Boulder City Library Board Meeting, December 20, 2017, 7 p.m., Board Room

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Deanna Duffy shared that while she, Fran, and Jay have left the library, they all have returned this past year to help out. She wanted to point out that they are all volunteering because they like the environment at the library and that their leaving in no way reflected upon Kim's leadership. In light of a question related to Kimberly's evaluation and goals, she felt it necessary to clarify that point.

Jeff thanked Martin and Deanna for their presence in the audience.

VIII. Adjournment:

Rachel Hunt moved to adjourn. Erica Tietjen seconded. Meeting adjourned at 8:36 p.m.