

**MINUTES OF THE
CLARK COUNTY LAW LIBRARY
BOARD OF TRUSTEES**
Meeting Held November 8, 2012

I. CALL TO ORDER/CERTIFICATION OF PROPER POSTING OF AGENDA.

The meeting was called to order at 12:12 p.m.

Board members present:

Thomas Beatty, President
Judge Kishner (via conference call)
Barbara Wagner
Betsy Avila

Board members not present:

Margaret Lambrose, Secretary
Judge Scann
Judge Sturman

Others in attendance:

Elizabeth Vibert, Legal Counsel
Denise Shields, Sr. Financial Analyst, Clark County Dept. of Finance
Jeff Share, Prin. Financial Analyst, Clark County Dept. of Finance
Kevin Clanton, Library Director, Clark County Law Library
Karen Byrd, Office Services Manager, Clark County Law Library
Chanteyl Newman, Law Library Assistant II, Clark County Law Library

Mr. Clanton certified that the agenda had been properly posted.

II. APPROVAL OF AGENDA AS POSTED FOR POSSIBLE ACTION.

It was moved and carried that the agenda be approved as posted.

III. PUBLIC COMMENT.

None.

IV. APPROVAL OF MINUTES OF SEPTEMBER 27, 2012. BOARD ACTION AS DEEMED APPROPRIATE FOR POSSIBLE ACTION.

It was moved and carried that the minutes of September 27, 2012 be approved with amendments to Item V. bullet #4, Explore appropriate leave.

V. FINANCIAL REPORT. DISCUSSION AND POSSIBLE ACTION REGARDING THE LAW LIBRARY FINANCIAL REPORT.

Mr. Clanton presented the following to the board:

- Cash on hand is \$297,035.00 as of November 5, 2012.
- Donations of periodicals from Troy Peyton, Esq. and various legal materials from Bryan Cox, Esq.
- Alternative revenue options as discussed with County Management. At a meeting with Jeff Wells, Asst. County Manager, Yolanda King, Director of Budget and Financial Planning, Denise Shields, Karen Byrd, and Kevin Clanton, Mr. Wells suggested that, pursuant to the Justice Courts' inherent power to assess fees under the *Blackjack Bonding* case, that a meeting with Justice Court might be beneficial. Accordingly, a meeting has been scheduled for November 29, 2012 to discuss this option with the Justice Courts directly. The library is also going forward with an agenda item to the Board of County Commissioners regarding an amendment to the Clark County Code.

It was moved and carried that the donations be accepted.

VI. APPROVAL OF AGENDA ITEM TO BOARD OF COUNTY COMMISSIONERS REGARDING AMENDMENT TO CLARK COUNTY CODE. DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF AGENDA ITEM TO BOARD OF COUNTY COMMISSIONERS REGARDING AMENDMENT TO CLARK COUNTY CODE. BOARD ACTION AS DEEMED APPROPRIATE. (FOR POSSIBLE ACTION)

There was discussion as to the manner in which the library should present the agenda item to the Board of County Commissioners. It was the general sense of the Board that the library should follow the spirit and intent of Fiscal Directive 19, which establishes a timeframe in which specified County departments may submit proposed fee and charges for service changes to the Board of County Commissioners, in order to preserve a positive relationship with the County Commissioners.

No action taken.

VII. RECEIVE REPORT FROM MR. CLANTON IN COMPLIANCE WITH DIRECTION AT THE SEPTEMBER 27, 2012 BOARD OF TRUSTEES MEETING.

Mr. Clanton informed the board of the following:

- He is reporting hours worked to Mr. Beatty, President, Clark County Law Library Board of Trustees on a bi-weekly basis.

- Jesse Hoskins, Clark County Director of Human Resources, directed Mr. Clanton to contact Caroline Santoro, Manager of Account Services on the topic of reconciliation of unreported leave. Ms. Santoro directed Mr. Clanton to Toni Castillo, who handles the Law Library. Mr. Clanton is currently in the process of changing the reconciliation of hours to an excel format per Ms. Castillo's request.
- It was confirmed that Karen Byrd, Office Services Manager, has signature authority and have full responsibility for staff and daily operations in the absence of the director.

No action taken.

VIII. LIBRARY OPERATIONS REPORT. DISCUSSION AND BOARD ACTION AS DEEMED APPROPRIATE FOR POSSIBLE ACTION.

Mr. Clanton informed the board of the resignation of Laura Frost, Law Librarian II and requested that the board approve a reduction in the library's hours of operation to close Monday – Thursday at 5:00 p.m.

It was moved and carried that the library reduce its hours of operation to close Monday – Thursday at 5:00 p.m.

IX. DATE FOR THE NEXT BOARD MEETING SCHEDULED FOR DECEMBER 13, 2012. BOARD ACTION AS DEEMED APPROPRIATE. FOR POSSIBLE ACTION.

No action taken.

X. PUBLIC COMMENT.

None.

XI. ADJOURNMENT.

Meeting adjourned at 12:53 p.m.

Attest:

 Thomas D. Beatty, *President*
 Clark County Law Library

 Margaret Lambrose, *Secretary*
 Clark County Law Library