

**MINUTES OF THE
CLARK COUNTY LAW LIBRARY
BOARD OF TRUSTEES**
Meeting Held July 19, 2012

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

The meeting was called to order at 12:10 p.m.

Board members present:

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

Board members not present:

Margaret Lambrose, Secretary

Others in attendance:

Elizabeth Vibert, Legal Counsel
Denise Shields, Sr. Financial Analyst, Clark County Dept. of Finance
Kevin Clanton, Library Director, Clark County Law Library
Karen Byrd, Office Services Manager, Clark County Law Library
Summer Youngquist, Law Library Assistant II, 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 MARCH 22, 2012. BOARD ACTION AS DEEMED APPROPRIATE FOR POSSIBLE ACTION.

It was moved and carried that the minutes of March 22, 2012 be approved.

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

Mr. Clanton presented the following to the board:

- The library is currently \$28,000 under budget for the end of fiscal year 2012. This amount will change once year end expenses are finalized.
- Cash on hand is \$382,134.41 as of July 19, 2012.
- A graph detailing historic and current revenues, expenditures and ending fund balances.
- A status report regarding the filing fee increase request to the Board of County Commissioners. There was discussion as the newer board members were informed of the procedure and plan for requesting a filing fee increase for both the District Court and eventually, the Justice Courts. It was the sense of the board that the library begin contacting the Justice Courts with regards to acquiring a percentage of their filing fees. It was requested that the agenda item be completed by the next board meeting, scheduled for September 13, 2012.
- A donation of legal materials from Beverly Salhanick, Esq. on Family and Environmental Law were accepted.

It was moved and carried that the donation from Ms. Salhanick be accepted.

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

Mr. Clanton informed the board of the following:

- A Public Service Announcement has been created for the library, and is being played on the Clark County Television channel. It has also been posted to the internet.
- The theft detection system has been replaced with an updated version since the previous system ceased to function.
- The library has moved to a web-based integrated library system.
- A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for the library from a previous staff meeting.
- Several planned renovations and maintenance by Clark County Real Property Management, including the replacement of mirrors in the men's room, elevator remodeling, lighting project and sewer retrofit.

No action taken.

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

No action taken.

VIII. PUBLIC COMMENT.

None.

IX. ADJOURNMENT.

Meeting adjourned at 12:50 p.m.

Attest:

Thomas D. Beatty, *President*
Clark County Law Library
Board of Trustees

Margaret Lambrose, *Secretary*
Clark County Law Library
Board of Trustees