

**MINUTES OF THE
CLARK COUNTY LAW LIBRARY
BOARD OF TRUSTEES**
Meeting Held September 27, 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
Margaret Lambrose, Secretary (arrived at 12:15 pm)
Judge Kishner
Judge Scann
Judge Sturman
Barbara Wagner
Betsy Avila

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

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 JULY 19, 2012. BOARD ACTION AS DEEMED APPROPRIATE FOR POSSIBLE ACTION.

It was moved and carried that the minutes of July 19, 2012 be approved.

V. CONSIDERATION OF ACTION TO BE TAKEN CONCERNING PERSONNEL MATTERS INVOLVING KEVIN CLANTON, LAW LIBRARY DIRECTOR, INCLUDING ABSENCES FROM WORK.

- A) CLOSED SESSION to consider the character, alleged misconduct, professional competence, physical, or mental health of Kevin Clanton pursuant to NRS 241.030. (FOR DISCUSSION)**
- B) OPEN SESSION for deliberation and potential administrative action concerning personnel matters involving absences from work. (FOR POSSIBLE ACTION)**

Mr. Clanton elected for Open Session discussion. It was moved and carried that Mr. Clanton follow the direction of the Board of Trustees as follows:

- Report bi-weekly to Mr. Beatty, President, Clark County Law Library Board of Trustees, hours worked
- Mr. Clanton is to follow the generalized policies and procedures of Clark County, including but not limited to the reconciliation of unreported leave
- Meet with Jeff Wells, Assistant County Manager, to address the issue of authority in the absence of the director
- Explore FMLA leave if appropriate

VI. FINANCIAL REPORT, DISCUSSION AND POSSIBLE ACTION REGARDING THE LAW LIBRARY FINANCIAL REPORT.

Mr. Clanton presented the following to the board:

- An overview and forecast of the library's financial position, including information regarding revenue, budget, expenditures, and cost containment efforts.
- Cash on hand reported as of September 26, 2012 was \$311,623.72
- Cost savings due to collection cuts to date is 301,910.64
- Gifts to be accepted from Beverly Salhanick and the law firm of Phillips, Spallas & Angstadt LLP
- Status report on \$5 filing fee increases were discussed and action taken

It was moved and carried that the donation from the Beverly Salhanick and the law firm of Phillips, Spallas & Angstadt LLP be accepted. Mr. Clanton reported that he spoke with Mr. Wells and he was against moving forward at this time with the filing fee increase. Mr. Clanton was directed to move forward with the \$5 filing fee increase and make appointments within the next two to meet with Mr. Wells and all County Commissioner's and inform Law Library Board of Trustees of the date so they may attend the meeting with Mr. Clanton.

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

- Water damage to book collection and conference room
- Library security – Incidents necessitating calls to LVMPD
- Public hygiene incident

No action taken

VIII. CONSIDER DIRECTOR'S RECOMMENDATION TO APPROVE THE 2013 HOLIDAY SCHEDULE FOR CLOSING THE LAW LIBRARY. BOARD ACTION AS DEEMED APPROPRIATE. (FOR POSSIBLE ACTION)

It was moved and carried that the 2013 Holiday Schedule be approved.

IX. DATE FOR THE NEXT BOARD MEETING SCHEDULED FOR NOVEMBER 8, 2012, BOARD ACTION AS DEEMED APPROPRIATE. FOR POSSIBLE ACTION.

No action taken.

X. PUBLIC COMMENT.

None.

XI. ADJOURNMENT.

Meeting adjourned at 1:40 p.m.

Attest:

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

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