

**MINUTES OF THE
CLARK COUNTY LAW LIBRARY
BOARD OF TRUSTEES**
Meeting Held August 8, 2013

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
Judge Kishner
Judge Sturman
Barbara Wagner
Betsy Avila

Board members not present:

Judge Scann

Others in attendance:

Elizabeth Vibert, Legal Counsel
Denise Shields, Sr. Financial Analyst, Clark County Dept. of Finance
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

Ms. Byrd certified that the agenda had been properly posted.

II. PUBLIC COMMENT.

None.

III. APPROVAL OF AGENDA AS POSTED. (FOR POSSIBLE ACTION)

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

IV. APPROVAL OF MINUTES OF JUNE 27, 2013. BOARD ACTION AS DEEMED APPROPRIATE FOR POSSIBLE ACTION.

It was moved and carried that the minutes of June 27, 2013 be approved.

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

Ms. Byrd presented the following to the board:

- A request for the library's FY14 budget to be formally approved and ratified.
- Cash on hand is \$363,646.23 as of August 8, 2013.
- Various donations to be accepted from Mr. Beatty.

It was moved and carried that the FY14 budget be approved and ratified.

It was moved and carried that the gifts from Mr. Beatty be accepted.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY OPERATIONS REPORT. (FOR POSSIBLE ACTION)

Ms. Byrd informed the board of the following:

- The Board of County Commissioners' meeting on September 3, 2013 regarding the justice court filing fee request under Clark County Code 18.08.030.
- Information on the Sewer System Replacement Project and the Elevator Modernization Project.
- Various outreach projects
- Introduction of the library's new part-time Library Assistant.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING JOB DESCRIPTION, SALARY, PROCESS AND PROCEDURES FOR INTERIM GOVERNANCE OF LAW LIBRARY AND REPLACEMENT/APPOINTMENT OF SUCCESSOR LIBRARY DIRECTOR. (FOR POSSIBLE ACTION)

There was discussion in regards to creating a process by which the Board can determine the salary range for the future Law Library Director. The Board also discussed holding a special Board Meeting on September 19, 2013 in order to approve the job description, salary, and any other aspects in regards to the replacement/appointment of a successor Library Director.

It was moved and carried that the board determine the future Law Library Director's salary by gathering, within a reasonable time frame, salary information from the following sources: comparable Clark County salary classifications, the salary of the previous director, and the most current national data on Librarian salaries available from the American Association of Law Libraries.

**VIII. DATE FOR THE NEXT BOARD MEETING SCHEDULED FOR
SEPTEMBER 19, 2013. BOARD ACTION AS DEEMED APPROPRIATE.
FOR POSSIBLE ACTION.**

No action taken.

IX. PUBLIC COMMENT.

None.

X. ADJOURNMENT.

Meeting adjourned at 1:27 p.m.

Attest:

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

Margaret Lambrose, *Secretary*
Clark County Law Library