

**MINUTES OF THE
CLARK COUNTY LAW LIBRARY
BOARD OF TRUSTEES**
Meeting Held June 27, 2013

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

The meeting was called to order at 12:11 p.m.

Board members present:

Thomas Beatty, President
Judge Kishner
Judge Sturman
Barbara Wagner
Betsy Avila

Board members not present:

Margaret Lambrose, Secretary
Judge Scann

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
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 MAY 23, 2013. BOARD ACTION AS DEEMED APPROPRIATE FOR POSSIBLE ACTION.

It was moved and carried that the minutes of May 23, 2013 be approved.

V. ACCEPTANCE OF LIBRARY DIRECTOR'S RESIGNATION DATED MAY 23, 2013, EFFECTIVE MAY 24, 2013.

It was moved and carried that the Library Director's resignation be accepted.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING PROCESS AND PROCEDURES FOR INTERIM GOVERNANCE OF LAW LIBRARY AND REPLACEMENT/APPOINTMENT OF SUCCESSOR LIBRARY DIRECTOR. (FOR POSSIBLE ACTION)

It was moved and carried that Mr. Beatty be given the ability to approve acting pay for Karen Byrd under Clark County's current Collective Bargaining Agreement effective May 24, 2013.

It was moved and carried that the library request an updated job description for the Law Library Director from Clark County Human Resources, as well as from Karen Byrd, since she is currently performing the duties.

It was moved and carried that the library confirm with Clark County Finance the salary the board may offer a replacement Law Library Director, based on its current budget.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING REPORT FROM CLARK COUNTY HUMAN RESOURCES CONCERNING PERSONNEL MATTERS INVOLVING KEVIN CLANTON, LAW LIBRARY DIRECTOR, INCLUDING INAPPROPRIATE INTERACTIONS WITH STAFF AND LIBRARY PATRONS, AND DEFICIENT WORK PERFORMANCE. (FOR POSSIBLE ACTION)

Ms. Vibert informed the board that Human Resources has declined to conduct an investigation on the basis of Mr. Clanton's resignation, effective May 24, 2013.

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

Ms. Byrd presented the following to the board:

- The library is seeing an increase in revenue of approximately \$15,000 per month due to the \$5 increase from the District Court filing fees.
- Cash on hand is \$417,592.34 as of June 27, 2013.
- No gifts to be accepted.

No action taken.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF AGENDA ITEM TO BOARD OF COUNTY COMMISSIONERS REGARDING AMENDMENT TO CLARK COUNTY CODE WITH THE APPROVAL OF ASSEMBLY BILL 54. (FOR POSSIBLE ACTION)

It was moved and carried that the library request eight dollars pursuant to AB 54 be included in the agenda item for the amendment to the Clark County Code.

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

Ms. Byrd informed the board of the following:

- The need to fill one vacant full time Law Library Assistant I position and one vacant part time Law Library Assistant I position.
- The revised Patron Code of Conduct
- The informational article to be submitted to the Communique.
- Information on the Sewer System Replacement Project, including an estimated completion date of August 8, 2013.

It was moved and carried that the library fill the vacant part time Law Library Assistant I position, while the full time Law Library Assistant I position remain vacant at this time.

It was moved and carried that the revised Patron Code of Conduct be adopted.

XI. DATE FOR THE NEXT BOARD MEETING SCHEDULED FOR AUGUST 8, 2013. BOARD ACTION AS DEEMED APPROPRIATE. FOR POSSIBLE ACTION.

It was moved and carried that the date for the next board meeting be scheduled for August 8, 2013.

XII. PUBLIC COMMENT.

None.

XIII. ADJOURNMENT.

Meeting adjourned at 1:29 p.m.

Attest:

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

Margaret Lambrose, *Secretary*
Clark County Law Library