

**MINUTES OF THE
CLARK COUNTY LAW LIBRARY
BOARD OF TRUSTEES**

Meeting Held August 17, 2011

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 Wiese
Judge Bell – via conference call
Betsy Avila
Barbara Wagner

Board members not present:

Margaret Lambrose, Secretary
Judge Giuliani

Others in attendance:

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
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.

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

III. APPROVAL OF MINUTES OF MARCH 10, 2011. BOARD ACTION AS DEEMED APPROPRIATE.

It was moved and carried that the minutes of March 10, 2011 be approved.

IV. LIBRARY OPERATIONS REPORTS. DISCUSSION AND BOARD ACTION AS DEEMED APPROPRIATE.

Mr. Clanton presented the following to the board:

- The holiday hours for 2012 available for approval.
- The agenda from the last Law Library staff meeting.

- Issues with the two elevators in the building being down and concerns for disabled patrons.

It was moved and carried that the holiday hours for 2012 be approved.

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

Mr. Clanton informed the board of the following:

- Gifts to be accepted: various titles from Mr. Jeffrey Cogan, Mr. Patrick Reilly, Ms. Sharnette Hammond and Mr. Thomas Beatty.
- Cash on hand as of August 16, 2011 was \$366,000.
- The revenue received from the District Court for July 2011 was \$67,755, a 13% decrease from the amount received for June 2011. If this trend continues for the entire fiscal year, the library's budget will drop to \$813,000 from \$984,000, about 18%.
- If the revenue continues to come in at such low levels, the library would be forced to reduce staffing levels in approximately two years, since capital has already been cut as much as possible.

It was moved and carried that the donations be accepted.

VI. RESPONSE FROM DISTRICT COURT TO LETTER DATED MARCH 16, 2011, REQUESTING A RECONCILIATION OF FILING FEE REVENUES COLLECTED BY DISTRICT COURT AND EARMARKED FOR CLARK COUNTY LAW LIBRARY. DISCUSSION AND POSSIBLE ACTION REGARDING THE RECONCILIATION OF FILING FEE REVENUES.

Mr. Clanton informed the board of the following:

- More than half of the patrons served by the Law Library are Justice Court litigants, although the Law Library does not derive any revenue from the Justice Court.
- The library has two options in order to avoid making more cuts to the collection and/or staffing:
 - Engaging the Board of County Commissioners to raise the amount received from District Court civil filing fees from \$25 to \$30, the limit according to NRS 380.110 and Clark County Code 18.08.030.
 - Proposing a bill at the next legislative session petitioning for a few dollars from Justice Court filing fees.

There was some discussion regarding the procedure of implementing a new statute which would provide the library with revenue from the Justice Court. It was

confirmed that while an increase under an existing county code can be affected through an action by the Board of County Commissioners, a new statute or an increase above the existing statute must go through the legislature.

There was also some discussion about the amount of patrons the library serves who are from outlying cities in Clark County, such as Laughlin and Mesquite, and the idea that the Library may want to request revenue from the Justice Courts of those cities as well.

There has been no contact from Mr. Grierson, Court Executive Officer, and it was confirmed that no written response to Mr. Clanton's letter dated March 16, 2011 has been received by the Library.

Ms. Shields gave a detailed account of her time spent with Family and District Court, observing their filing processes. She verified that the Library was receiving \$25 per first civil filing from both courts. She also explained that if the incorrect amount for a filing is collected, the distribution will be affected, which accounts for the revenue not be divisible by \$25.

There was discussion on what prompted the request for reconciliation for the filing fees from District Court. While many questions have been answered, it was acknowledged that there were still many left unanswered and it would be wise to request a formal response from the Court. Judge Bell stated that she would request a formal response from Mr. Grierson.

It was moved and carried that Mr. Clanton pursue a fee increase before the Board of County Commissioners requesting a filing fee increase from the current \$25 to \$30 per filing, and return to the Board of Trustees once a concrete item exists.

VII. DATE FOR NEXT BOARD MEETING SCHEDULED FOR SEPTEMBER 29, 2011. BOARD ACTION AS DEEMED APPROPRIATE.

No action taken.

VIII. PUBLIC COMMENT.

None.

IX. ADJOURNMENT.

Meeting adjourned at 1:17pm.

Attest:

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

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