

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 18, 2021
(Approved June 25, 2021)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada and via Webex at 6:00 p.m., Thursday, February 18, 2021.

Present: Board: F. Ortiz, Chair S. Bilbray-Axelrod (Webex)
K. Benavidez (Webex) E. Foyt
R. Wadley-Munier M. Francis Drake
S. Ramaker B. Wilson
J. Meléndrez (Webex) K. Rogers (Webex)

Counsel: G. Welt (Webex)

Absent: None.

Staff: Kelvin Watson, Executive Director
Numerous Staff

Guests: None.

F. Ortiz, Chair, called the meeting to order at 6:04 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Appendix A.
Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

Mr. Eric Quinn submitted a public comment in an email on Item IX.A. The email was about concerns regarding car allowances for executives, and was read aloud by Executive Assistant Allison Boyer.

An unnamed person submitted a public comment via email on Items IX.A. and IX.D. which was read by Executive Assistant Allison Boyer. On Item IX.A. the writer asked how a car allowance is any help to the District. On Item IX.D., the writer asked if the EC receives their increase would the rest of the staff receive it as well.

Chair Ortiz thanked the public commenters for their input.

There were no other public comments.

Agenda (Item III.)

Trustee Wadley-Munier moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Presentations to Trustee Shannon Bilbray-Axelrod, and staff members, Former Acting Executive Director Fred James, retired Library Operations Director Jennifer Schember, and retired General

Chair Ortiz invited the Trustees to come to the front for the presentations for Trustee Bilbray-Axelrod, Mr. James, Ms. Schember, and Mr. Rice.

Chair Ortiz started by recognizing Trustee Bilbray-Axelrod and the time she served on the Board from April 2011 to February 2021. He detailed her accomplishments, the projects she had worked on and shared that her insights, community contacts, and ideas while on the Board of the Library District Foundation helped make many projects successful. In particular he highlighted how she championed the Library District's new partnership, the Vegas Strong Academies. He concluded by sharing his appreciation for the difference she had made.

Services Director
Steve Rice.
(Item IV.)

Chair Ortiz presented a clock which was accepted by Executive Director Watson on behalf of Trustee Bilbray-Axelrod as she was attending via WebEx and photographs were taken.

Chair Ortiz thanked former Executive Director Fred James for his 22 years of visionary guidance and expertise and particularly thanked him for stepping in as Acting Executive Director the last nine months. Chair Ortiz detailed the many accomplishments of Mr. James, the awards he received while he was CFO, and how he helped the District grow from a "mom and pop" organization into what it is today. Chair Ortiz spotlighted the legacy Mr. James has left with the District:

- No debt on the books.
- Three new library branches built on pay-as-you-go.
- One new library built on medium term bonds.
- Automated materials handling system that systematically keep personnel costs low compared to other national libraries.
- A healthy collection budget, even in times of economic disruption.

Chair Ortiz concluded that the summary of Mr. James's accomplishments should leave no doubt that he is a Library District Star and highlights the difference Mr. James has made in both the District and the community. Chair Ortiz presented a Star award to Mr. James and photographs were taken.

Mr. James said that it had been a pleasure to work for the District and with all the employees. He thanked all the employees for their emails, texts, cards, and chocolate. Mr. James recognized that he had served with many fantastic Board members over the years. He mentioned the decision to accept New Market Tax Credit funds being a leap of faith that turned out well; resulting in \$6 million dollars that closed the funding gap for the Mesquite Library. Mr. James shared that it was his pleasure to do all the things he had done over the last 22 years.

Chair Ortiz next invited former Director of General Services Steve Rice up to be recognized. Chair Ortiz said that Mr. Rice's visionary leadership left a legacy of well-maintained facilities and state-of-the-industry new library facilities that changed the landscape for learning and gathering in the Vegas Valley and Clark County. Chair Ortiz was grateful Mr. Rice was able to visit to receive his Star as the District was under quarantine orders when he initially retired. Chair Ortiz thanked Rice again for exceptional leadership and shared that he was grateful personally for Mr. Rice's part in the success of the East Las Vegas Library. Mr. Rice accepted his Star award from Chair Ortiz and photographs were taken.

Mr. Rice noted that it had been three months since his last day and that he as enjoying retirement even though he does miss getting up and going to work every morning. He declared that it had been an honor to work for the District, the members of Board of Trustees, the different Executive Directors he served under, and the staff for the past 27 years. Rice then thanked Trustees for the recognition.

Chair Ortiz then recognized former Library Operations Director Jennifer Schember and expressed that even though she wasn't able to be

present, he wanted to show appreciation for her leadership. He further emphasized that she is the best example of "home grown" talent as she had developed her professional career in the Library District. Ortiz further complimented Schember's ability to lead her department at a time when the business of libraries was evolving with technology and service innovations to meet the learning, career, cultural, and social needs, interests, and dreams of all Las Vegas-Clark County residents. He concluded by saying that Schember's legacy of learning, creativity, and compassion will continue as the librarians she trained will carry on the work. Ms. Schember's award was shown, and photographs were taken with the Board.

Chair Ortiz then invited each Trustee to share any comments they had for Trustee Bilbray-Axelrod. The Trustees shared gratitude toward Bilbray-Axelrod for the time they had been able to spend together, her passion and her advocacy for the District as a legislator, her dedication to libraries and for her lifelong love of learning. They referred to Ms. Bilbray-Axelrod as a champion.

Trustee Bilbray-Axelrod shared that she had tears in her eyes from everyone's kind comments. She explained that when she was first appointed to the Board, Molly was only four years old and loved going to the library. She never imagined that being on the Board would change her life. She declared that the library and what it stands for propelled her into her job in the Assembly and as the Chair of the Education Committee. She emphasized that everything she's learned and done is all about kids and getting Nevada access to things to help them. She is grateful that she has been able to use her platform in the Assembly to help drive legislation benefitting the library and shared that being on the Board has been one of the best experiences of her life.

**Approval of
Proposed Minutes
Special Board
Meetings, December
4, 2020 and January
8, 2021, Regular
Board Meetings,
November 12, 2020,
December 17, 2020
and January 21,
2021.
(Item V.A-E.)**

Minutes for the November 12, 2020, December 4, 2020 and December 17, 2020 meetings were tabled.

Trustee Foyt moved to approve the Minutes of the Board of Trustees Special Meeting held January 8, 2021. There was no opposition and the motion carried.

Trustee Meléndrez moved to approve the Minutes of the Board of Trustees Meeting held January 31, 2021. There was no opposition and the motion carried.

**Chair's Report:
(Item VI.)**

Chair Ortiz had nothing to report but asked Trustee Foyt to report on the ALA Mid-Winter Virtual Conference she had recently attended.

Trustee Foyt reported that there were a number of high points. She included short summaries about various presenters, including Ethan Hawke, Ziggy Marley, Cicely Tyson and Ruby Bridges and First Lady Jill Biden. She commended Biden for her forward thinking and her positive attitude towards libraries. Trustee Foyt emphasized that Biden reminded her that libraries are where communities come together, where knowledge of generations is offered, where children can learn

compassion, how to set goals, and become productive. Biden also mentioned a rising author named Angie Thomas author of *The Hate U Give*.

Trustee Foyt also reported that the ALA Conference on June 24-29, 2021 will also be virtual but has hope that the next Midwinter Conference, scheduled for January 21-24, 2022 in San Antonio will be in-person, and that ALA will eventually get back to Washington D.C. in June, 2022 for its Annual Meeting.

Trustee Foyt reported that a number of publishers have decided that they are not going to publish books that have anything to do with the January 6th uprising. Finally, Trustee Foyt shared that she is grateful for the opportunity to represent the District at the conference and has attending ALA Conferences for the past 30 years.

**Library Reports
(Item VII.)**

**Executive Director's
Report
(Item VII.A.)**

Chair Ortiz welcomed Executive Director Kelvin Watson to the District and asked him to take some time to share a few words about himself or anything else he'd like.

Mr. Watson said that it was his third day on the job, and he was still settling in and trying to find his way around. Mr. Watson has been learning and meeting staff members, specifically the Executive Council and each Director individually. Mr. Watson encouraged people to come and talk to him as he plans on visiting the branches. He had the opportunity to spend some time with Senator Catherine Cortez Masto while she was visiting EmployNV at the Sahara West Library on his first day. He was able to share some thoughts with the Workforce Connections team and their Executive Director Jamie Cruz at the event and looks forward to working with them. Mr. Watson continued by saying that everyone had been very welcoming and that he is looking forward to the opportunity of taking the library where it can continue to go. He continued by thanking Trustee Foyt for her report on the ALA Conference and added that he also does a lot of work with ALA. He emphasized his love and passion for libraries and shared that he believes in the power of libraries and the impact they can have in changing people's lives. He reiterated that he would share more as he gets settled in and looks forward to answering any questions.

Chair Ortiz thanked Director Watson for his input and stated that Executive Assistant Allison Boyer was in the process of setting up meetings for each Trustee to meet individually with Mr. Watson to share their thoughts with him.

**Library Operations,
Security Reports
and Monthly
Statistics
(Item VII.A.1.a.)**

No questions.

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VII.A.2.a.)**

No questions.

**Community
Engagement Report
and Monthly
Statistics
(Item VII.A.2.b.)**

Trustee Benavidez said that she would like to spotlight some good news in the "Take and Make" program; this is a program where children could pick up a bag with crafts to take home. Trustee Benavidez emphasized that one thing she always tells people when talking about the library is that it is more than just a building full of books. She likes when staff is innovative and thinks outside the box. Trustee Benavidez just wanted to spotlight this idea and asked if one of the staff members thought this up. Trustee Benavidez said that she thought it was a great opportunity for children to do something hands-on and congratulated staff. She concluded by asking Community Engagement Director Matt McNally if he had any input or information about the program he could share.

Mr. McNally explained that a number of strategy sessions had occurred between upper-level management and administrative management to discuss how to pivot programs to meet the needs of the community in new ways during the pandemic. The "Take and Make" program was a result of those sessions. Staff wanted children to be able to come in, pick up a kit with all the materials and instructions, check out some library books and have something to take home to work on. Mr. McNally also shared that a number of concepts bubbled up from staff members who work within the Library District and that the Youth Services Department is putting a framework around what type of activities they can roll out. Staff have put a great deal of thought and training and into how programs can exist outside the four walls of the library. He then added that the "Take and Make" program is a national trend occurring through resources like the American Library Association (ALA) and Public Library Association (PLA). Having staff with this type of professional development gives them access to and the connection to enable them to implement these kinds of ideas.

Trustee Benavidez suggested possibly connecting the craft with a book in the future. She thought the craft could be an ornament, like a snowman, so staff could include an ornament-themed book in the kit. The craft could then possibly encourage the child to read.

Mr. McNally thanked her for the suggestion and reported that staff are looking at doing bundled books of different themes such as gathering ten books on airplanes in the Youth Services Department for someone to check out at the same time.

Trustee Rogers gave kudos for highlighting the donated photos of the Space Shuttle Challenger crew. He talked about Dr. Ronald McNair, the first Black astronaut. There is a program named after him that focuses on First Generation underrepresented populations to encourage them into STEM programs and all the way through doctoral degree attainment. Rogers commented that it was good to see that connection.

Trustee Bilbray-Axelrod thanked her fellow Trustees for highlighting both of those issues.

Mr. McNally first assured everyone that the Library District had remained in compliance with the Governor's orders and that when changes are announced by the Governor, those expectations are quickly communicated through staff meetings, memos, and/or email to administrative staff and through the chain of managers and supervisors, which works its way all the way down to frontline employees. He further explained that the new changes are posted on the Library District staff updates web page and his staff stays in contact with all partners and customers with rental uses. The general public is informed of changes through the District's website when searching for events and also through the Communico reservation process when a customer is trying to reserve one of the facilities. The methods are used to ensure no patron or partner is caught off guard with the Library District's expectations, and the District remains within the Governor's guidelines. Mr. McNally added that patrons and partners have praised the staff in their approach and have received kudos for their approach to customer service.

Mr. McNally then shared that Governor Sisolak issued a new announcement on February 11, 2021 that took effect on February 15, 2021. Maximum capacity for group gatherings had been capped at 35 percent or 100 persons, whichever was less, starting February 15. On March 15, 2021, maximum capacity will increase to 50 percent across the board or 250 persons, whichever is less. He further shared that there is a caveat to the maximum occupancy levels in gatherings, which is that six feet of social distancing must still be maintained. He explained that there is an operating capacity which is a little different than the true capacity or the group gathering capacity and that sometimes the operating capacity is actually lowered on a case-by-case basis to make sure that the six feet of social distancing is implemented.

Mr. McNally continued by explaining that capacity is the occupancy load of a space or a building and that group gathering is an activity and must meet four criteria: 1. the gathering occurs in the same space, 2. for the same time, 3. for the same purpose, and 4. for the same duration of time. The Board meeting, for example, meets those four criteria, so it is subject to the 35 percent occupancy.

The following guidelines have been implemented at the Library District.

- Masks must be worn in all libraries, including at all programs and events.
- Maximum capacities are always identified and posted in all libraries, art galleries, adult literacy classrooms, meeting rooms, performing arts centers, youth activity areas, story-time areas, and smaller rooms, like group study areas.
- A four-question COVID-19 questionnaire screening has been implemented at the entrance to all group gatherings. Any customer who declines to answer, shows suspicion that they are sick or symptomatic, or answers yes to any of those questions is asked to

leave for the safety of our staff and for our other customers.

- Staff developed audience load-in and load-out procedures for every space to reduce customers crossing paths.
- Standard for performing artists and presenters on stage must maintain 25 feet of distance between presenters on stage and audience members which can be achieved by placing artists further back into the stage or reserving the first few rows of some of our venues.
- Performers wear masks with the exception of vocalists and wind instrument players. Performers maintain six feet of social distancing on stage and for those that are unmasked the recommendation is for them to be at least 12 feet apart.
- Backstage personnel and performers must maintain social distancing backstage. Staff works with presenters to avoid intermissions whenever possible. Plexiglas barriers and floor details are placed on the stage when appropriate to minimize the transmission of air particles.
- The Southern Nevada Health District confirmed that capturing information for contact tracing through preregistration or through screenings is not necessary for groups smaller than 2,500 individuals.

Mr. McNally concluded by sharing that they had received a lot of positive feedback on their mitigation efforts and are hearing from many partners and artists who are ready and eager to get back to normalcy with the Library District, hopefully by the summer.

Chair Ortiz thanked Mr. McNally for the information and told Mr. Watson that the pandemic mitigation plan is excellent and reflective of where the District is at.

Chair Ortiz asked the Trustees for questions or comments for Mr. McNally on the return to 35 percent capacity with 50 percent capacity potentially starting on March 15th.

Trustee Francis Drake asked if the lifting of restrictions would carry over to the Foundation. Mr. McNally answered that the restrictions are in place for all activities that happen within the Library District.

Trustee Wadley-Munier thanked Mr. McNally and his staff for everything they had done in the last eleven and a half months. She commended them for all their hard work and productivity in being able to service the community 99 percent of the time.

Trustee Foyt concurred with Trustee Wadley-Munier and shared that she had recently been to Scottsdale, Arizona where the library system was still closed. She commented on the Scottsdale library system's different approach to the pandemic and how interesting it was to see how well the Library District has done while still expanding and having programs and services.

Trustee Bilbray-Axelrod commented on Trustee Foyt's point and shared that it was nice to know that the Library District prioritized the citizens in giving them access to the library during this time.

Development and Planning Report (Item VII.A.2.c.)

No questions.

Information Technology Report (Item VII.A.2.d.)

No questions.

Financial Services Report (Item VII.A.3.a.)

No questions.

General Services Report (Item VII.A.3.b.)

Chair Ortiz thanked Acting General Services Director John Vino, for providing regular OSHA reports. Chair Ortiz highlighted the homeless problems around the libraries, specifically the West Las Vegas and West Charleston branch locations. He emphasized that the Library District wants to help everybody but rent fees and housing aren't areas they help with. He drew attention to the 31 incidents at the Flamingo Library and asked if there was any indication on what could be attributing to the problem.

Mr. Vino explained that he didn't have a breakdown, but that Mr. Segura might be able to speak more to individual incidents. Mr. Vino shared, however, that the overall incidents were trending down. Mr. Vino further highlighted the elevated rate of mask-related incidents and that they have changed post orders for guards to increase the number at entrances. He touched on the homeless population again and that most of them have cell phones so they use the Wi-Fi to access other services, which staff allows and try to help them with resources.

Human Resources Report (Item VII.A.3.c.)

No questions.

Library Reports (Item VII.)

Trustee Wadley Munier moved to accept Reports VII.A. 1-3. There was no opposition, and the reports were accepted.

Unfinished Business (Item VIII.A.)

Trustee Wilson moved to strike the report on 2021 Nevada Legislature issues by The Griffin Company and staff from the agenda. There was no opposition and the motion carried.

New Business (Item IX)

Discussion and possible Board action to establish a car allowance policy for District employees, excluding the Executive Director.

Acting Financial Services Director Floresto Cabias explained that the car allowance goes back to 1999, when the Executive Director received \$250 a month for the use of his personal vehicle for business purposes. The Director hired a Chief Operating Officer in the same year who received \$150 monthly, and this was the beginning of what is referred to as the Executive Council. Mr. Cabias shared that those seven or eight directors all had Board-approved employment agreements with a car allowance.

(Item IX.A.)

In 2001, the COO and Public Services Director started receiving \$150 and the amounts changed as employment agreements were renewed and new directors began receiving the car allowance. The Executive Director began receiving \$500 starting in 2005, and the COO received \$400 a month starting in 2004. The Public Services Director had an increase to \$350 a month starting in 2005.

In 2008, three other directors began receiving the monthly car allowance, which included the General Services Director who received \$100 monthly and the HR Director and the Development Director, who each started receiving \$400 a month. This is also the last time that any Executive Director required an employment agreement for these positions.

In 2015, the Executive Director decided to give all members of the Executive Council the same amount and those remaining members that didn't have a car allowance, a \$400 monthly car allowance, which increased the General Services Director's monthly amount from \$100 a month to \$400 a month. The Chief Financial Officer, IT Director, and Community Engagement Director began receiving \$400 monthly at that time.

In 2016, the new Branding and Marketing Director, as well as the Assistant Library Operations Director started receiving the \$400 a month. And in 2017, two Regional Branch Services Managers started receiving \$400 monthly because of their frequent driving to outlying branches.

A document of the Summary of Average Trips made by each position, both before and after the pandemic was put together and the averages presented were estimates based on memory. Mr. Cabias shared that the staff does understand the point the Trustees made last month in that the car allowance is a perk, as opposed to compensation for mileage driven. He shared that with a standard reimbursement rate of 56 cents per mile, someone would have to drive 24 miles a day, seven days a week to accumulate \$400 in one month and that even the most frequent drivers had a tough time driving that amount. A summary of reasons for driving to different locations was also included.

Mr. Cabias then shared that the General Services Director is the only one with a designated library vehicle but that the position actually still makes frequent trips with their personal vehicle before and after hours because of the nature of the General Services Department. He continued by explaining that there are two other Library District vehicles that are available at the Windmill Library Service Center for all other staff that are interested in reserving or using a District vehicle. He further shared that even those directors that were not receiving a monthly car allowance prior to 2015, usually chose to use their personal vehicle to ensure the two vehicles at the Service Center remain available for other District staff.

The total car allowance budgeted for Fiscal Year 20-21 is \$50,800. That total has been increasing over time as the amounts increased and

different positions began receiving the car allowance. Any decrease in the annual expense from year to year would be due to vacant positions.

Mr. Cabias also shared that staff confirmed that this is the only benefit or perk that non-representative employees, such as the Executive Council, receive. This is in addition to what the represented employees under the Collective Bargaining Agreements (CBA) receive.

Chair Ortiz confirmed with Mr. Cabias that the government's mileage rate is 56 cents a mile and then asked how many vehicles they had in inventory. Mr. Cabias said there were two vehicles available for reservation by any and all staff. Ortiz clarified that he wanted to know how many vehicles they had total. Mr. John Vino shared that there were 32 vehicles. Ortiz stated that there was probably a disconnect because there were 32 vehicles sitting there. Mr. Cabias explained that those vehicles are routinely used by other staff, for example IT, Community Engagement, and General Services, who use the vehicles as part of their routine work.

Chair Ortiz asked if the vehicles fall under the purview of Mr. Vino, which Mr. Cabias confirmed. Ortiz asked whose purview mileage falls under. Cabias shared that request for mileage reimbursement is submitted to HR, approved, and then paid by Financial Services.

Chair Ortiz then asked each Trustee if they had any questions or comments. All Trustees participated in the extensive discussion that followed. Trustees expressed concern at the lack of employment contracts for executive-level employees and the amount of money being provided for car allowance, which was not cut during the District's closure during the past year. Staff told one Trustee that they felt that, when they are asked to cutback, these employees were not. Trustees agreed that the current situation did not make the District look good to the public. There was concern that the cost paid in car allowances was more than the cost the District paid to operate the vehicles made available to staff. Trustees were also concerned about the District's liability in case of accidents involving personal vehicles. Trustees asked about the number of employees who received the car allowance and whether their salaries were in the six-figure range. Trustees then asked why the decision to add this benefit to a limited amount of staff did not come before the Board.

Trustee Rogers suggested that the Trustees' should focus on moving forward to establish criteria for mileage reimbursement instead of devoting time to investigating the past.

Trustee Bilbray-Axelrod suggested that the Board eliminate car allowance benefits for District employees, effective with the payroll period of February 20, 2021.

Chair Ortiz, referring the two individuals who had public comments at the beginning of the meeting, said that wages could not compare to this and noted that the District paid staff throughout the closure.

Chair Ortiz proposed several items:

- That the mileage reimbursement be completely stopped and to have staff submit or send it back to the Executive Director to

research further and see whether more vehicles can be purchased and made available

- Pass it back to the Director and have a conversation with the CFO and see what better mechanism there is to have all these employees get mileage submitted and paid for quickly.
- To have a car directly assigned to Mr. Leo Segura and the Assistant Director using the two vehicles that the Library District has.

Trustee Wadley-Munier requested that some of the items Chair Ortiz suggested could be included in the next month's agenda.

Counsel Welt said that these items require two separate motions.

Trustee Wilson moved that, effective with the payroll period February 20th, the \$400 monthly car allowance be terminated and replaced with a standard IRS mileage, adjusted annually per the federal guidelines; which is currently 56 cents per mile. Trustee Ramaker seconded the motion. There was no opposition and the motion carried.

Trustee Wilson moved to direct the Executive Director evaluate the feasibility to the District of adding additional cars to the fleet for staff to use and also determine what is financially in the best interest of the District. Trustee Wadley-Munier seconded the motion but asked if more than the two vehicles designated for use could be allocated to executives or directors in different departments. Mr. Vino clarified that the other vehicles are assigned to technicians and are generally used on a daily basis. Trustee Francis Drake further clarified that the two vehicles are up for grabs for people that might need them, and Mr. Vino confirmed. There was no opposition and the motion carried.

Presentation and discussion of touring items of the Las Vegas-Clark County Library District permanent art collection. (Item IX.B.)

Community Engagement Director, Mr. Matt McNally, introduced Gallery Services Coordinator Darren Johnson to the Board. McNally then explained that Mr. Johnson and one other staff member are responsible for the operation and scheduling of 75 art exhibitions annually in 14 Fine Art Galleries throughout the District. Mr. Johnson is also responsible for the management of 463 items in the Las Vegas District's permanent art collection and programs that advance the Fine Arts, such as artist receptions and art educational offerings. Mr. McNally "bragged" about the staff; they won best of awards in local publication reader polls, with the most recent being winning the gold in the *Las Vegas Review Journal Newspaper* Best of Vegas Art Destination category. Mr. McNally believes that the Library District's curation of art and the connection to artists has fostered great respect within the community.

Mr. McNally then summarized the Library District's art collection and the variety of techniques, range of mediums, and the wide variety it covers of subject matter associated with the cultural background of Las Vegas communities. He shared that in October 2020, staff received a suggestion to tour the Library District's permanent art collection to various library branches. There are currently 30 permanent pieces of art displayed in the lobby of the Windmill Service Center and that staff

recently considered changing out this art and the timing just really works in bringing more awareness to the collection.

Mr. McNally further detailed that though it is a simple idea there were challenges, but even still, a plan had been formed that would tour 25 of the 30 items to all urban library branches starting with the Mesquite Library. He detailed that some of the pieces were too large or difficult to move so they had been excluded from the tour. He shared that considerations such as replacing the existing artwork with other Library District permanent artwork, the logistics of touring the items, insurance coverage, security, the physical condition of each item and the functionality of differing art galleries to host the items, including size variation challenges, and possible exposure to repetitive natural elements like sunlight were given. Staff considered and addressed each area to protect and share the artwork.

Mr. McNally also shared that there would be one negative effect in that there would be less opportunity for other artists to exhibit their own work as touring the permanent collection would delay a few opportunities from the public to display their work. Current artists will not be affected because their showings are already scheduled but future artists may have to wait lighter longer.

Mr. McNally further detailed that the Library Districts' art galleries range in size from 300 square feet to 4,000 square feet and that within the plan, items have been uniquely chosen to maximize exposure to the public and fill each art gallery to capacity. It is anticipated that an average-sized gallery can accommodate about 12 to 18 of the 30 items at a time. The tour would begin in May of 2021, and items will typically be displayed for approximately eight to ten weeks per gallery and stored at the Windmill Service Center in between showings. The pattern will continue until all galleries have hosted the tour with the expectation that the tour could last up until 2024.

Mr. McNally believes that the initiative can be accomplished with existing staff, with the needs of the project being absorbed into the staff's regular responsibilities. Staff will also work with the Branding and Marketing Department to promote the tour, which should not make an impact as far as costs or as far as staff implications. Mr. McNally finished by sharing that the staff believes the tour will serve the public well and that the plan will be executed as outlined.

Chair Ortiz asked each Trustee for questions and comments.

Trustee Foyt declared that the touring of the Library District's art collections was her suggestion because it disturbed her to see so many beautiful pieces of art never being seen by the public. She likes to see things exhibited as she has an art collection of her own and likes to support local and national artists both in public showings. Trustee Foyt expressed a desire to see more art on display in general areas of the branches either on a permanent or rotating basis. She believes that even though the library owns the art, that they are part of a public trust and the public should be seeing them. Mr. McNally shared that there were 463 items in the permanent art collection and about two-thirds of them were on display, even though he wasn't positive about the exact

breakdown. He also shared that a piece of artwork had just been installed at Good Springs Library.

Trustee Ramaker is really looking forward to seeing the pieces displayed.

Trustee Wadley-Munier appreciated Trustee Foyt bringing attention to the Library District and really believes it will bring enrichment, especially as attendance among young people will pick up as the COVID vaccine becomes available to everyone. She also thinks it's important as the School District is looking to cut things like libraries and the arts from schools, so she appreciated them stepping up and filling that "void."

Trustee Francis Drake expressed that her art major, library science minor, and library science master's degree blend together and speaks to her heart for this project. She looks forward to attending openings in the future and thanked Mr. Johnson, Mr. McNally, and Ms. Aspinall for all they do.

Trustee Wilson appreciates the galleries and sees it as a way to highlight the taxpayers in displaying their art. He is excited to see what Marketing and Branding does to get more feet in the doors and that it is another way to highlight that "libraries aren't just books."

**Presentation and discussion of the District's leave accrual rates for staff.
(Item IX.C.)**

Director of Human Resources Jeffrey Serpico shared an overview of the District's accrued time-off plan which consists of a vacation plan and a sick leave plan. The plans are applicable to the Executive Council, exempt staff, and non-exempt staff. He shared that with the vacation plan, fulltime employees accrue at the full rates; part-time employees at a prorated amount. The sick leave plan only includes fulltime employees, exempt or non-exempt.

Mr. Serpico further shared that accrual rates for staff who have worked less than ten years are 5.5 hours of vacation per pay period (every two weeks). This equates to about 18 days a year. Accrual rates go up to 7.4 hours per pay period at ten years. This equates to 24 days a year. Carryover hours are allowed, which is typical, so someone with 320 hours has 40 days saved.

Mr. Serpico then discussed sick time being a separate part of accrued time off and that employees can accrue 3.7 hours per pay period, which is 12 days a year. There's no maximum carryover, but there are limitations on its use, meaning it has to meet certain criteria. There are bonus days that can be earned for fulltime staff that if they use less than 40 hours of sick time a year. Those staff qualify, on their anniversary date, to be awarded 40 additional hours. There is also a floating holiday for staff that has to be used within the calendar year. This equates to one day a year (8 hours).

Mr. Serpico concluded by sharing that both the vacation and sick leave plans are documented in the District's *Policies and Procedures Manual*, the Collective Bargaining Agreements (CBA), and also in the Careers section of the District's website. He pointed out that there are graduated plans in other organizations as well.

Chair Ortiz asked each Trustee if they had any comments or questions. Trustees Bilbray-Axelrod, Wilson, Wadley-Munier, Foyt, Ramaker, and

Chair Foyt had questions. Trustees asked specific questions about the different plans and how staff received payouts when they left the District. Several Trustees were concerned that the current system incentivized staff who would then come to work sick so they could save their time. Several Trustees shared their experiences in other areas of public service.

Chair Ortiz asked that Mr. Watson Mr. Serpico take a look at the District's current plans and see what other plans are out there, preferably before the Union contracts come up.

Chair Ortiz emphasized that the Board is not trying to take money away but that the District is a creation of the state and, as a public entity, the District must be transparent.

Discussion and possible Board action on a Compensation and Benefits Overview and proposed Compensation Analysis of Executive Council positions. (Item IX.D.)

Mr. Serpico reminded Trustees that at the January 21, 2021 Board Meeting there was a long discussion regarding pay increases for the Executive Committee, how those worked, and the movement of pay ranges. He shared the historical breakdown since the year 2017. He shared that the District had mirrored the Collective Bargaining Agreements for the executive group (meaning senior leadership and directors) for managing annual compensation adjustments, which were in the form of COLAs that adjust for inflation, changes in the labor market and then performance-driven merits.

In 2017, there was a two percent COLA, a percent merit, and at that time the pay structure was adjusted which moved the minimum, the midpoint, and the maximum of the pay range; that is designed so people don't tap out. He shared that pay range is a salary control mechanism and it may not be typical to see pay ranges every time there are adjustments; that they may move every three years. He advises them it is something to consider looking at in the future. In 2018, there was two percent COLA, the pay range moved two percent, and there was a three percent merit. And finally in 2020, because of the COVID virus, there was an agreement to freeze and then add the adjustments back on at the end for 2022, if approved. He reiterated that the agreement is for a salary structure, an adjustment of three percent to match the COLA for both of those years and that those are the agreements that come with a CBA.

Chair Ortiz said he asked for this item to be placed on the agenda due to confusion about the pay levels and conditions for senior level employees. Chair Ortiz said that he believed that there was a financial duty to be responsible and he wants to make sure it happens.

Chair Ortiz asks each Trustee if they have any comments or questions.

Trustee Wilson asked if the merit pay was automatic or actually merit-based. Mr. Serpico said it's tied to the performance evaluation. Trustee Wilson asked if it's up to three percent. Mr. Serpico said that he believed it was an average of three percent but later corrected to say it was a straight three percent. Trustee Foyt asked if it goes beyond the three percent. Mr. Serpico said he would have to pull the records to see.

Trustee Wilson continues by sharing that it is in the Board's interest to pay employees to stay long and be dedicated but that he realizes what

Chair Ortiz has pointed out in that there is a big disconnect between the Consumer Price Index of 1.8 percent in 2019, and the average 4 percent increase the Library District gave in the same year. He agrees with Chair Ortiz's concern of double dipping and it really adding up over the long run. Trustee Wilson expressed concern over the difference between longevity pay and merit pay and that he wasn't opposed to longevity pay but that he just wanted to be cautious of double dipping with a COLA and a bump in the pay scale.

Trustee Wadley-Munier echoed Trustee Wilson's concern and expressed that it cannot continue. She expressed embarrassment at not realizing and addressing it sooner and asked for something to be brought next month.

Trustee Foyt likes the idea of further scrutiny and thinks that Mr. Serpico has the ability to bring forward some options and changes so that the Board can serve the public as best as possible.

Trustee Ramaker expressed a concern with a set COLA amount and thinks that it should be looked at on a regular basis every year. She also expressed concern that the merit raises did not seem like true merit raises to her and that they should be looked at to make sure they are meeting the requirements. She dislikes the structure adjustment in that they know they are going to move up no matter what and would like to see some other options.

Chair Ortiz gave non-union employees that were listening ways to see other raises in things like bonuses and vacation time not tied to retirement; however, it is unsustainable to continually escalate a system.

Mr. Serpico shared a proposed solution to develop a formal plan as part of a bigger plan to review all of the staff compensation rates for comparable industries, public agencies, and library systems of similar size, looking at national, regional, and metropolitan data; presenting the 25th, 50th, and 75th percentile for those benchmark jobs.

Mr. Serpico also shared that the range spreads are pretty wide which is not normal. He also addressed structure recommendations and asked how often you should adjust the structure and how do you tie that to inflation. Also, assessment of fair market value as it is for EC positions needs to be addressed in is the Library District paying at the 50th percentile, the 75th, the 90th? Anything past the 75 percentile is a cause for concern.

Mr. Serpico also proposed that recommended senior leadership compensation processes and annual calendar for reviewing those jobs should be presented to the Board for approval with any recommended increases and showing where they are at in relation to those key percentiles.

There would also need to be a survey of any incentive or bonus practices similar to the car allowance perk that had been discussed earlier in the meeting. Benefits for comparable industries and organizations is also something to be covered on a regular basis. Mr. Serpico also pointed out that he listed covered positions that were considered part of the EC, which allows for executive input on whether those roles or titles change.

Mr. Serpico concluded that pulling out the senior leadership team into a separate structure helps avoid any conflict of interest when negotiating Collective Bargaining Agreements, because their pay is tied to those pay practices.

Chair Ortiz made a motion to freeze the percentage structure adjustments for executive and upper management members. Chair Ortiz then suggested that Mr. Watson take the opportunity to assess the management style, figure out the staff and how he wants to work the raises and performance raises, and then to come back to the Board with percentiles and all the information that Mr. Serpico talked about. There was no opposition and the motion carried.

Trustee Wadley-Munier also later asked Mr. Serpico to keep in mind when making his comparisons that Nevada is a unique to other places like Colorado in property tax and income tax. Mr. Serpico agreed and stated that things can be adjusted for geographical differentials in compensation.

Discussion and possible Board action regarding a retainer agreement for the District's General Counsel. (Item IX.E.)

Trustee Foyt requested to read a statement in regard to the retainer agreement with Attorney Gerald Welt. She started with a little history that in late summer 2020, Counsel Welt's employment arrangements were brought to the attention of the Board. Trustee Foyt took on the task in October 2020, and felt it needed serious review and consideration. She was referred by Commissioner Tick Segerblom to Mary-Anne Miller, a Clark County Commission attorney. Trustee Foyt and Ms. Miller were able to personally meet and discuss the fine points and revisions. The document presented today was approved by Chair Ortiz and by Attorney Welt. Trustee Foyt supports the agreement and feels that Mr. Welt's fees are reasonable, and the document clarifies his expenses, his hourly rates, and ownership of all and any records.

Chair Ortiz asked if Counsel Welt had any questions or comments about the agreement. Counsel Welt felt it was a very amicable negotiation, he agreed with the points brought out, and that his office is very pleased with it. Chair Ortiz thanked him for his charitable rate and appreciates his historical knowledge as he has been with the Board since 1978.

Chair Ortiz asked each Trustee if they had any questions or comments.

Trustee Wilson shared that he always thought that Counsel Welt was the library's attorney and that he was just assigned to cover the Board but is appreciative of the clear agreement that makes things less muddy.

Trustee Wadley-Munier thanked him for the agreement and appreciated that there was now an actual contract.

Trustee Benavidez commented that she appreciated all Counsel Welt's knowledge and is grateful that she can go to him with any questions she has.

Trustee Bilbray-Axelrod also thanked Counsel Welt for all his knowledge and commented that she was only four years old in 1978.

Trustee Ramaker thanked Counsel Welt for all he has done and commented that he is a great Counsel and appreciates the contract.

Chair Ortiz commented that he doesn't always agree with Counsel Welt, but he follows his direction. Chair Ortiz also shared that he really values his counsel.

Trustee Wadley-Munier moved to approve the retainer agreement for Mr. Gerald Welt, Legal Counsel for the Board of Trustees. There was no opposition and the motion carried.

**Announcements
(Item X.)**

The next Board Meeting will be held Thursday, March 11, 2021 in the Summerlin Library and via Webex at 6:00 p.m.

**Public Comment
(Item XI.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

**Adjournment
(Item XIII.)**

Chair Ortiz adjourned the meeting at 8:41 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2021 ATTENDANCE

February 18, 2021 Regular Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg										
Benavidez	Kelly	P	P	P										
Bilbray-Axelrod	Shannon	P	P	P										
Francis Drake	Marilyn	P	P	P										
Foyt	Elizabeth	P	P	P										
Meléndrez	José	P	P	P										
Ortiz	Felipe	P	P	P										
Wadley-Munier	Robin	P	P	P										
Ramaker	Sandra	P	P	P										
Wilson	Brian	P	P	P										
Rogers	Keith	A-E	P	P										

attended Committee meeting but not a member

- A-E Excused Absence
- A-U Unexcused Absense

as of February 19, 2021