

**MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 10, 2022
(Approved on March 10, 2022)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Windmill Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 10, 2022.

- Present:**
- | | | |
|--------|------------------|------------|
| Board: | B. Wilson, Chair | E. Foyt |
| | N. Waugh | S. Ramaker |
| | K. Whiteley | K. Rogers |
| | J. Jiron | F. Ortiz |
| | J. Melendrez | |
- Counsel: G. Welt
- Absent: K. Benavidez (Excused)
- Staff: Kelvin Watson, Executive Director
Numerous Staff
- Guests: George Krammer, Koff & Associates

The meeting began at 6:01p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Appendix A.
Chair Wilson led attendees in the Pledge of Allegiance.

Public Comment (Item II.) Email received from Scott Clonan:

Director Watson and Trustees

I am writing in opposition to agenda item VIII B3 changing start time of board meetings.

As this comment is being read, I am mostly listening in my car because I like the majority of branch staff either work until 6pm 6 15 pm or 815 pm on Thursdays. Which makes attending or watching live difficult.

I would like to applaud the Board for making their meetings more accessible by broadcasting live on YouTube. But I believe changing the start time to 5pm is a step in the wrong direction. 5pm is a busy time in the branches with programming, patrons and staffing concerns. Which means less staff will be able to watch live. If the Board values front line staff attendance, I would recommend changing the meeting to 7pm. This would give staff that gets of at 6 and 615 the opportunity to attend in person. Thank you for your consideration.

*Scott Clonan
525 E St Louis Ave # 11*

Las Vegas NV 89104

- Agenda
(Item III.)** Trustee Waugh moved to approve the Agenda as proposed. Trustee Melendrez second the motion.
- There was no opposition and the motion carried.
- Approval of
Proposed Minutes of
Regular Board
Meeting on January
20, 2022** Trustee Waugh January 20, 2022. Chair Wilson moved to approve motion.
- There was no opposition and the motion carried.
- Chair's Report
(Item V.)** Chair Wilson reminded the Board that a tentative outline for the Director's annual review was sent.
- Library Reports
(Item VI.)**
- Executive Director's
Report
(Item VI.A.)** Director Watson did not have any highlights to his submitted report. Director Watson shared that the Library District has hired a new Development Director, JoAnn Prevetti who will start on February 18, 2022.
- Chair Wilson applauded Director Watson on the amount of meetings he has taken last month.
- Library Operations,
Security Reports
and Monthly
Statistics
(Item VI.A.1.a)** Chair Wilson commented that he was happy to see the 29 percent decrease in the incident reports at Clark County.
- Trustee Ortiz asked if the Board could get a pandemic mitigation report. Director Watson explained that the CFO, Floresto Cabias provided a report to the Board in the summer and a final report will be given once the pandemic has ended- a pandemic after-action report.
- Trustee Rogers commended the staff for the BestBuy Tech Center for offering 93 unique programs and having over 1100 teens participating in the programming.
- Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VI.A.2.a.)** Chair Wilson commended Branding and Marketing for the 33 percent open rates on newsletters, 2 months in a row.
- Community
Engagement Report
and Monthly
Statistics** Chair Wilson asked to see the new statistics over 2019 statistics to compare and gauge off an open year. Matt McNally, Community Engagement Director agreed to have those numbers provided in next month's report.

(Item VI.A.2.b.) Trustee Jiron wanted to celebrate and express her thankfulness for the community share project that the Library District has worked on for the students of Clark County School District.

Development and Planning Report (Item VI.A.2.c.) Chair Wilson mention from the Development and Planning Report, that Development Officer, Sherry Walker, met with the Foundation about capital campaign options and wanted to know if there was anything of significance that the Board could help with. Mrs. Walker replied there was nothing needed.

Information Technology Report (Item VI.A.2.d.) No questions.

Financial Services Report (Item VI.A.3.a.) No questions.

General Services Report (Item VI.A.3.b.) John Vino, General Services Director gave a brief update on the progress with the proposed new West Las Vegas location. Mr. Vino pointed out in his Board report that they are close to finalizing the numerated square footage for the new program, which is closing out a little under 39,000 square feet. This square footage is more usable than the square footage at East Las Vegas. A Maker's Space Suite is being considered within the projected square footage. In addition, a business incubation area is also being considered. The community outreach is scheduled for February 22, 2022 at 2:30pm, 3:30pm, and 5:00pm for the community stakeholders. In March, the Library District will have an interactive community meeting in the theater of West Las Vegas to present to the whole community on what the hope for the new library will be. The proposed date is March 21, 2022 at 5:30pm. Mr. Vino reported that the programming is intended for completion by end of March and a full presentation will be given to the Board at the April meeting. Mr. Vino also reported that the City has agreed to do an MOU for the sale of the property, which the Board will need to approve. The current zoning meets the standards and will not require rezoning for the property. Phase 1 Geotech is complete and the numbers were given to the real estate attorney for review. A deed was offered instead of the initial offer of a ground lease. (Mr. Vino did not have the full terms of the deed with him) Trustee Foyt mentioned that the downside of the existing facilities was not owning the land.

Trustee Rogers added that they had a very productive meeting with Commissioner McCurdy, who gave his endorsement and support to the new library project. Trustee Rogers also mentioned that they will be putting together a project milestone to share with an overlay of the East Las Vegas Library project. To have better context on the timeline progression, to show that the project is ahead of schedule.

Trustee Ortiz and Trustee Rogers agreed to be in attendance at the community stakeholders meetings.

Trustee Ortiz questioned the orientation and asked if the front door will be facing east or north. Mr. Vino replied that planning process has not gotten that far but the projection is to be a LEED building so the orientation of the building on the lot will be driven by everything from northern lights to the solar impact. Trustee Ortiz request is for the address to be on Martin Luther King and not Mount Moriah. Trustee Ortiz also asked that the property be zoned as a commercial business so that the library can have bigger signage at the West Las Vegas Library.

Trustee Rogers mention that conversations are being held to partner with the City and the County to make the new West Las Vegas Library a prominent location, to showcase the library and direct traffic there.

Trustee Melendrez asked for an update on the project to update signage that was placed on hold. Mr. Vino explained that COVID was the main reasoning for the delay and will look into how the project can be updated to bring back to the Board. Trustee Foyt and Trustee Turner Whiteley both agreed that the signage on some of the libraries are not visible enough for the public.

Trustee Waugh asked for the dates of the community meetings to be sent to the Board members. Director Watson agrees to have dates sent.

**Human Resources
Report
(Item VI.A.3.c.)**

No questions.

Chair Wilson accepted the Library Reports.

**Unfinished Business
(Item VII.)**

None.

**New Business
(Item VIII)**

**Consent Agenda
(Item VIII.A)**

**Discussion and
possible Board
action to appoint a
Board of Directors
for the Mesquite
QALICB, Inc.
(Item VIII.A.1)**

Trustee Waugh moved a motion to approve.

There was no opposition and the motion carried.

**Regular Agenda
(Item VIII.B)**

Discussion and possible Board action regarding the selection of an auditing firm for the fiscal year ending June 30, 2022 (Item VIII.B.1.)

Floresto Cabias, Financial Services Director, reported that the Nevada Revised Statutes requires the Board to designate its auditor for the fiscal year ending 2022. In December 2021, staff requested proposals from qualified audit firms to perform the audit for Fiscal Year 2022 of the District's financial statements. There was one firm that responded, Hinton Burdick. The prior year auditors, BDO, indicated that to continue as the District's auditor would require a significant increase in fees from the prior year. However, Hinton Burdick is well qualified to perform the District's audit. The firm has over 100 local government clients in multiple states, including Nevada. Their clients have library operations in some cases, including independent library systems similar to the District. Their proposed budget hours to complete the audit, along with their staffing is in line with what the District would expect based on comparisons with prior year audits. Their fees also appear to be realistic because of their extensive local government auditing experience and their experience with library as an industry itself, will give them the advantage of performing the District's audit efficiently. Their fees are also 6 percent higher than the prior year audit fee, which is still lower than the inflation numbers that were reported earlier this morning. Hinton Burdick will be a welcome set of fresh eyes on financial services.

Chair Wilson asked what was the inflation rate this morning. Mr. Cabias replied- 7.5/7.6 percent and the Library District is at a 6 percent increase on this.

Trustee Rogers made a Motion to authorize the Executive Director to execute a contract with Hinton Burdick for auditing services in accordance with RFP No. 22-04 for the fiscal year ending June 30, 2022, for an amount not to exceed \$57,200, with options to extend the contract for four additional consecutive fiscal years, subject to final review of contract by Counsel. Trustee Turner-Whiteley second the motion.

There was no opposition and the motion carried.

Discussion and Possible Board Action to implement the Wage Analysis compensation recommendations for the Administrative Team (Item VIII.B.2.)

[Jeff Serpico, Human Resources Director read background of Item VIII.B.2. and pages 2- 10 of attached presentation into the record]

Mr. Serpico and George Krammer of Koff & Associates, began explaining the columns on page 12 of attached presentation:

Columns 1 and 2 are the title the District utilizes and whether or not Koff & Associates saw that as a benchmark job title, and they all were. Column 3 is the current incumbent salary for that role. Column 4 is the current maximum; these are the ones that were frozen. Current maximum for the Las Vegas-Clark County pay range. Column 5 is taking that current maximum and dividing it into the 90th percentile, that's a compa-ratio. Where it goes over 100 percent, it could be seen as a little bit high. We'd want to start moving those back down below 100 percent. Column 6 is the market data. These are the median and max -- median and 90th percentile rates of all the maximums for those top steps for those organizations surveyed. Mr. Serpico explained that a meeting

was held with Koff & Associates to discuss a way to begin a guideline to bring the salaries and maximums back down towards the median and to get them on track. Koff & Associates suggest the Library District to look at a median plus 10 percent guideline which is take the median for the job, add 10 percent to it and as long as it's below the 90th percentile, which is the numbers in column 8.

Mr. Krammer explained that in order to ensure, Number 1, talent retention, Number 2, a method of recognizing performance and merit, paying a lump sum bonus that is not an actual salary raise, so a dollar amount that doesn't get added to the base salary is one way in the public sector to reward and acknowledge individuals for their contributions. There are some limitations in terms of what agencies are able to do with compensation.

[Mr. Serpico continued to explain the chart in the presentation.]

Chair Wilson asked what is the new proposed ratio spread under their plan. Mr. Serpico replied it is 34 percent. Chair Wilson asked Mr. Serpico to help the new Trustees understand why the salaries were frozen. Mr. Serpico explained that the range maximums and the District range seemed a bit high and there were PERS concerns, Merit and COLA issues. Mr. Serpico furthered explained the past issues within the Library District. Chair Wilson asked what is responsible for the PERS reduction. Mr. Serpico responded the incremental difference of the salaries being maxed out. Mr. Serpico explained that the lump sum payments were not PERS eligible.

Trustee Foyt addressed concerned about the auto allowances and mentioned that it was a hidden benefit that the board was not aware of.

Trustee Ortiz questioned if obtaining a Master's degree increases their pay. Mr. Serpico responded that they may be eligible to promote into a new job but it is not a step plan given for a degree. Mr. Serpico explained that a Merit is performance driven and Merit goes into PERS contributions because it adds to the base rate, but a bonus would not. He also explained that all of it is in the CBA.

Trustee Jiron, Trustee Waugh, and Trustee Whiteley all agree with the recommendations given in the presentation.

Trustee Ortiz stated he asked for this to be on the Agenda because things were not transparent. He explained that he doesn't like retroactivity and will not support it because he believed the administrative staff was paid to stay home for three months. Trustee Ortiz also asked if there was for staff that are move to an administrative position to end leave accumulation- use it or lose it, to avoid a big pay-out when they leave. Trustee Ortiz recommended giving more money to educational costs as opposed to giving a salary increase.

Chair Wilson and Trustee Ortiz both agreed that they may not be prepared to vote on this item.

Counsel Welt reminded everyone that the District is entering into a collective bargaining agreement negotiation period and should be cautious of suggesting things in an open meeting.

Trustee Ramaker address concerns about retroactive pay and believes there should be a limit to vacation hours. She also stated she has never been in favor of an automatic merit.

Trustee Rogers stated he has experienced this within several organizations and commended the team on the presentation. He agrees that it is a sustainable and measured approach. He also believes that some of the topics discussed are indirect components versus the direct salary components. Trustee Rogers stated he is not opposed to retroactive pay and should stick to past practice. He also believes if the employees under the CBA got retroactive COLA and merit increases, the Administration team should be treated the same.

Trustee Melendrez agrees that retroactivity should go into place based at the time it was paused. He also thinks a more in-depth conversation is needed at a separate meeting.

Chair Wilson made a motion to table the vote until the indirect information is included with the package. Trustee Foyt second the motion.

Trustee Rogers, Trustee Waugh, Trustee Whiteley opposed. The motion carried.

Discussion and possible Board action to change the start time of the monthly Las Vegas-Clark County Board of Trustees' meeting to 5:00pm. (Item VIII.B.3.)

Chair Wilson explained after the January meeting was moved up to 5:00pm, some of the board members and staff commented the timing worked easier for their schedules. The board was asked of their availability, and 5:00pm worked best for everyone.

Trustee Rogers stated the 5:00pm timing doesn't work for his work schedule and if the time is moved, he will not be able to participate in any of the meetings.

Chair Wilson pulled the item from the agenda, because the participation of everyone is required.

Announcements (Item IX.)

The March Board meeting will be held on Thursday, March 10, 2022, at 6:00pm. Location: Whitney Library, 5175 E Tropicana Ave, Las Vegas, NV 89122.

The April Board meeting will be held on Thursday, April 21, 2022, at 6:00pm. Location: Centennial Hills Library, 6711 N Buffalo Dr., Las Vegas, NV 89131.

The May Board meeting will be held on Thursday, May 19, 2022, at 6:00pm. Location: Windmill Library, 7060 W Windmill Ln, Las Vegas, NV 89113.

**Public Comment
(Item X.)** None.

**Executive Session
(Item XI.)** None.

**Adjournment
(Item XII.)** Chair Wilson adjourned the meeting at 7:48 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2022 ATTENDANCE

		2022																																
		January 20 Regular Board Mtg	February 2 Finance and Audit Comm. Mtg	February 10 Regular Board Mtg	February 18 Special Board Mtg	March 10 Regular Board Mtg	April 11 Finance and Audit Comm. Mtg	April 21 Regular Board Mtg	May19 Regular Board Mtg	June 2 Risk Management Comm. Mtg	June 9 Nominations Comm. Mtg	June 9 Regular Board Mtg	July 14 Regular Board Mtg	August 11 Regular Board Mtg	September 8 Regular Board Mtg	October 13 Regular Board Mtg	November 10 Regular Board Mtg	December 8 Regular Board Mtg																
Benavidez	Kelly	P		P	A-E																													
Foyt	Elizabeth	P		P	A-E																													
Meléndrez	José	P		P	A-E																													
Ortiz	Felipe	P		P	P																													
Ramaker	Sandra	P		A-E	A																													
Wilson	Brian	P		P	P																													
Rogers	Keith	P		P	P																													
Waugh**	Nathaniel	P		P	P																													
Jiron****	Jennifer	P		P	P																													
Turner Whiteley****	Kate	P		P	P																													

P	Present
A-E	Excused Absence
A-U	Unexcused Absence
	attended Committee meeting but not a member
	Term Ended