

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Special Board of Trustees' Special Meeting
June 28, 2023**

DATE: Wednesday, June 28, 2023

TIME: 3:00 p.m.

PLACE: Online via YouTube

The Agenda and Board meeting documents can be found at
<https://lvccld.org/board/board-of-trustees-meetings/>

I. Roll Call

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. Anyone wishing to speak during this item must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name, legal address, and the agenda item that is being commented on. Commenters should state if they want their remarks included in the minutes of the meeting. If there is no agenda item listed, the person will be called on at the end of the meeting.

Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the Chair has the authority to grant additional time to a speaker.

Anyone wishing to comment via email under this item must send an email to boardcomments@lvccld.org. The email must include the commenter's name, legal address, and the agenda item that is being commented on. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

Any comments which do not identify an agenda item will be read at the end of the meeting.

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment.

Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

III. Board Action to accept Proposed Agenda (For possible action)

IV. New Business

- A. Discussion and possible Board action to authorize the Executive Director to sign the proposed collective bargaining agreements with Teamsters Local Union No. 14 that were voted on by the membership on June 11, 2023.
- B. Discussion and possible Board action to extend contractually agreed-to items to employees not covered by a collective bargaining agreement inclusive of the Administrative Team.

V. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter’s name and legal address, and this agenda item. Commenters should state if they want their remarks included in the minutes of the meeting.

Anyone wishing to comment via email during the meeting must send an email to boardcomments@lvccld.org. The email must include the commenter's name, legal address, and this agenda item. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

VI. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL EBONI NANCE AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

NOTE: PLEASE CONTACT EBONI NANCE AT (702) 507-6186 OR nanceea@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT

<https://lvccld.org/board/board-of-trustees-meetings/>.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Tuesday June 20, 2023, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
 - 1. Clark County Library
1401 Flamingo Road
Las Vegas, NV 89119
 - 2. East Las Vegas Library
2851 Bonanza Road
Las Vegas, NV 89101
 - 3. Sunrise Library
5400 E. Harris Avenue
Las Vegas, NV 89110
 - 4. West Charleston Library
6301 Charleston Boulevard
Las Vegas, NV 89146
 - 5. West Las Vegas Library
951 Lake Mead Boulevard
Las Vegas, NV 89106
 - 6. Windmill Library
7060 Windmill Lane
Las Vegas, NV 89113
 - 7. Las Vegas-Clark County Library District website
www.lvccld.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Live Stream Connection information:

https://www.youtube.com/watch?v=bPGJkoA_rgk

Visit the Library District’s YouTube channel: Youtube.com/TheLibraryDistrict

AGENDA ITEM

JUNE 28, 2023 SPECIAL MEETING OF THE BOARD OF TRUSTEES

Agenda Item # IV.A.:

Discussion and possible Board action to authorize the Executive Director to sign the proposed collective bargaining agreements with Teamsters Local Union No. 14 that were voted on by the membership on June 11, 2023.

Background:

The Library District and Teamsters Local Union No. 14 have reached agreement on new contracts for each of the collective bargaining units. The following highlights of changes to the collective bargaining agreements (CBAs), which are due to expire on June 30, 2023, are as follows:

- All contracts will be for a period of four (4) years commencing July 1, 2023 and expiring on June 30, 2027.
- Effective July 1, 2023, the contracts will adopt the new compensation plan based on a recent compensation study performed by Koff & Associates and all employees will be placed in the new plan.
- Effective July 1, 2023, employees will receive a base wage increase of five percent (5%) or adjustment to the minimum range of new compensation plan, whichever is greater. Employees above the maximum range will also receive a five percent (5%) base wage increase in the first year. For each year of the contract, employees who are below the maximum wage range will receive a cost-of-living-adjustment (COLA) between two percent (2%) and four percent (4%) based on the geographically-applicable Consumer Price Index (CPI). Employees hired before July 1, 2023 who are at or above the maximum range will receive a two percent (2%) lump sum bonus (non-PERS) for each year of the contract beginning in the second year.
- Merit increases will be four percent (4%) in the first and second years of the contract. Merit increases will be three percent (3%) in the third and fourth years of the contract. Employees at or above the maximum wage range will receive each year's merit increase as a lump sum bonus (non-PERS).
- The Library District will continue to contribute 90% of health insurance premiums at single and family coverage tiers, with eligible employees contributing the remaining 10%. Beginning January 1, 2024, a third coverage tier, employee + 1, will also be offered to employees. Premium rates will increase by five percent (5%) for each year of the contract.
- The Library District will pay 100% of July 2023 PERS increase only, but is not applicable to any future increases during the contract term.

- Clarifies that leave usage shall be in 15-minute increments for non-exempt employees and in full-shift increments for exempt employees.
- Includes Juneteenth as a paid holiday.
- Updates definition of regularly scheduled work week to include either five (5), eight (8) hour shifts or four (4), ten (10) hour shifts, with a minimum of two (2) consecutive days off. Also provides that Theater Production Services employees may clock in at the location where they start their workday.
- Amends stand-by procedures to require that an employee is able to respond to requestor within fifteen (15) minutes and is able to report to the Windmill Service Center within one (1) hour.
- Adds that employees are entitled to ten (10) hours between work shifts and that if an employee works with less than the ten (10) hour interval, the employee will be entitled to one and one-half (1.5) times pay.
- Adds that employees requesting vacation leave are required to give at least one (1) week advance notice if the leave will exceed three (3) days, and at least three (3) days advance notice if the leave will be less than four (4) days. Also adds that departments may establish up to fourteen (14) blackout dates annually for vacation leave to be announced prior to the next year's vacation bidding process.
- Adds loss of pregnancy to qualifying reasons for bereavement leave and adds that bereavement leave (maximum of five (5) days) may be used non-consecutively for up to one (1) year following loss.
- Amends disciplinary article by adopting a Progressive Performance Improvement Plan (PPIP) and establishing that disciplinary action will be administered on two (2) separate tracks: (1) Performance/Conduct and (2) Attendance/Tardiness. Revises forms of discipline to include Documented Counseling (DC), Letter of Concern (LOC), Letter of Reprimand (LOR), Decision Making Leave (DML), and discharge. Also provides that Library District may use a Performance Improvement Plan (PIP) in tandem with any form of discipline.
- Establishes new section on Attendance Performance Expectations to provide a PPIP for attendance-related infractions, including unscheduled absences, tardiness, no call-no show, trends (patterns), and job abandonment.
- Updates language in section on restrictions on applying for posted jobs to replace oral counseling with DC.
- Adds new section on Post-FMLA Supplemental Leave to provide for up to twelve (12) weeks of unpaid leave after employees have exhausted their FMLA rights but cannot return to work for certain reasons. Tracks federal FMLA protections but gives discretion to Library District as to whether to return an employee to work if pre-leave position is no longer available at time of return (non-grievable by employee or union).
- Adds new section establishing multilingual pay up to a maximum of \$50.00 per month beginning July 1, 2024 based on an employee's successful completion of a Library District proficiency examination. Also applies to ASL (American Sign Language) certification.

- Revises job classification listing for all bargaining units to account for eliminated and/or changed positions.

Recommended Action:

Motion to authorize the Executive Director to sign the proposed collective bargaining agreements with Teamsters Local Union No. 14 for the period of July 1, 2023 through June 30, 2027.

AGENDA ITEM

JUNE 28, 2023 SPECIAL MEETING OF THE BOARD OF TRUSTEES

Agenda Item # IV.B.:

Discussion and possible Board action to extend contractually agreed-to items to employees not covered by a collective bargaining agreement inclusive of the Administrative Team.

Background:

With the approval of the collective bargaining agreements, several District policies must be updated in order to extend contractually agreed-to items so they apply to all employees, not just those covered by the agreements. These updates, summarized below, will become effective July 1, 2023.

- Effective July 1, 2023, the Library District will adopt a new compensation plan based on a recent compensation study performed by Koff & Associates and all employees will be placed in the new plan.
- Effective July 1, 2023, employees will receive a base wage increase of five percent (5%) or adjustment to the minimum range of new compensation plan, whichever is greater. Employees above the maximum range will also receive a five percent (5%) base wage increase as of July 1, 2023. As of July 1, 2024, 2025 and 2026, employees who are below the maximum wage range will receive a cost-of-living-adjustment (COLA) between two percent (2%) and four percent (4%) based on the geographically-applicable Consumer Price Index (CPI). Employees hired before July 1, 2023 who are at or above the maximum range will receive a two percent (2%) lump sum bonus (non-PERS) as of July 1, 2024, 2025 and 2026.
- Merit increases will be four percent (4%) effective July 1, 2023 and 2024. Merit increases will be three percent (3%) effective July 1, 2025 and 2026. Employees at or above the maximum wage range will receive each year's merit increase as a lump sum bonus (non-PERS).
- The Library District will continue to contribute 90% of health insurance premiums at single and family coverage tiers, with eligible employees contributing the remaining 10%. Beginning January 1, 2024, a third coverage tier, employee + 1, will also be offered to employees. Premium rates will increase by five percent (5%) each year between July 1, 2023 and June 30, 2027.
- The Library District will pay 100% of July 2023 PERS increase only, but is not applicable to any future increases occurring through June 30, 2027.
- Leave usage shall be in 15-minute increments for non-exempt employees and in full-shift increments for exempt employees.

- Includes Juneteenth as a paid holiday.
- Adds that employees are entitled to ten (10) hours between work shifts and that if an employee works with less than the ten (10) hour interval, the employee will be entitled to one and one-half (1.5) times pay.
- Adds that employees requesting vacation leave are required to give at least one (1) week advance notice if the leave will exceed three (3) days, and at least three (3) days advance notice if the leave will be less than four (4) days. Also adds that departments may establish up to fourteen (14) blackout dates annually for vacation leave to be announced prior to the next year's vacation bidding process.
- Adds loss of pregnancy to qualifying reasons for bereavement leave and adds that bereavement leave (maximum of five (5) days) may be used non-consecutively for up to one (1) year following loss.
- Amends disciplinary article by adopting a Progressive Performance Improvement Plan (PPIP) and establishing that disciplinary action will be administered on two (2) separate tracks: (1) Performance/Conduct and (2) Attendance/Tardiness. Revises forms of discipline to include Documented Counseling (DC), Letter of Concern (LOC), Letter of Reprimand (LOR), Decision Making Leave (DML), and discharge. Also provides that Library District may use a Performance Improvement Plan (PIP) in tandem with any form of discipline.
- Establishes new section on Attendance Performance Expectations to provide a PPIP for attendance-related infractions, including unscheduled absences, tardiness, no call-no show, trends (patterns), and job abandonment.
- Adds Post-FMLA Supplemental Leave to provide for up to twelve (12) weeks of unpaid leave after employees have exhausted their FMLA rights but cannot return to work for certain reasons. Tracks federal FMLA protections but gives discretion to Library District as to whether to return an employee to work if pre-leave position is no longer available at time of return.
- Establishes multilingual pay up to a maximum of \$50.00 per month beginning July 1, 2024 based on an employee's successful completion of a Library District proficiency examination. Also applies to ASL (American Sign Language) certification.

Recommended Action:

Motion to extend these contractually agreed-to items through updating of the District's Personnel Policies & Procedures Manual (as applicable) to eligible employees not covered by a collective bargaining agreement inclusive of the Administrative Team.