

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
June 11, 2020
(approved August 13, 2020)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library and via WebX in Las Vegas, Nevada, at 6:15 p.m., Thursday, June 11, 2020.

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

Counsel: G. Welt

Absent: K. Rogers (excused)

Staff: Fred James, Acting Executive Director
Numerous Staff

Guests:

F. Ortiz, Chair, called the meeting to order at 6:32 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.) Grant Davis, President of Teamsters 14, spoke about the meetings and discussions that occurred after the May 21 Board Meeting between the Union and District staff. Mr. Davis requested the Trustees approve Item VIII.H. His comments are attached as Appendix B.
Chair Ortiz and Trustee Meléndrez thanked Mr. Davis for his comments.

Agenda (Item III.) Chair Ortiz moved Item VIII.C. to occur after Item IV. Chair Ortiz removed Item IV.B-C and E-H.
Trustee Wadley-Munier moved to approve the Agenda as changed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 16, 2020; Regular Session, February 13, 2020; Regular Session, March 12, 2020; Emergency Meeting, March 18, 2020; Finance and Audit Committee, April 16, 2020; Regular Session, April 16, 2020; Special Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held January 16, 2020. There was no opposition and the motion carried.
Trustee Ramaker moved to approve the Minutes of the Emergency Board of Trustees Meeting held March 18, 2020. There was no opposition and the motion carried.
Trustee Foyt moved to approve the Minutes of the Emergency Board of Trustees Meeting held June 1, 2020. There was no opposition and the motion carried.
Item IV. B-C and E-H were removed.

Session, April 28, 2020; Regular Board Meeting, May 21, 2020; and Emergency Meeting, June 1, 2020. (Item IV.A-I.)

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2020. (Item VIII.C.)

Risk Management Committee Chair Francis Drake reported that the Committee met earlier in the day to review the District's current property and casualty insurance and public officials and employment practices liability insurance policies and coverages with USI Insurance Services, Broker of Record.

Trustee Drake moved to authorize staff to award a contract for property and casualty insurance and public officials and employment practices liability insurance through USI Insurance Services to Travelers, Tokio Marine Specialty, Great American, Indian Harbor, and Atlantic Specialty at an annual premium, not to exceed \$329,558, for the policy year commencing on July 15, 2020, subject to final review by Counsel.

Trustee Ramaker requested that staff bring back more information on the District's flood coverage at the next meeting.

There was no opposition and the motion carried.

Chair's Report (Item V.)

Chair Ortiz stated it has been a long 90 days. He thanked all staff for what they have been doing to reopen the branches. The plan that moved everyone forward came from staff and will enable the District to reopen in a safe and sound way.

Library Reports (Item VI.)

Acting Executive Director's Report (Item VI.A.)

Acting Executive Director Fred James reported that:

- Dr. Heezen, prior to his departure, hired Jeffrey Serpico as the District's new Executive Director. Mr. James thanked the trustees who participated in the selection process. Mr. Serpico is coming to the District from Florida and his bio has been provided to Trustees. Mr. Serpico was at the meeting via WebX and said a few words.
- Library Operations Director Jenn Schember and her staff, who he congratulated, had a successful launch of Phase I and Phase II services. The District is the first library in the State to bring on many of these services this quickly. According to the research, the District is also ahead of other national public libraries in going beyond curbside services. Phase I curbside services started May 16th. On the first day, approximately 822 items were picked up. During the first week, 12,000 items were picked up by about 3,000 customers. The following week the total was 19,000 items picked up by 4,200 customers.

During Phase II curbside services continue and customers get access to the buildings for computer and Wi-Fi use. Picking up materials, computers, and laptops have been spaced on the buildings to meet

critical community needs starting Monday, June 1st in Mesquite, and Thursday, June 4th, in the majority of the remaining branches. Service strategy for Phase II complies with the social distancing, limited occupancy, and service space available, then services based on critical needs. There is a big push to provide computer service access. Operations have been slow but steady but the word is still getting out.

Staff anticipates entering Phase III in the coming weeks. In addition, staff are making plans to open some of the District's meeting rooms for limited community group use as staff are already are hearing demand for that service.

Mr. James then congratulated IT Director Al Prendergast and his team for driving the District's digital business. The e-card signup in April and May totaled 4,400 people, according to Access Services Manager Sufa Anderson. The e-card signup started in March, but the count is blended with traditional card signups. Use of downloadable material has skyrocketed according to Rebecca Colbert, Head of Collection and Bibliographic Services. Totally download in March through May 2019 was 638,900. Total downloads in March through May 2020 were 830,907; a difference of 192,000 additional items downloaded, or 30 percent increase in e-materials use.

Mr. James next thanked the teams of Community Engagement Director Matt McNally, and Branding and Marketing Director Betsy Ward for their promotion of the summer challenge in Food for Thought programs that are detailed in their report.

Mr. James thanked Executive Assistant Allison Boyer for organizing the Board meeting along with the Tech Support team of Brian Zawistowski and Nyla Walker. He offered special thanks to Summerlin Library Scheduling and Production Services staff Diondra and Kathy Bridges for arranging the space at Summerlin and to technicians Morgan Lin, Candy Anderson, Jodi Caley, and Ben St. Louis for their help in setting up and breaking down the tech for today's meeting.

Finally, Mr. James thanked General Services Director Steve Rice and his team. Buildings have been outfitted for staff and public safety, including medical grade air filters, sneeze guards, social distancing signage, micro spraying material quarantines, and PPE that includes masks, gloves, and face shields. Mr. Rice's Assistant Director, John Vito, was featured in the local media coverage this week.

Video of Fox 5 report with John Vito was shown.

All Trustees at the meeting took the opportunity to thank staff for their hard work and commitment to the community to do the work to reopen the District. Several spoke about the enthusiastic responses they are receiving when they alert people that the library is reopened.

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

Chair Ortiz asked about the status of each District branch. Library Operations Director Jenn Schember reported that:

Buildings Open (with Curbside Service)

- All urban branches (drive-thru at East Las Vegas)
- Laughlin, Mesquite and Moapa Valley Libraries

Buildings Open (without Curbside Service)

- Blue Diamond, Bunkerville, Goodsprings, Moapa Town and Mt. Charleston Libraries

Curbside Service Only

- Indian Springs, Sandy Valley and Searchlight Libraries
- Buildings closed per County restrictions; curbside service allowed

Building Closed (services temporarily unavailable)

- Meadows Library
- Building closed per City restriction; no services allowed
- Staff members were relocated to work at other branches

Chair Ortiz then asked if every employee was back to work. Since Library Operations has the largest group, Ms. Schember responded for the District. All employees are back to work unless they are on emergency leave, voluntary furloughs, or block FMLA. In response to a further question from Ortiz, Schember said that the only staff who are working from home are those with medical accommodations that are required by law.

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

No questions.

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

Chair Ortiz asked about whether the District's online high school program was able to continue. Community Engagement Director Matt McNally said that a lot of the programs during the month of April were able to be online. Students were able to take assessments tests and participate in classes.

Chair Ortiz then asked about the District's literacy services classes. Mr. McNally said the programs were cancelled through June 30. Staff are looking at starting them again in July and the team is making plans to fill classes to the greatest extent possible, based upon social distancing requirements and other considerations. Ortiz said he would like to see as many programs as possible available as soon as possible after July 1, 2020, ensuring that social distancing requirements can be met.

**Development and
Planning Report
(Item VI.A.2.c.)**

No questions.

**Information
Technology Report
(Item VI.A.2.d.)**

No questions.

**Financial Services
Report
(Item VI.A.3.a.)**

No questions.

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**General Services
Report
(Item VI.A.3.b.)**

No questions.

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

No questions.

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

**Unfinished Business
(Item VII.)**

None.

**Discussion and
possible Board
action to appoint
Fred James as
Acting Executive
Director until such
time as a
permanent
Executive Director
is selected.
(Item VIII.A.)**

Due to the decision of Executive Director Dr. Ronald Heezen to take a Voluntary Employment Separation Package (VESP) buyout, the Trustees wish to appoint Deputy Director/CFO Fred James as Acting Executive Director. Mr. James will serve as Acting Executive Director from June 3, 2020 until the Board of Trustees selects Dr. Heezen's replacement. The search process will start immediately once Mr. Serpico begins as Human Resources Director.

Trustee Wadley-Munier and Foyt expressed confidence in moving forward with Mr. James as Acting Executive Director.

Trustee Wilson moved to appoint Deputy Director/CFO Fred James as Acting Executive Director. There was no opposition and the motion carried.

**Discussion and
possible Board
action to permit the
use of DocuSign for
signatures on the
District's legal
documents.
(Item VIII.B.)**

Trustee Bilbray-Axelrod moved to table this Agenda item and bring it back at the July 9, 2020 Regular Board Meeting with a proposed policy for electronic signatures. There was no objection and the motion carried.

**Discussion and
possible Board
action regarding the
approval for staff to
make ongoing
purchases of
computer hardware
and software,
telecommunications
hardware, and other
related
infrastructure
improvements over
\$50,000 for Fiscal
Year 2020-2021.
(Item VIII.D.)**

IT Director/CIO Al Prendergast explained that, in Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was initially established for the replacement of the District's aging technology assets, but was later modified to include funds for new initiatives. The Fiscal Year 2020-2021 budget included funds for: the replacement of approximately 350 of the District's computers that are over five years old; replacement of several end-of-life IT Department systems; new technologies for the branches; and additional technologies for the Community Engagement and Library Operations divisions. The IT Department's FY 2021 budget was prepared before the current COVID-19 pandemic and although we don't plan to implement the vast majority of the budgeted projects, there may be a few projects that need to be completed. Additionally, some of these funds may be reallocated for newly identified priorities, such as solutions for communication with staff before\after hours and working remotely.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2020-2021 Adopted Budget.

The purpose of this agenda item is to pre-approve all Fiscal Year 2021 technology purchases over \$50,000. Rather than separately submitting each purchase request over \$50,000 to the Board of Trustees for approval, as required by the District's Purchasing Policy, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$50,000.

NRS 332.115 exempts these items from the formal bidding process. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

The items budgeted for Fiscal Year 2021 are:

Technology Replacements/Upgrades	
Cashless Pilot Program Expansion (5 branches)	\$90,000.00
Self-check expansion (20 units)	\$120,000.00
End of life server\VxRail Expansion	\$150,000.00
End of life tape library	\$20,000.00
Reconfigure ILS Training server	\$30,000.00
End of life network infrastructure management system	\$20,000.00
Replacement end of life DNS\DHCP servers	\$75,000.00
End of life sorter replacements (WV & CH)	\$300,000.00
End of life security gate replacements ((WC & SM)	\$40,000.00
Replacement People Counters (urban branches)	\$25,000.00
Tablet lending program	\$20,000.00
Library document stations (6 locations)	\$42,000.00
PC Replacements	\$350,000.00
Disaster Recovery expansion	\$50,000.00
End of life network diagnostic solution	\$150,000.00
Network DDoS security solution	\$100,000.00
LO Supplemental requests	\$98,000.00

GE Supplemental Requests	\$12,000.00
Electronic Signature Pilot	\$10,000.00
Contracted Services - support for various capital projects	\$25,000.00
Possible rebranding expenses	\$20,000.00
Grand Total	\$877,000.00

Trustee Wadley-Munier moved to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000* for Fiscal Year 2019-2020, as approved in the District's Adopted Budget by the Board of Trustees. There was no opposition and the motion carried.

*Initially, Trustee Wadley-Munier said \$500,000, which was incorrect, and Chair Ortiz asked her to accept his correction to her motion of \$50,000, which Trustee Wadley-Munier accepted.

Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2020-2021 and accompanying Resolution 2020-01. (Item VIII.E.)

Nominating Committee Chair Ortiz reported on the meeting held immediately prior to the Regular Meeting. Members of the Committee are Trustees Francis Drake, Foyt, and Wadley-Munier

Chair Ortiz reported that the Committee is recommending the following Trustees for officer positions:

Chair – Felipe A. Ortiz

Treasurer – Robin Wadley-Munier

Secretary – Kelly Benavidez

At this time, Chair Ortiz asked if there were any further nominations for each of the above offices. There being none, Chair Ortiz moved to approve the Committee's slate of officers for Chair, Treasurer, and Secretary. There was no opposition and the motion carried.

Chair Ortiz then reported that Trustees Bilbray-Axelrod and Wilson were both interested in the office of Vice Chair. Bilbray-Axelrod is the current Vice Chair. After asking if there were further nominations for the office of Vice Chair and hearing none, Chair Ortiz announced that there would be a voice vote.

Trustees Bilbray-Axelrod and Wilson were then given an opportunity to speak.

Trustee Bilbray-Axelrod spoke about her tenure on the Board, the importance of her legislative insight, but also of the critical decisions facing the Board. She knows she has a lot on her plate and she is confident that she can handle it.

Trustee Wilson knows it is only his second year as a member of the Board of Trustees, but he believes that with Trustee Bilbray-Axelrod's term

expiring, it is important to not change officers.

Chair Ortiz called for the vote. The vote was 7-2 in favor of Trustee Bilbray-Axelrod. Trustee Bilbray-Axelrod was elected to serve as Vice Chair.

Voting for Trustee Bilbray-Axelrod: Chair Ortiz, and Trustees Francis Drake, Ramaker, Foyt, Benavidez, Meléndrez, and Bilbray-Axelrod.

Voting for Trustee Wilson: Trustees Wadley-Munier and Wilson.

Trustee Ramaker moved to pass Resolution 2020-01 authorizing Floresto Cabias, Acting CFO, and newly elected Treasurer Robin Wadley-Munier to execute checks on behalf of the Library District. In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees Trustee Kelly Benavidez is authorized to execute checks on behalf of the Library District until June 30, 2021 or until a new Treasurer is elected. There was no opposition and the motion carried.

The Resolution is attached as Appendix C.

**Update on
Voluntary
Employment
Separation Program
(VESP) and
Voluntary
Temporary Furlough
Program by Deputy
Director/CFO/
Interim Human
Resources Director
Fred James.
(Item VIII.F.)**

Mr. James informed the Trustees that he had appointed Assistant Financial Services Director Floresto Cabias as Acting Financial Services Director. James then reported on the Voluntary Employee Separation Plan (VESP) and temporary furlough plan using the presentation attached as Appendix D.

**Discussion of the
District's budget
and human
resources issues
related to the
COVID-19
Pandemic. THIS
WILL BE A CLOSED
SESSION.
(Item VIII.G.)**

Chair Ortiz advised attendees that the Executive Session would be closed and said that it would cover the District's budget and human resources issues related to the COVID-19 Pandemic. Trustee Wadley-Munier moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 7:28 p.m.

Trustee Francis Drake moved that the Regular Session be reconvened. There was no opposition and the Regular Session reconvened at 7:59 p.m.

**Discussion and
possible Board
action regarding the
District's labor
agreements with
Teamsters 14.**

Mr. James explained that, after May 21, 2020 Regular Board Meeting, Teamsters 14 union representatives reached out to the District and several meetings were held. James explained that the attorney representing the District in talks with union representatives is Scott Abbott, of Kameron Zucker Abbott. Mr. Abbott presented the proposed Memorandum of

(Item VIII.H.)

Understanding (MOU) tentatively agreed to by Teamsters 14 with an effective date of July 1, 2020.

A copy of the proposed MOU is attached as Appendix E.

Mr. Abbott summarized the proposed MOU as follows:

- Teamsters 14 agreed to forego the cost of living increases (COLA) and merit increases to salary.
- They have also agreed to freeze the current health insurance premium rates at the FY 2019-2020 rates.
- In return, both parties have the right, on or before April 15, 2021 to submit a request in writing to reopen negotiations over economic terms.
- In addition, there will be a one-year extension to all three collective bargaining agreements (CBAs). The current agreements end June 30, 2022 and this will extend it through June 30, 2023 based upon the terms that currently exist for the last year of the current contract. This will entail a 3% COLA and 3% merit increase at that time.

Counsel Abbott thanked, on behalf of the District's negotiating team, the Teamsters 14 team for coming back to the table. As he has said before, the District and the union have a very constructive bargaining relationship. And to their credit, in times of crisis, they do come together for the common and shared goal of preserving employees' livelihood to avoid layoffs to the extent they can be avoided.

Chair Ortiz, and Trustees Bilbray-Axelrod, Meléndrez, Benavidez, Wadley-Munier, Wilson, Foyt, Ramaker, and Francis Drake all thanked the union for coming back to the table and negotiating with staff. It is positive news and they are happy it worked.

Trustee Wilson asked to clarify that the extension would move the raises that staff would normally receive this year to the back end of the contract. Once Counsel Abbott provided the clarification, he congratulated the teams on a creative solution.

Mr. James, in response to a question by Chair Ortiz, said the new proposal is satisfactory.

Trustee Wadley-Munier to approve the MOU with Teamsters 14, subject to approval by counsel. There was no opposition and the motion carried.

Discussion and information regarding the Budget update for Fiscal Year 2020-2021.
(Item VIII.I.)

Mr. James states that, since Trustees approved item VIII.H., the budget that the Trustees approved at the May 21, 2020 Board Meeting will be the final budget for the year. No further action on the budget needs to be taken at this time.

Announcements
(Item IX.)

The next Board Meeting will be held Thursday, July 9, 2020 via WebX, and at a physical location to be determined.

Mr. James the administrative and technical staff as they have been working diligently to try to make WebX work for the Trustee meetings. He has watched them working on this to ensure meetings will be conducted in a professional manner.

Ms. Boyer asked Trustees to stay for some required signatures.

Public Comment
(Item X.)

None.

Adjournment
(Item XI.)

Chair Ortiz adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2020 ATTENDANCE

Appendix A

June 11, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P
Meléndrez	José	P	P	P	P	A-E		P	P	P	P	P	P	P
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P
Rogers	Keith	P	P	P	A-E	P	P	P	P	P	P			A-E

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of June 12, 2020

GENERAL SALES DRIVERS, DELIVERY DRIVERS & HELPERS AND PUBLIC SECTOR TEAMSTERS LOCAL UNION NO. 14

**AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

LARRY R. GRIFFITH
SECRETARY-TREASURER

GRANT DAVIS
PRESIDENT

FRED HORVATH
VICE PRESIDENT

LYNN GRIFFITH
RECORDING SECRETARY



TONY FREITAS
TRUSTEE

JOHN ORTEGA
TRUSTEE

RUSS SHERRATT
TRUSTEE

Re: Public Comment – June 11, 2020 Las Vegas Clark County Library District Board of Trustees meeting

Good evening Board members, thank you for allowing me to address you this evening.

My name is Grant Davis and I am the President of Teamsters Local 14. I spoke to you a few weeks ago regarding the difficulty we were having in the negotiations between the District and the Teamsters regarding how to manage the expected shortfall of revenues for the 2021 Fiscal Year. Unfortunately, I believe that the Teamsters Union and its members were incorrectly and unjustly portrayed that evening as self-centered and greedy for demanding a pay increase at the expense of their co-workers being laid off. At no point during the initial negotiations did we ever express to the District anything but a desire to prevent layoffs. Our issue was that we believed that there were other means to get to the “no-layoff” goal that were not being properly addressed. As the Union for the Library District employees we have an obligation to explore all avenues to protect our members.

Fortunately, I get to speak to you tonight under better circumstances. We reached out to the Districts Labor Attorney, Mr. Scott Abbott, and requested that we sit back down with the District management and attempt to come to an agreement that satisfied the Districts needs. Those conversations were successful and a deal was reached that should meet your needs, quell our members concerns regarding layoffs and provide for the ability to have future dialogue surrounding the level of revenue during the next nine months. I want to thank Scott Abbott and his committee for being willing to meet with us and work to this successful conclusion. I would hope that you would agree with us and approve agenda item VIII – H, tonight.

Thank you

Resolution 2020-01 Authorizing Checking Account Signature

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 13th of June, 2019 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Kelly Benavidez were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District; and

WHEREAS, Kelly Benavidez, Treasurer of the LVCCLD Board of Trustees will complete her year term on June 30, 2020; and

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2020:

Floresto Cabias, Acting Chief Financial Officer, and Robin Wadley-Munier, Treasurer of the LVCCLD Board of Trustees


AND, THEREFORE RESOLVED that Floresto Cabias, Acting Chief Financial Officer, as the acting representative of the LVCCLD and Robin Wadley-Munier, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2021.

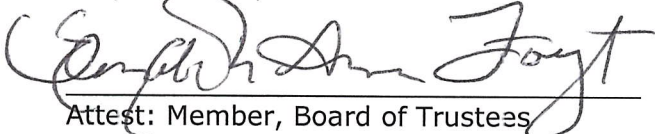
AND, THEREFORE RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, Secretary Kelly Benavidez of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2021, or until a new Treasurer is elected.

AND, THEREFORE RESOLVED that, in the absence of the Acting Chief Financial Officer of the Library District for any reason, the Acting Executive Director, Fred James, shall sign all checks issued by the Library District.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 11th day of June 2020, LVCCLD Trustees.


Felipe A. Ortiz, Chair


Attest: Member, Board of Trustees

Voluntary Employee Separation Program (VESP) & Voluntary Furloughs

June 11, 2020

Las Vegas-Clark County

**LIBRARY
DISTRICT**

LVCCLD.org



VESP Applicants

- **47 of 130 eligible full-time applicants as of June 10, 2020 (36%)**
 - Six commitments
- **3 of 9 eligible part-time applicants as of June 10, 2020 (33%)**
- **Applications can be submitted until July 31, 2020**
- **Applicants should be prepared to separate by September 4, 2020**
- **Some applicants requesting separation dates as early as June 26, 2020**

VESP Applicants (Cont.)

- **Potential savings after one year**
 - To achieve cost-reduction goals, vacated position is frozen until cost of the position separation is recovered
- **District retains the right to determine the separation date based on operational and economic considerations**
 - District can refill positions critical to operations
- **Savings vary by individual depending on total personnel costs**

Voluntary Furloughs

- **36 employees volunteered for the furlough**
- **4 of 36 were full-time employees**
- **Estimated monthly personnel costs total \$56K**
- **Due to the favorable response, the District extended the application deadline to June 15, 2020**
 - Previous deadline was June 5, 2020

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of June __, 2020 by and between the General Sales Drivers, Delivery Drivers and Helpers, and Public Sector, Teamsters Local Union No. 14 ("Union") and the Las Vegas-Clark County Library District ("the District").

RECITALS

WHEREAS, the Union and the District have a longstanding collective bargaining relationship;

WHEREAS, the Union and the District are parties to three Collective Bargaining Agreements representing the Non-Supervisor, Supervisor and Manager employee bargaining units which are currently in effect from July 1, 2017 through June 30, 2022 (hereinafter "CBAs");

WHEREAS, the CBAs provide for certain economic benefits to be provided to represented employees for each year of the CBAs, including but not limited to annual pay plan increases, merit increases and increases in employee health insurance premiums;

WHEREAS, the global COVID-19 pandemic of 2020 has resulted in unprecedented economic hardships to the District, including a statewide governmental directive for the closure of the District and other local businesses for an almost three-month period, which will decrease the amount of revenue received by the District for at least the next year and potentially longer;

WHEREAS, the District needs to reduce its annual budget of expenditures for the fiscal year beginning July 1, 2020 to account for the expected loss in revenue related to the COVID-19 pandemic; and

WHEREAS, the Union and the District have negotiated in good faith for certain concessions and other terms to facilitate the District's needed budget reductions;

NOW, THEREFORE, in exchange for the mutual promises that follow, for good, valuable, and sufficient consideration, the Union and the District agree as follows:

1. 2020 Annual Pay Increase. The Union and the District agree that no 2020 annual pay increase will be given to represented District employees for the fiscal year beginning with the first pay period as of July 1, 2020, as otherwise provided in Article 13.10 (Non-Supervisor and Supervisor Units) and Article 13.06 (Manager Unit) of the CBAs.

2. 2020 Merit Increases. The Union and the District agree that no 2020 merit increases will be given to represented District employees for the fiscal year beginning with the first pay period as of July 1, 2020, as otherwise provided in Article 13.20 (Non-Supervisor and Supervisor Units) and Article 13.12 (Manager Unit) of the CBAs.

3. Health Insurance Premiums. The Union and the District agree that no increases in District contributions to employee health insurance premiums for single and family coverage shall take effect for the fiscal year beginning July 1, 2020, as otherwise provided in Article 16.08 (all Units) of the CBAs. Instead, District contributions to employee health insurance premiums shall be frozen for the fiscal year beginning July 1, 2020 at the rates currently set forth in Article 16.07 (all Units) of the CBAs, which are \$566.27 for single coverage and \$1,482.06 for family coverage. For the fiscal year beginning July 1, 2021, employee health insurance premiums shall be at the [fiscal year 2020-2021](#) rates currently set forth in Article 16.08 (all Units) of the CBAs [\(single: \\$611.57 and family: \\$1,600.63\)](#).

4. Reopener. The Union and the District agree that, on or before April 15, 2021, either of them may request, in writing, a reopener of negotiations to discuss the economic terms impacted by this MOU.

5. Additional Year of Collective Bargaining Agreements. The Union and the District agree that, in view of the concessions reached and memorialized by this MOU, they will extend the current CBAs for one additional year beyond the currently-stated ending date of June 30, 2022. Accordingly, the Union and the District agree that the CBAs shall be extended for the period of July 1, 2022 through June 30, 2023 on the same terms as currently provided by the CBAs for the July 1, 2021 to June 30, 2022 fiscal year.

6. Entire Agreement. This MOU, in accord with the CBAs, constitutes the entire agreement of the Union and the District and supersedes all prior representations, discussions or other communications between the Union and the District, whether oral or written, express or implied.

7. Changes in Writing. This MOU may be amended or modified only by a writing executed and agreed upon by both the Union and the District.

Las Vegas-Clark County Library District

General Sales Drivers, Delivery
Drivers and Helpers, and Public
Sector, Teamsters Local Union No. 14

By: _____

Its: _____

Tentatively Agreed to by:

Teamsters Local Union No. 14

Las Vegas-Clark County Library District

Date

Date