

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
September 10, 2015
(approved October 8, 2015)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Rainbow Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, September 10, 2015.

Present:

Board:	M. Saunders, Chair	R. Ence
	Y. Yturralde	S. Bilbray-Axelrod
	K. Crear (via telephone)	S. Moulton
	R. Wadley-Munier (via telephone)	
	M. Francis Drake	
	F. Ortiz	J. Melendrez

Counsel: G. Welt

Absent:

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests:

M. Saunders, Chair, called the meeting to order at 6:01 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Crear and Wadley-Munier attended via telephone. Trustee Crear was on the line as the meeting began. Trustee Wadley-Munier called in at approximately 6:25 p.m. Appendix A.

Trustee Yturralde led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Chair Saunders removed *Item IV. – Location Library branch presentation* from the Agenda. Trustee Moulton moved to approve the Agenda as changed. There was no opposition and the motion carried.

Location Library branch presentation (Item IV.) Removed from Agenda.

Approval of Proposed Minutes Regular Session, July 9, 2015 and the Purchasing Policy Committee of the Whole Board Meeting, August 13, 2015. (Item V.A-B.) Executive Assistant Allison Boyer passed out a new page eight for the Minutes of the Board of Trustees Meeting held on July 9, 2015. There was an additional sentence added to paragraph three on that page: *There was no opposition and the motion carried.*

Trustee Bilbray-Axelrod moved to approve the Minutes of the Board of Trustees Meeting held on July 9, 2015, as corrected and the Minutes of the Purchasing Policy Committee of the Whole Meeting held on August 13, 2015. There was no opposition from Trustees and the motion carried.

Chair's Report
(Item VI.)

Trustees agreed on the 2016 Board meeting schedule dates proposed by staff. The 2016 Board of Trustees meeting schedule is as follows:

January 14	Las Vegas
February 11	West Charleston
March 10	Whitney
April 14	West Las Vegas
May 19	Windmill
June 9	Centennial Hills
July 14	Sahara West
August 11	Summerlin
September 8	Rainbow
October 13	Enterprise
November 10	Clark County
December 8	Windmill

Chair Saunders read off Board Committee preferences indicated by Trustees. The Committees for 2015-2016 are:

Finance and Audit Committee: Shannon Bilbray-Axelrod, Chair; Keiba Crear, Randy Ence, Jose Melendrez, Sheila Moulton, Felipe Ortiz, Robin Wadley-Munier (added after meeting), Ydoleena Yturralde

Risk Management Committee: Ydoleena Yturralde, Chair; Keiba Crear, Marilyn Francis Drake, Robin Wadley-Munier (added after meeting)

Bylaws Committee: Keiba Crear, Chair; Sheila Moulton, Felipe Ortiz, Counsel Gerald Welt

The Chair is an ex-officio member on all Committees.

Executive Committee: Michael Saunders, Chair; Randy Ence, Vice-Chair; Ydoleena Yturralde, Treasurer; Shannon Bilbray-Axelrod, Treasurer

Library Reports
(Item VII.)

Trustee Ortiz wanted to discuss the Library Operations Report (Item VII.A.1) and Human Resources Report (VII.A.3.c).

Trustee Yturralde moved to accept Reports VII.A.2(a-d) & VII.A.3(a-b). There was no opposition and the reports were accepted.

Executive Director's Report

Executive Director Dr. Ronald Heezen reported on a number of different areas.

(Item VII.A.)

The District has started its Job Shadowing program again. Dr. Heezen explained that this was an opportunity for an employee to learn from another who is experienced in an area in which they may be interested. He felt it was a great opportunity for employees.

Dr. Heezen briefly discussed proposed money transfers in order to fund the building of the proposed East Las Vegas and Mesquite libraries. He said that staff have been identifying available grants to supplement the funds the District will use to build these new branches. Staff have discovered that grants will not be considered without completed blueprints in hand. With that in mind, Heezen said the District does not have the funds in the budget to build the libraries envisioned by the residents of each area. He is proposing a \$3 million transfer out of the District's budget, \$1.5 million in FY 2015-2016 and \$1.5 million in FY 2016-2017. The money will be taken out of the Collection Development funds, which was budgeted for \$15 million for FY 2015-2016. The state of Nevada requests that libraries use 10% of their funding for their collections (books, DVDs, databases and other materials). According to Dr. Heezen, taking this money from Collection Development will still leave \$13.28 million for material purchases. As grants come in for the buildings, the amount will be replaced in the Collection Development budget. Dr. Heezen cautioned that there are no guarantees on receiving the grants, but he feels the District, by taking this action, can address the second-level criteria for the programming of the two buildings. This item will be placed on the agenda for discussion for the October meeting.

Dr. Heezen reported that work plans are rolling out. Within six months, every staff member in the District will be required to complete one. The process started with members of the Executive Council and the process is moving along well. Work plans keep staff accountable while at the same time improve communications between staff and supervisors.

Dr. Heezen said that the Windmill Library had a special opportunity at the recent "Back to the Future" trilogy screening. Doc Brown's DeLorean model was at the branch for the screening.

Dr. Heezen reported that branch library numbers for July were fairly steady as there was no overall increase or decrease. On the other hand, Virtual Library (or Electronic Resources) usage increased in all areas except Homework Help and Pinterest likes.

Dr. Heezen next reported on new staff. Jill Hersha is the new Literacy Services Manager and Darren Johnson is the new Gallery Services Coordinator. Heezen then introduced Rebecca Colbert, a long-time District employee as the new Collection and Bibliographic Services Manager, replacing Chris Britsch. Ms. Colbert was given a round of applause.

Dr. Heezen pointed out that at the Rainbow Library, this meeting's host location, staff have opened a new Computer Center with 24 machines and a new Homework Help and Homeschooling Center as well. He invited Trustees to stop by and visit these new areas after the meeting

and congratulated Branch Manager Carlotta Dickerson and her staff on their continuing service to the community.

Dr. Heezen announced that Staff Day, after an absence of five years, will be held on Friday, October 2, at the Texas Station Convention Center. This is a special training day for staff and all Trustees are invited to attend as well. The program, starting at 9:00 a.m., will feature a presentation by the 2020 Vision Team on "Building for the Future," the District's next strategic plan.

Dr. Heezen also congratulated Jill Hersha and the staff of the CALL (Community Adult Learning in Libraries) program on their success stories. They attained student educational gains of 67% (16% above the state-wide results) and featured a 78% retention rate (27% above the state's rate). Heezen added that the new CALL classroom will open October 8, 2015, at the Clark County Library and Trustees are invited to attend the event, which is the same date as the October Board meeting.

Dr. Heezen congratulated District volunteer Evelyn Moschella for breaking all previous book sale records with a sale at the Centennial Hills Library during the summer, netting \$2,440. He also congratulated the back room team as online book sales also continued to break records in August, with one two-week total sales period on Amazon netting \$3,430 (over 150 books). Heezen then praised Volunteer Program Coordinator Leslie Valdes for her record-breaking year with \$259,551 in books sales, up from \$242,771 the previous year. Book sales support District programs such as TechArt studios, teen programs, early literacy program development and many others, mentioned in Development Director Danielle Milam's report.

**Library Operations,
Security Reports
(August &
September) and
Monthly Statistics
(June and July)
(Item VII.A.1.a.)**

Trustee Ortiz had questions about library services to jails. He only saw reference to the Clark County Detention Facility in the North Valley. He wondered if the District provided services to North Las Vegas and the City of Las Vegas Detention Center. Library Operations Director Jennifer Schember explained that the District provides services through Clark County at the North and South Towers at the Clark County Detention Center in addition to the Clark County North Valley Complex in the Nellis AFB area. Services to the city of Las Vegas are provided at the Las Vegas Detention Center, a 500-inmate, low-level offender site. There are a total of three full-time and one part-time staff members covering these services, with the part-time staff member at the city of Las Vegas site. Ortiz said it was a little confusing, but thanked Ms. Schember for her information.

**Branding and
Marketing Report
and Virtual Library
Trends
(June/Electronic
Resources Statistics
(July)
(Item VII.A.2.a.)**

No questions.

Community Engagement Report (Item VII.A.2.b.) No questions.

Development and Planning Report (Item VII.A.2.c.) No questions.

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

Financial Services Report (separate reports for August & September) (Item VII.A.3.a.) No questions.

General Services Report (Item VII.A.3.b.) No questions.

Human Resources Report (separate reports for August & September) (Item VII.A.3.c.) Trustee Ortiz thought his question referred to the Human Resources Report, but it was in regards to Item #IX.B. and he will ask it at that time.

Trustee Moulton moved to accept the Library Operations Report (VII.A.1.) and Human Resources Report (VII.A.3.c). There was no opposition and the motion carried.

Unfinished Business (Item VIII.) None.

Consent Agenda Trustee Ence moved to approved the Consent Agenda in its entirety which included the following items:

Discussion and possible Board action to approved the days of closing for calendar year 2016. Approving the proposed days of closing for calendar year 2016.

Discussion and possible Board action to declare fines and fees totaling \$1,170,398.78 that are five years old, dating from the year 2010, as The approved days of closing for calendar year 2016 are:

- | | | |
|---------------------|---|--------------------------------|
| Friday, January 1 | * | New Year's Day |
| Monday, January 18 | * | Martin Luther King Jr. Day |
| Monday, February 15 | * | Presidents Day |
| Sunday, March 27 | * | Easter Sunday (unpaid holiday) |
| Monday, May 30 | * | Memorial Day |
| Monday, July 4 | * | Independence Day |
| Monday, September 5 | * | Labor Day |
| Monday, October 10 | * | Staff Day (Columbus Day) |
| Friday, October 28 | * | Nevada Day |
| Friday, November 11 | * | Veterans Day |

Minutes - Board of Trustees' Meeting

September 10, 2015

Page 6

**uncollectible and
purge from District
records.
(Item IX.A.1-2)**

Thursday, November 24	*	Thanksgiving Day
Friday, November 25	*	Family Day
Saturday, December 24	*	Christmas Eve
Sunday, December 25	*	Christmas Day

The Library District will close at 5:00 PM on Saturday, December 31, 2016.

Approving declaring all fines and fees accrued in 2010, totaling \$1,170,398.78, as uncollectible and authorizing staff to purge from District records.

There was no opposition and the motion carried.

**Discussion and
possible Board
action regarding
proposed revisions
to the District's
Personnel Policy
and Procedures
Manual based upon
recommendations
from consultant
retained by the
District.
(Item IX.B.)**

Human Resources Director Jerilyn Gregory explained that in October 2014, the Las Vegas-Clark County Library District engaged the Azimuth Group, Inc. to conduct an independent review and assessment of the District's Human Resources Department. Their objective was to review current practices and procedures and provide recommendations for improvement. This assessment was very thorough.

As part of the assessment, Azimuth reviewed the District's current *Personnel Policy and Procedures Manual* (PPPM). Numerous language revisions were recommended. All revisions were reviewed by the District's labor attorney, Scott Abbott, to ensure the proposed language revisions comply with both Nevada laws and the District's current collective bargaining agreements. In addition, the proposed language revisions were reviewed by Teamsters Local 14 leadership. Finally, in July 2015, Human Resources met with the District's shop stewards to review proposed language changes.

Proposed revisions are intended to provide clarifying language to match current practice, not change the spirit of any policy.

Trustee Moulton had a question about the changes in Chapter I, Section A. that included Trustees in a list of District-related people who were prohibited from making oral representations about any policy that is different from the written PPPM. Moulton also asked whether there were any consequences to violating this policy. Ms. Gregory explained that the intent of the new paragraph is that there is no person (including Trustees) able to make any verbal representation or side agreement contract with anyone that is different from the PPPM.

Trustee Moulton asked if it had always been inferred that a Trustee is included in those not able to make oral promises or side agreements. Counsel Welt said this has been an issue in the past that Trustees have misrepresented the PPPM and tried to make changes on their own. While this has been stated in open meetings that Trustees are not permitted to do so, the new verbiage is simply clarifying this.

In regards to any consequences to Trustees, Counsel Welt said that the new verbiage allows employees to understand that the PPPM is what counts, not what someone has verbally told them. He is not aware of any specific penalties for Trustees that violate this.

Trustee Moulton then asked about a line in Chapter VI, Section E., "The Hearing Officer shall maintain appropriate decorum throughout the

conduct of the hearing." She asked who determines "appropriate decorum." Ms. Gregory said that the Hearing Officer is the person who makes that decision.

Trustee Ortiz, in reference to Trustee Moulton's original question about oral representations by Trustees and the consequences, believes the paragraph is redundant as he believes Trustees fall under the jurisdiction of the Ethics Commission, so he believes any violation would be determined by this body. Counsel Welt said he cannot give a definitive answer on whether Trustees fall under the Ethics Commission. Trustees have been in front of the body and have received answers that they do fall under the Ethics Commission jurisdiction and have also been told that they do not. Welt believes Trustees should act as though they do come under the Ethics Commission authority.

Counsel Welt continued to say that the wording in the particular item may be redundant, but the item does not simply add Trustees, it is specifically stating that any District-related person cannot make any oral representations that contradict the PPPM. It is the final word. Trustee Ortiz thanked Counsel Welt and said he wanted that clarified and he is satisfied.

Trustee Ortiz then questioned the additions to Chapter IV: CLASSIFICATION/COMPENSATION. Ortiz felt the changes eliminated the role of the Executive Director, the Trustee's only employee, decision-making on the PPPM. Dr. Heezen said that, instead of removing the role of the Executive Director, the changes reinforced his role, in that all amendments or changes, "required the approval of the Executive Director." Heezen said he will still have to review and approve all amendments, bringing all policy changes to the Trustees for their review and approval. Ortiz then asked why there needed to be three more paragraphs to clarify this, instead of the one that is in the current policy. Heezen felt that Azimuth's wording clarified the issue. Ortiz then said he wanted it on the record that the changes took three paragraphs to say what one did previously.

Trustee Yturalde moved to adopt the proposed revisions to the District's *Personnel Policy and Procedures Manual*. There was no opposition and the motion carried.

The approved changes are attached as Appendix B.

Discussion and possible Board action regarding contract awards for janitorial maintenance services. (Item IX.C.)

General Services Director Steve Rice explained that contracts for janitorial maintenance services for seventeen District facilities will expire on September 30, 2015. A Request for Bid Proposals (RFP) was advertised in the *Review-Journal* and the community-based minority newspapers. Additionally, the Request for Bid Proposals Notice was faxed to all minority Chambers of Commerce and to janitorial contractors listed in the Clark County and city of Las Vegas MBE, WBE, SBE, and PBE business directories.

A pre-bid conference was held on July 29, 2015, with the proposal opening on August 21, 2015. A total of seven proposals were received. One proposal was deemed non-responsive and subsequently rejected.

A committee comprised of General Services and Financial Services staff conducted a thorough evaluation of the proposals. The process involved a scoring and ranking of each proposal to establish the finalist for each bid group. The evaluation criteria and weighted values included:

1. Demonstrated experience of contractor and its key personnel (30%)
2. Experience in performance of comparable services and engagements (25%)
3. Proposed billable rates (20%)
4. Staff selection, training, retention, and supervision (10%)
5. Operating procedures, reports, and documentation (10%)
6. Uniforms and identification badge (5%)

Following are the proposal evaluation results:

Bid Group I (13 Urban Branches and Laughlin)

<u>Contractor</u>	<u>Proposal Score/Rank</u>	<u>Annual Cost</u>
Best Janitorial Services of NV (MBE)	877/1	\$1,242,393
Smart Cleaning Solutions, LLC	739/2	\$1,726,387
RBM Building Services, Inc.	707/3	\$2,335,755
ABM Janitorial Services, SC Inc.	653/4	\$1,549,187
XCEL Maintenance Services, Inc. (MBE)	565/5	\$2,634,192

Bid Group II (Mesquite, Moapa Town and Moapa Valley)

<u>Contractor</u>	<u>Proposal Score/Rank</u>	<u>Annual Cost</u>
Valley Enterprises, Inc.	747/1	\$ 59,739
RBM Building Services, Inc.	707/2	\$ 116,683
ABM Janitorial Services – SC, Inc.	653/3	\$ 51,739

The responsive and responsible contractors that submitted the most comprehensive and advantageous proposals are:

Bid Group I: Best Janitorial Services of NV

Bid Group II: Valley Enterprises, Inc.

The bid documents provide for an initial term of one year with the option to extend the contract for up to four additional one-year periods provided the contractor's performance remains satisfactory.

Trustee Bilbray-Axelrod asked whether either of the proposed contractors were minority or women-owned firms. Mr. Rice said that Best Janitorial Services of NV is an MBE firm and Valley Enterprises, Inc. is neither.

Trustee Moulton commented that she appreciated receiving the evaluation criteria and score ranking as she was able to see succinctly what the review incorporated.

Trustee Ortiz asked Counsel Welt if Trustees should declare if they know the owners of the two proposed contractors. Counsel Welt said

that it would not hurt. Mr. Rice said that both companies are local, family-owned businesses. Best Janitorial Services of Nevada is owned

by Rafael Romano and Valley Enterprises, Inc. is owned by Don and Dorothy (Dottie) Adams. No Trustees declared knowing either owner.

Trustee Moulton moved to authorize staff to award contracts for janitorial maintenance services in accordance with RFP No. 16-01 for Bid Group I to Best Janitorial Services of NV for the annual amount of \$1,242,393 and for Bid Group II to Valley Enterprises, Inc. for the annual amount of \$59,739 and to authorize staff to extend the contracts in subsequent years subject to funding being available and the contractors continuing to meet performance standards outlined in the bid documents; and to authorize staff to award contracts to the next most responsive and responsible contractor if contractor awarded a contract fails to execute the contract or successfully complete the probationary period. There was no opposition and the motion carried.

**Announcements
(Item X.)**

The next Board Meeting will be held Thursday, October 8, 2015, in the Clark County Library at 6:00 p.m.

**Public Comment
(Item XI.)**

None.

Executive Session

**Discussion
regarding Executive
Director's
performance
evaluation for the
period September 2,
2014 through
August 31, 2015.
This will be a closed
session estimated to
require up to 45
minutes.**

Chair Saunders advised attendees that the Executive Session would be closed and said that it would cover the Executive Director's performance evaluation for the period September 2, 2014, through August 31, 2015.

Trustee Ortiz moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 6:37 p.m.

Chair Saunders reconvened the Regular Session at 7:28 p.m.

Trustee Crear was no longer on the telephone when the session reconvened.

(Item XII.A)

**Possible Board
discussion and
action regarding the
Executive Director's
performance
evaluation for the
period of September
2, 2014 through
August 31, 2015.
(Item XII.B.)**

Trustee Wadley-Munier moved to have Counsel destroy all evaluation forms used in the previous session by Trustees. Trustee Wadley-Munier voted yes, all other Trustees voted no. The motion did not pass.

Counsel Welt said he keeps all evaluation forms for seven years in a secure file. These do not become part of the public record.

Chair Saunders announced that the Trustees agreed to award the Executive Director an overall performance score of EXCEEDS EXPECTATIONS. Trustees also thanked Dr. Heezen for his outstanding leadership and his communication skills.

Trustee Ence moved to approve increasing the Executive Director's salary to the next step. There was no opposition and the motion carried.

Dr. Heezen's performance evaluation summary is attached as Exhibit C.

Chair Saunders also acknowledged the Executive Assistant, Allison Boyer, saying Trustees agreed she was a linchpin that holds everything together. There was a round of applause from Trustees and Ms. Boyer thanked Trustees for their kind words.

Trustee Bilbray-Axelrod said that the Rainbow Library was her home library location and wanted to thank staff for all their hard work to help her children and others, noting how busy the library is, several days after school has begun. She noted how busy the branch's computer areas were and cited the popularity of the "book bundles" available in a variety of different subjects. There was a round of applause for the Rainbow Library staff.

Ms. Boyer reminded Trustees to check out the newly remodeled areas at the Rainbow Library, the Homework Help and Homeschooling Center and the Computer Center.

Dr. Heezen thanked Technical and Production Services staff Brian Zawitowski and Gena Mize. He was joined by Chair Saunders.

Adjournment
(Item XIII.)

Chair Saunders adjourned the meeting at 7:36 p.m.

Respectfully submitted,

Ydoleena Yturralde, Secretary

2015 ATTENDANCE

Appendix A

September 10, 2015 Regular Board Meeting

2015		January 8 Regular Board Mtg	February 12 Regular Board Mtg	March 12 Nominating Committee Mtg	March 12 Regular Board Mtg	April 9 Finance and Audit Cmte	April 9 Regular Board Mtg	May 19 Bylaws Cmte Mtg	May 21 Regular Board Mtg	June 11 Nominating Cmte	June 11 Regular Board Mtg	July 9 Regular Board Mtg	August 13 Purchasing Policy Committee	September 10 Regular Board Mtg
Benavidez*	Kelly	P	P	X	X	X	X	X	X	X	X	X	X	X
Bilbray-Axelrod	Shannon	P	P	P	P	P	P	A-E	P	P	P	P	P	P
Crear	Keiba	P	P	P	P	P	P	A-E	P	P	P	P	P	P
Drake	Marilyn	P	P	P	P	P	P	P	P	A-E	P	P	P	P
Ence	Randy	P	P	P	P	P	P	P	P	P	P	P	P	P
Melendrez**	Jose	X	X	P	P	A-E	P	P	P	P	P	P	P	P
Moulton	Sheila	P	P	P	P	P	P	P	P	P	P	P	P	P
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	A-E	P	P
Saunders	Michael	P	P	P	P	P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin	A-E	P	P	P	P	P	P	P	P	A-E	P	P	P
Yturralde	Ydoleena	P	P	P	P	P	P	P	P	P	P	P	P	P

attended Committee meeting but not a member

A-E Excused Absence
 A-U Unexcused Absence

* Term expired March 6, 2015
 ** Appointed for a term beginning March 6, 2015

as of September 10, 2015

**Las Vegas-Clark County Library District
Personnel Policies & Procedures Review
(Approved Changes – September 10, 2015)**

CHAPTER I: INTRODUCTION

A. Purpose

The purpose of this Personnel Policies & Procedures Manual is to provide all employees with information on the Las Vegas-Clark County Library District's operations, policies, and benefits. The Library District reserves the right to modify, amend, or change the policies contained herein in accordance with applicable law and all employees are charged with the responsibility of familiarizing themselves with all published changes and shall immediately adhere to the changes.

No Library Trustee, Executive Council member, supervisor or employee is authorized to make any oral representations or promises that vary from the provisions of these policies or that vary from the departmental rules and regulations (if any) applicable to that employee's department/division/section. Any such oral representations or promises are hereby declared to be null and void and should not be relied upon by any employee.

Nothing herein or in any revision or supplement hereto shall constitute or be considered an individual contract of employment or a guarantee of individual employment for any term. Copies of this Manual will be made available to all employees.

CHAPTER II: ADMINISTRATION

B. Scope and Application

The provisions of the Personnel Policies & Procedures Manual will apply to all employees of the District, as set forth in the Manual.

In the case of any conflict between this Manual and the provisions of a collective bargaining agreement governing District employees, the collective bargaining agreement shall control. In the event of conflict between this Manual and state, local, or federal law, the terms and conditions of the state, local, or federal law shall prevail.

The Executive Director will direct and promulgate personnel policies as revised and adopted by the Library District's Board of Trustees. The Human Resources Director will be the authorized representative of the Executive Director in the ongoing administration of the Personnel Policies & Procedures Manual.

CHAPTER III: GENERAL POLICIES

Prescription Drugs

A. "Legal drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.

The sale, trade, or delivery of any prescription drug by an employee to another for whom it is not prescribed may be cause for disciplinary action, up to and including termination.

1. Pre-Employment Testing

e. In the event of a positive test result for any substance, the applicant may be retested at his/her own expense at an approved laboratory of the District's choice using a portion of the same original sample collected. Based on the outcome of the retest, the District may require a third confirming test, the cost of which will be borne by the District. In the event a third confirming test is obtained, the result of said test will be final and binding.

CHAPTER IV: CLASSIFICATION/COMPENSATION

A. Classification Plan

1. The Human Resources Director shall ensure the preparation, development and maintenance of a classification plan consisting of descriptions of positions defined by essential duties, qualifications, knowledge, skills and abilities characteristic of the positions.

Purpose: The classification plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority and character of work are similarly classified, and positions substantially different in scope and complexity are appropriately classified.

Plan Amendment: All amendments to the classification plan, including classification title changes, abolitions of obsolete classifications, and the creation of new classifications, require the approval of the Executive Director.

CHAPTER V: EMPLOYMENT

C. Employment Testing

2. All personnel methods of testing applicants will be job-related to conform with professional and federal guidelines on test validation and employment selection procedures.

Reasonable Accommodation. The Human Resources Department shall ensure that reasonable accommodations are made in test procedures so that persons with disabilities can be tested in an appropriate manner.

CHAPTER VI: DISCIPLINE

B. Offenses Leading to Discipline

#5 through #8 are not “Offenses Leading to Discipline.” Revise to include under a separate section heading named “Progressive Discipline”.

5. The level or severity of discipline is dependent on the nature of the act and circumstances. When a complaint against an employee does not warrant termination, the disciplinary action will be based on the severity of the complaint and may take the form of (1) oral counseling; (2) letter of concern; (3) written reprimand; (4) suspension with pay; (5) suspension without pay; (6) transfer; or (7) demotion. However, any of the above steps may be bypassed depending on the nature and severity of the offense.

6. If an offense committed by an employee is deemed sufficiently egregious as to warrant termination, or if it is determined that there is sufficient evidence to terminate an employee, the employee may be suspended immediately with pay for up to five (5) working days, while an investigation is conducted concerning the nature of the offense and a determination made regarding discharge.

7. Notice of the suspension will be in writing and will state that the employee is subject to potential termination, the length of the suspension, and the nature of the offense.

8. Reasons for employee termination include, but are not limited to, the conduct listed under Misconduct, Attendance Problems, Dishonesty, and Performance Problems.

E. Appeals of Discipline

3. The hearing will be conducted as an administrative hearing with the Executive Director, or designee, presiding. The hearing is informal and the technical rules of evidence shall not apply. The Executive Director, or designee, shall preside over the hearing in such a manner as will best ensure the receipt of reliable evidence and fairness for the parties within the general guidelines of these procedures. The Hearing Officer shall maintain appropriate decorum throughout the conduct of the hearing.

4. The employee will have the right to counsel or other representation. The Executive Director, or designee, will consider the appeal and hear, receive, and consider all evidence and testimony.

5. Both parties will have the opportunity at the hearing to present evidence in support of their respective positions, including witnesses and documents. If an employee wants witnesses to testify at the hearing, he or she must notify the Hearing Officer and make arrangements for the witness(es) to appear. The hearing will be recorded.

6. The final decision of the Executive Director, or designee, shall be in writing and will be sent to the employee either in person, by mail or by e-mail, within seven (7) working days of the hearing. This decision will be based solely upon the evidence and arguments presented by the respective parties in the presence of each other and the Hearing Officer.

CHAPTER VII: BENEFITS

A. Employee Benefits

1. All full-time District employees will be eligible to participate in the group insurance plans for life, health, industrial, and unemployment insurance, and other benefits as outlined herein. . Part-time employees will be eligible for prorated vacation, educational and longevity benefits and other benefits required by state and federal law.

Page 48 B. Education Assistance

3. Initial hire, full-time employees are not eligible for reimbursement until successful completion of their six (6) month probationary period. Only courses that begin after a new employee's initial probationary period ends will be eligible for reimbursement.
5. Graduate courses must be directly related to the job responsibilities of the employee, as determined by the Executive Director. Undergraduate courses must be applied toward obtaining a Bachelor's Degree. A passing grade of "C" or better in graded courses or a grade of "pass" in pass/fail courses must be achieved in order to receive reimbursement and must be verified by an official transcript before a reimbursement will be processed.

C. Holidays

Holidays shall be paid at the hourly wage for the number of hours that the employee is regularly scheduled to work.

G. Family and Medical Leave Act (FMLA) Leave of Absence

H. Other Leaves

2. Jury Duty Leave: Employees called to serve jury duty shall not suffer a reduction in their wages. Employees called for jury duty shall receive their regular rate of pay and shall submit all jury duty pay, except for mileage, to the District. Those employees assigned to other than day shift (7:00 a.m. – Branch closing) shall be reassigned to day shift for the duration of their jury duty. Employees shall provide a copy of the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION
SUMMARY

EXECUTIVE DIRECTOR: Dr. Ron Heezen

EVALUATION EFFECTIVE DATE: September 2, 2015

Achievements Relative to Objectives for this Evaluation Period

Note: Executive Director may provide list of accomplishments for this evaluation period to the Board of Trustees.

Comments: • knew when to delegate & trust staff • appreciate his regional collaboration
• Did not overreact to crisis
• Developed rapport w/union & staff in short period of time
• FOR THE RECORD is a great communication tool

Future Goals and Objectives

Note: Executive Director may provide list of proposed goals and objectives to the Board of Trustees.

Specific Goals and objectives to be achieved in the next evaluation period: _____

Continue working towards greater community engagement, including, but not limited to working with legislators leading up to the next legislative session.

Overall Evaluation Score

Rating (circle one):

Outstanding Exceeds Expectations Meets Expectations Below Expectations Needs Improvement

Merit Increase Recommendation

The Board of Trustees recommends the Executive Director receive an annual increase to the next step.

Increase (circle one):

YES NO

Comments: _____

BOARD OF TRUSTEES

CONCURRENCE

Michael Lambert
Chair

YES / NO

Sandy Bruce
Vice Chair

YES / NO

John Z...
Secretary

YES / NO

Michael...
Treasurer

YES / NO

John...
Trustee

YES / NO

Trustee

YES / NO

Maureen Drake
Trustee

YES / NO

John...
Trustee

YES / NO

Sheila Mantto
Trustee

YES / NO

Jose L. McEnty
Trustee

YES / NO