

BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING
Minutes from November 16, 2016 for December 2016 Meeting
Updated after the December 2016 meeting to reflect changes voted upon at that meeting

Members Present: Jeff Breeden; Chairman, Marita Rhinehart; Vice Chair, Ann Langevin, and Gary Berger. Valerie McNay present over the phone.

Also Present: Director Kimberly Diehm, Head of Youth Services Jessica Jones, Catalog Assistant Mary Ann Venghaus, and Maurice and Janet Fishburn.

The regular meeting of the Library Board of Trustees was called to order at 7:00pm by Chair Jeff Breeden.

I. Pledge of Allegiance

II. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada’s Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

Janet Fishburn, a former teacher, who would like to see an emphasis of programs for early readers. The library where she started a program still has the program still going. They did programs for kids at that age as well as went to the schools to advertise it. She coordinated a time reading to kids for adults who would like to read with kids – without staff having to do the program. Kim suggested that she consider attend the Friends of the Library Group at the December meeting.

III. Consent Agenda: Matters considered routine by the Board of Trustees and which may be enacted in one motion. Any item, however, may be discussed separately per Board member request. Any exceptions to the Consent Agenda must be stated prior to approval.

Ann was curious if the \$620 from Waxies was a huge order to provide supplies for a few months. Kim stated that Jay does a couple large orders through the year for supplies.

Marita moved that we accept the consent agenda, minutes of the regular meeting of October 26, 2016, and bills paid from the previous month.

Jeff has two comments on the minutes from the previous month: It should be specified that Agenda item 4 staff salaries on page 3 was that the COLA was for one year, not each year, and he would like to strike the last sentence on the first paragraph of page four where it states that “Jeff disagreed with Marita about the skills required.” What Jeff had said was that the working conditions were different for the library staff and that of a fast food restaurant and sometimes require different compensation, as evident in the recording at 1 hour and 50 minutes in.

Marita Rhinehart moved that we accept the consent agenda including the minutes and the expenses for the previous month of \$17,829.12 as edited. Gary Berger seconded. Motion carried.

IV. Reports:

Kim announced that the SRP shirts are available. Gary requested to get different shirts that say Boulder City Library. Kim mentioned that she has some extra from a previous year and Jessie showed him the website of one of the companies the library staff buy shirts from.

Jeff asked about the meeting Kim was having with CCSD employees and what we can do to work with them. Kim says we are already doing it. In the past, CCSD has collaborated with LVCCLD, however Boulder City Schools are in a unique position.

Valerie appreciated Hillary's report on a patron who came into the library to celebrate his life and thank the library. Marita informed Valerie that the patron has passed away. Valerie would like to find a way to honor patrons.

Jeff pointed out that computer use on 15-16 July is 4,158 which seems outrageous compared to the statistics for the rest of the year. It will need to be corrected. Jeff stated that it is great to see that the Online Database usage is doing so well.

V. Report/Discussion/Action Possible:

The agenda items in this section are for discussion and for possible action. The items may be heard in any order; two or more items may be combined for consideration; an item may be removed from the agenda; or discussion related to an item may be delayed at any time.

1. Workforce Connections Partnership Approval – Action Possible

To move forward the Board needs to give just a general approval and then look at the MOU.

Marita Rhinehart moved that we consider approval for consideration of joining with the Workforce Connection partnership. Ann Langevin seconded.

Gary inquired about the construction of an MOU and Marita explained that Workforce Connections has provided one as well as their MOU with LVCCLD for the board to review. Ann asked where we would put them. Marita explained that it would be the back half of the NV room.

Motion Passed.

2. Workforce Connection MOU Review –

Kim said that they mentioned we would be responsible for the Wi-Fi connections or phone connections and there are not any in that room. Jaime says they can change the phrasing and they can start with their cell phones. Gary inquired if the cell phones would be at their expense. This would need to be clarified, however it is believed that it will be at Workforce Connection's expense.

Kim is also not sure how many power outlets are in that room and they will definitely need power outlets. The idea of adding more outlets was discussed and the board believes that Workforce Connections should pay for it, however there may be outlets behind the bookcases.

Jessie pointed out that in the Indemnification section, XI, refers to section X of the Workforce Connections as Limited Liability while Limited Liability is IX.

Ann pointed out that the Library's mission is not included.

Jeff mentioned exterior signage – he didn't remember discussing it and doesn't know how he feels about it. Marita said that something at the entrance was discussed. Ann stated that it does say that it would be subject to the approval of the Board. Valerie thought of it as a sign on the street advertising it.

Valerie pointed out that it does specify that it would be at Boulder City Library locations, which Jeff and Marita think should be left in in case we should have a second location.

Jeff asked about the Liability Insurance, which he believes that we would have but we need to confirm with Kendra as to whether we are covered.

Jeff also pointed out that the term dates are incorrect, he believes that they are from Clark County's agreement. It needs to be specified the length of the MOU, two or three years.

Jeff would also like to know if there are records that we need to keep for section VIII as Workforce Connections does receive federal funding and may need to keep records that the library does not.

Jeff says he would recommend that we have an attorney look it over before we sign it. Gary suggested Woodbury.

It was asked for a report back in December with a final version that the attorney has approved as well as answers to their questions. They would like to get it signed in December.

Gary asked if they are going to vote saying yes that they are going to go into the partnership under the conditions that the change in the MOU are met. Ann is not comfortable doing that. Jeff thinks that their next action is to approve the MOU but they need to get it together first. Kim offered to send them an electronic copy and they can give their opinions if it is legal. It was decided that Kim can disseminate information, but the board members may not discuss information outside of the public meetings.

3. Policy Committee: Library Closed Days –

There was discussion regarding previous closed days and if they had been approved by the board yearly. The list of closed days in the policies that was found does not align with dates the library has been closed in the past. Ann pointed out that the closed days proposed align with the closed days of LVCCLD.

It was pointed out that the compensation for holidays was discussed, as well as the reasoning behind the policy committee splitting it off of the list of closed holidays. Marita expressed her desire to see the employee compensation attached to the closed holidays as did Jeff.

Ann's suggestion was that if the closure follows on their regularly scheduled day then they would receive a prorated rate, as is the practice in LVCCLD and for the American Library Association.

Jeff feels that the library should be open when people are off work and off school so that it can serve the needs of the community. He would like for us to consider the days being open for some holidays but provide floating holidays for the staff. It would make the library a place for families to go when they are off school, attend programs. Kim explained that in her experience when there is a holiday, the families in town are gone. Jeff is

curious if the people knew that the library was open, people would start attending programs over time, instead of expecting the library to be closed.

Marita would like to know what holidays Workforce Connections would be closed as well since they will be working from the building. It was explained that Workforce Connections will be open during the library's hours, following the library's schedule.

Valerie stressed the importance of Staff Days and that she would like to see these days continue into the coming years. Valerie would like for the library to be open more hours to serve patrons.

Jeff wanted to know how we compensate the library staff for closed holidays now. Mary Ann explained that employees receive their "magic number" on closed holidays, or the average hours that they would work in a shift. This would be in pay for people scheduled to work and comp time for employees who would normally be off on the holiday. Mary Ann brought up that the employees who would normally be off on the holiday have not been receiving their comp time since March, which Kim will have rectified.

Gary explained the original concept of comp time, where you didn't have to take cash for time owed, instead taking time off. For earned time, it would be earned at time and a half.

Jeff asked what is happening now. Marita was curious if you are normally scheduled off, then why are you being paid for the holiday? There was a discussion if it needed to be time and a half, but it was explained that overtime only applies to actual labor – not working hours. For example, you couldn't take sick time in excess of forty hours a week to get paid time and a half.

Gary asked about discussing what Full Time or Part Time is for the staff. Marita thinks that if you are eligible for PERS then you would get Holiday pay. Gary believes if a staff member works 20 hours or under, then you do not get paid but can make up the hours. Ann suggested that if a holiday follows on your day off, then you could get a day off in that pay period.

Gary Berger moved that the presented list of closed holidays be accepted and enforced until the board may change them effective 1/1/17. Ann Langevin seconded.

Jeff discussed that he would really like to strike Family Day from the list, he doesn't believe that we should be closed on that day. Gary would be willing to amend his motion to take Family Day off, however, did not since Ann would withdraw her second.

Ann, Gary, and Valerie voted aye. Jeff and Marita voted nay. Motion Carries.

It was recommended that the Policy Committee to work as best as we can to create policy with a vote on the new policy by the January meeting.

4. Policy Committee: Collection Development Policy Update –

Ann suggests that we take out the part where it says that the wording is from ALA – Jeff suggests adding them as attachments, not a part of the policy (an appendix). If we give a site, Jeff says to put it as the link to the appendix.

Ann is concerned about the R rated labeling of DVDs and that it conflicts with the American Library Association's Freedom to View Statement. It was also brought up that DVDs that are rated R are not available for checkout to patrons under the age of 17. Jeff says that the stickers labeling R content and checking it out to people under 17 should be on an agenda and advertised to patrons so they can discuss it. Marita says that she doesn't think that it should be on December.

Jeff pointed out a typo on page three where the wrong word was used, principal instead of principle. He also asked where the reviews that are examined originate from. It was explained that it is library review journals.

Jeff believes that "including sale" should be added to section 11 page 5 to read that "Donors must agree to allow Library staff to decide on the final disposition of donated materials including sale."

The Objectives from the 2006 policies Jeff feels should be included in the new policy. Jeff also asked about the ALA Bill of Rights and why we aren't including it this time. It was explained that it was already passed.

There was a discussion if adding in the Objectives qualified as an editorial change to the policy or if it needed to come back to the board. It was decided that it is editorial.

Marita Rhinehart moved that we pass the collection development policy with the edits as mentioned.
Gary Berger seconded. Motion Carries.

The meeting was halted for a restroom break. Valerie McNay had to leave for the remainder of the meeting.

5. Staff Salaries, cost of living, and longevity pay –

Meeting called back into order at 8:50

Ann Langevin passed out the following prepared statement:

Library Compensation

Librarians and library staff suffer from assumptions made about the nature of their work and the worth of that work. This is a knowledge based profession; it does not compare to work in fast food or behind the cash register in retail stores. The jobs in a library range in complexity but even shelveers must have a knowledge base that includes library organization, library classification and computer skills. The cataloging department requires knowledge of Worldcat, original cataloging, bibliographic entry, classification, materials processing and computer skills. Reference librarians need a broad knowledge of reference materials, both print and digital as well as instructional and computer skills. Children's librarians need an in-depth knowledge of both fiction and non-fiction for young people, programming and storytelling as well as computer skills....and the list goes on.

Library compensation is based on a number of factors but especially education and training, experience, customer relations involvement, supervisory responsibility, complexity, decision-making authority, and physical effort.

The library profession as a whole suffers from pay inequity because of gender bias. If librarians receive low pay compared to other professions such as information specialists in the computer world, paraprofessionals whose pay is bench-marked to that of librarians receive even lower pay.

The question is not whether the Boulder City library staff deserves a pay raise. They are paid lower than even the library staff in rural Clark County. The question is whether either of these proposals merit consideration.

These proposals appear to be based on the current job classification schedule and the schedule seems not to define jobs by education, experience, complexity or degree of decision making authority. The compensation seems to be delivered to the person rather than the job. For instance, Anne Karr is described as both the Assistant Library Director and a Librarian I. Hilary Bradley is also a Librarian I as the Circulation Department Head. Mary Hughes needs to be given more complex work if she is to maintain her status as Library Assistant III. There are three Librarian 11s, three Librarian Is, 4 Library Assistant Is, 6 Library Assistant IIs, and 4 Library Assistant IIIs.

In order to be fair and equitable, pay must be based on the nature of the job performed, not the person. The pay scale should be a schedule which is posted for all to see. It should include a range of steps as well as the vertical division of Library Assistant I through 3 and Librarian 1, 2 and Assistant Director and Director. The vertical scale depends on Job complexity, not job performance which is merit based and horizontal. When the employee reaches the end of the horizontal scale, he or she must move up vertically in education or experience to a job requiring more decision making or supervisory skills. The end of the horizontal range is compensated by a COLA or longevity.

I propose that the trustees hire a personnel consultant who is versed in library staff job descriptions and compensation, perhaps someone from Las Vegas Clark County or UNLV. We need someone to develop a fair and equitable salary schedule with appropriate salaries for our staff.

Gary provided background information from the previous meeting, the differences between his proposed plan and Kim's proposed plan. Gary proposed to take the library staff to 85% of the Henderson staff's salaries in 3 years and Kim's was to take it to 100% of the Henderson's staff's salaries in 5 years.

Before focusing on the hourly rates for staff, Gary would like to discuss COLA. He says that it doesn't matter what their hourly wage is, what matters is doing what everyone else does or ignoring it as far as granting a COLA.

Gary Berger moves that we approve give all of our employees as of July 1, 2017 a Cost of Living Adjustment at the same level as Clark County annually. Jeff Breeden seconded.

There was discussion as to what the appropriate time is to do an adjustment, if it should be tied to another organization or governmental agency, and if it should be an annual discussion or a set amount in perpetuity. Gary suggested putting in a minimum or maximum amount to make it easier for budgeting. Marita says she wouldn't want it to have in there, let them decide as a board for each year in case there are unexpected expenditures that make it unfeasible.

Gary asked what is easier to withdraw or amend it. Jeff says to withdraw and then have Kim put it on the Board Agenda for January each year, which does not require a motion.

Motion Failed.

Gary would like to discuss Longevity Pay. One of the differences between the original proposals was that Gary's included Longevity Pay. After someone has been here 5 years, on their anniversary date they received a check based on \$125 for each year of employment or any amount the board might feel is appropriate. For example, on your fifth anniversary of employment you would receive a check of \$625. Clark County is paying \$125 which is where that number is from. When you start getting the money, it is for the full amount of years.

Gary Berger moves that the Boulder City Library District start annually paying longevity pay of \$125 per year after five years of service and it be paid on the employees' anniversary date. Marita Rhinehart seconded.

It would be subject to taxation. Jeff thinks that it should be on one annual date for all employees, so that there is less work for Kim. Ann says that it is something that some organizations are going away from. Marita pointed out that we cannot afford it.

Gary's whole concept is an effort to make sure that we are being fair, are getting good people for what we are paying, and allow people to live on their salary.

Jeff pointed out that it would also include a PERS contribution, which would increase the total cost of the longevity pay.

Gary Berger amended his motion to read: That Boulder City Library District start annually paying longevity pay of \$125 per year of service after five years of service and paid on the first paycheck of December after their fifth and subsequent years of service for active employees within that pay period effective December 2017. No second, the motion fails at this point.

Kim presented her proposal. Year 1 accommodates adding the hours that the Youth Department lost when she left the department, five months of Lynn's salary, and the payout for Lynn's Comp Time and Vacation Time. Year 2 comes in a bit less because it doesn't have Lynn on it. Year 3 comes up a bit and then Year 4 and Year 5 are much larger increases to the budget.

Ann stated that the staff titles don't align with what the profession would call them – no librarian would call someone a librarian without a degree. Ann is concerned about the titles being attached to the positions, but Jeff says it is being based on if they are being department heads. Jeff explained that we are tying pay to the role, not the title and we are attempting to establish a salary range. Ann would like to see the salary range and is concerned about the pay level of the paraprofessionals. The difference in job positions and the pay range was discussed.

Jeff says that he feels that he is comfortable doing year 1, but doing a lot of work before we do year two. He would make a motion to start year 1 with the express intent that they will not guarantee anything more than year 1.

Jeff Breeden moved to accept year 1 per Kim's schedule as soon as administratively possible. Marita Rhinehart seconded.

Jeff asked about Anne becoming the Assistant Director and if we wanted to wait to until she gets her degree. Kim said they could but Anne is comfortable doing it now. She would become Head of Tech Services and Assistant Director. The board members feel that it is administrative for Kim to decide when she starts as Assistant Director.

Jeff and Ann asked about the difference between Sam's pay and Jessie's pay. Jessie explained that it was because she didn't start as librarian and Sam has more experience as a librarian. Jeff asked about Linda R and the difference between part time and full time. Kim explained that it is because Linda does have an MLIS and works the Information Desk so has a more complex job. He also asked about the difference between Jodi and the rest of the youth staff.

Motion carried.

Jeff discussed that having an HR Professional help construct staff salaries may be expensive. Kim explained that the titles are the way that they are because of how she must submit the paperwork to Clark County.

VI. Announcements:

Library Board Meeting, Wednesday, December 14, 2016, 7pm – Ann Langevin will not be able to attend.

VII. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada's Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

Mary Ann asked for a clarification on the discussion of holiday hours – we would give comp hours to a full time person but not a part time person when a holiday falls on their days off.

Marita would like to put the discussions of what board members have learned from the staff back on to the calendar with the exception of personnel issues.

VIII. Adjournment:

Marita Rhinehart moved to adjourn. Gary Berger seconded. Meeting adjourned at 10:04pm.