

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday April 19, 2022, 5:30 p.m.  
Coalinga Library – New Wing**

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**TRUSTEES PRESENT:** Mr. Chavez, President; Mr. Crawford, Vice-President; Mrs. Culbertson, Clerk; Mr. Campbell, Trustee; Mrs. Zavala, Trustee (5:35 PM)

**ADMINISTRATION PRESENT:** Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

**I. OPEN SESSION/CALL TO ORDER**

Call to Order: President Mr. Chavez called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Francisco Chavez, Tom Crawford, Lisa Culbertson, Maria Zavala, and Roger Campbell

Pledge of Allegiance: Pledge of Allegiance lead by Mr. Chavez.

Approval of Agenda: Mr. Campbell moved to approve the agenda, seconded by Mr. Crawford. Motion carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval March 2022 checks 17342 thru 17384 in the amount of \$114,162.73 of which payroll was \$49,592.75. Employee portion of payroll is \$6,128.17.
- C-2 Approval of minutes for Board Meeting held on March 8, 2022.
- C-3 Approval of Volunteer List.

Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the consent agenda, seconded by Mr. Crawford. Motion carried unanimously.

**III. PUBLIC COMMENTS**

**Mr. Vosburg:** Would like to comment on A-2 adding additional sick leave due to Covid-19. I am here representing the staff. We are asking if we can get covid sick leave, back in 2020 is when it all started, we all had plenty of sick leave. As the pandemic got worst, we all lost sick leave due to us being exposed or having it. I went from having a hundred plus to having no sick leave. I had to work for comp and now I am running low on comp time too. We do not have enough employees for us to get the State relief funds, we are under the 25 employees, so we do not qualify for it. Some of us have less than twenty hours and some of us are in the hole which is

not good. I used 80 hours in one shot even though it was not a requirement at the time. Mary kept the 14-day quarantine in place. Now I am starting to have heart problems due to Covid-19 and I have no sick leave to take for me to go see the doctor. I know that the school is in a different boat that we are, but I know you did something for them. Thank you, guys, for listening.

#### IV. ACTION ITEMS

- A-1 Approval of 2020/2021 Audit – Brian Henderson of Hudson, Henderson Company.

**Ms. Leal:** This is Brian Henderson of Hudson, Henderson Company he has done the last two audits for us. I do not remember if I mentioned to you that he is our new accountant for the Library District. With that being, said we will have to find another auditor for our next year's audit.

**Mr. Henderson:** Good evening members of the Board. One of the key components of doing an audit its being independent. Being independent means that there are certain things we can and cannot do for you. The most common one is, in test services we can prepare the documents that are audited, assuming management will take responsibility. We cannot audit our own work. We were able to audit 2020-21 because Mark Scott prepared those files and not us. Now that we have taken it over since September 2021, we can no longer do the audit.

We are here to present the 2020-21 audit. We completed our audit on March 14, 2022, and we issued what we call an unqualified opinion. Our responsibility is to express opinion on these financial statements based on the audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audit contained in Government auditing standards, issued by the Comptroller General of the Untied States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement. Adjustments were made with CalPERS, SJVLS, and Capital Assets. Long-term liabilities are not due during the current year; therefore, the change is not recorded in the governmental fund. No major disagreement with management, they did provide us with representations. We started the audit in October, got into the weeds in December, January and wrapped up and issued our report in March.

**Mr. Chavez:** Can you go through the financial highlights on page 3.

**Mr. Henderson:** Sure, total assets exceed liabilities by \$7,202,287.00 as of June 30, 2021. Assets are at \$7,799,700.00, liabilities are at \$728,499.00, the major liability that you have is the pension at \$592,940.00 that is a slight increase from last year. With that pension number its based on actual calculations and estimates. We do mention in our footnote a plus or minus, on one percent on the discount rate or your earning rate can swing that liability 150 grand either way. The governmental fund is where we operate on a day-to-day kind of your cash bases minor accrual mostly AP is \$3,160,164.00. The big difference is the building and the capital assets. That was in increase this year of \$412,055.00 and in the government wide there was an increase of \$247,390.00 mostly has to do with depreciation of assets and an increase of liability.

Depreciation of assets we have already accounted for those in the governmental fund as an expense. Then we flip around capitalized them on the government wide and depreciate them like full accrual accounting would normally do. Your unrestricted assets are \$766,170.00. When we look at your unrestricted or your available fund balance that is at \$1,201,846.00 this balance is non spendable, committed to other purposes.

**Mr. Chavez:** How long will we be receiving Measure B for?

**Ms. Leal:** Until 2029.

**Mr. Chavez:** Our expenses keep getting higher.

**Mr. Henderson:** You can expect for them to keep getting higher. Overall if you look at the budget revenue exceeded budgeted amounts by \$385,441.00 and actual expenditures were below budgeted amount by \$195,359.00. Mostly in your employee benefits was over budgeted, but not because that tends to be an area that most boards are concerned with. An additional \$51,000.00 under budget on books, publications, and reference materials.

**Mr. Chavez:** We were closed for a long time.

**Mr. Henderson:** Yes, but overall strong reserves, strong amount of cash, and a clean audit. Any questions?

**Mr. Chavez:** Any questions or comments?

Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve A-1, seconded by Mrs. Zavala. Motion carried unanimously.

- A-2 Approval to add additional sick leave hours Covid-19.

**Mr. Chavez:** Mary asked me to put this on the agenda because the employees want to have the same benefits as the school. I asked Mary if we got any Covid money and she said, no.

**Mrs. Zavala:** We can't apply for any?

**Ms. Leal:** No, we are under the 23 employees we must be over 23 employees to qualify.

**Mr. Chavez:** I know that other employers made their employees apply for state money you guys did not do that?

**Ms. Leal:** Again, that falls on the number of employees and it was one or the other you take the help from the state or use your sick leave. I mentioned it to Jay as well and he also told me the same thing I had read.

**Mrs. Zavala:** Were they able to apply for workers compensation? That is what we do at the hospital.

**Mr. Vosburg:** I looked that up too and you must have 25 employees or more. Also, we would have to have got Covid at work to apply for workers compensation. It only applied for at work basis but did not cover mandatory quarantines.

**Mr. Chavez:** At the school we got covid money to cover all the employees that were affected by covid, and the library didn't get any money for covid relief, which is where I have an issue with this.

**Ms. Leal:** I can tell you what that financial impact will be. I sent Brian an email about how much this will cost the district and I included it in the budget that we are proposing. Sick Leave is not cashed out, vacation pay you can, but not sick leave. My employees only want some sick leave time for this year only. Brian emailed me his response letting me know that it will affect us in the government wide level, but not on your fund level where your budget actual compares. Again, this is only for one year and it is included in the budget for this coming fiscal year. Any questions?

**Mrs. Culbertson:** When someone takes sick leave and they are still getting their regular pay, its not like you have to add more money.

**Ms. Leal:** We are small enough that if someone is out sick, we have enough people to cover.

**Mrs. Culbertson:** You are not hiring subs or anything like that.

**Ms. Leal:** No, we are not. If they use sick leave, they can let me know right then and there, but when using vacation, they must let me know two weeks in advance. Does that make any sense?

**Mrs. Culbertson:** Yes, it looks like it will not cost us anything and the only thing that we are doing is giving them time. We have some people in the hole and some with very minimal time and we still four months to go.

**Mr. Campbell:** How many days do they get?

**Ms. Leal:** Everyone gets 96 hours at the beginning of July, which is what they get for the whole fiscal year.

**Mr. Campbell:** I do not have the contract in front of me, but they can save those hours as long as they want.

**Ms. Leal:** Correct.

**Mr. Campbell:** When did we open the libraries back to where the patrons came back in.

**Ms. Collings:** July of 2020 we opened for curbside.

**Ms. Leal:** I think is asking about fully opened.

**Mr. Campbell:** What I am trying to get at is from March 2020 to when we opened our employees stayed home, they had no sick leave during that time.

**Ms. Leal:** Correct, but when they did have to come back to work its when they had to use their sick Leave.

**Ms. Collings:** We came back on July 2020 right after the fourth of July weekend.

**Mr. Campbell:** I was just wondering how much sick leave employees had before the pandemic.

**Mrs. Crawford:** I remember being close for a week due to an employee getting exposed to covid, but then we came back and started curbside.

**Mr. Campbell:** Employee number five how are they in the hole?

**Ms. Leal:** If they get sick I rather them stay home than to come to work sick.

**Mrs. Culbertson:** Do you let them go over their sick leave?

**Mr. Campbell:** I cannot understand why they are in the hole, if they get sick and they are in the hole they are just not going to get paid. It is an unpaid day.

**Ms. Leal:** No, they use their vacation time, but sometime when they get in the hole its because our timesheets are a month behind, and they lose track of their time.

**Mr. Chavez:** If they do not have time they cannot go under.

**Ms. Leal:** I agree with you.

**Mr. Campbell:** What are the employees asking for?

**Ms. Leal:** We left it in your hands. Personally I was hoping for a week (40 Hours) of time. That might get them through the next couple of months.

**Mr. Chavez:** My concern is the people that are in the hole, are they in the hole because they do not have sick and vacation time?

**Ms. Leal:** No, they have vacation time.

**Mr. Chavez:** That is what other employers do if they do not have any more sick leave, they can start using their vacation time. The first thing we must do is correct that time that is in the hole.

**Ms. Leal:** I completely agree with you.

**Mr. Chavez:** I think they should use up all their sick leave and when they do that have them use their vacation and after that has ran out, we can talk about giving them some sick leave hours.

**Mr. Crawford:** On an individual bases.

**Mrs. Culbertson:** I do not agree with that.

**Mr. Campbell:** You do not agree with what?

**Mrs. Culbertson:** On an individual bases.

**Mrs. Leal:** Can I throw this out there. I know I am administration and not staff. I was very diligent and very truthful in making the staff stay home and my thoughts are we did our job. We quarantined and we took care of our family members and ourselves when that was needed. The school district got it and I know you received money for it, but the staff was very diligent and very responsible during the covid time, and they did what I asked. I do not think that they should be penalized and use all their vacation time. The ones that are in the hole that can be adjusted. I am also running low on sick leave, and I get a little more then they do per my contract.

**Mrs. Culbertson:** Is number five a full-time person.

**Ms. Collings:** We are all full-time employees.

**Mr. Campbell:** All of these are full time; well, I am going to make a motion that we add 72 hours to each employee. This must be in an MOU because it must be between now and July 1<sup>st</sup>, then we are back to the regular 96 hours. My thought on this is these employees should have had more hours than they have. The 72 Hours not going to cost us any more money. There is no more expense to this because they are going to get paid one way or another. We are not adding days to them we are just going to cover their sick leave from now to July 1<sup>st</sup>. On this motion the -24 hours needs to be deducted from the 72 hours and what ever it left over is what they will have left in sick leave (48 hrs.). That is my motion.

**Ms. Leal:** We must run this by the MOU?

**Mrs. Culbertson:** Yes, there needs to be an amendment done.

**Mr. Chavez:** Let us finish our thoughts before we make a motion.

**Mr. Vosburg:** I would like to make a comment.

**Mr. Chavez:** Let us finish our discussion and I will then give you a chance to comment. There is no way that a company would be doing. I liked what you said the people that are in the hole that time can come out of the 72 hours they will be given.

**Mr. Campbell:** Because they have already been paid for it.

**Mr. Chavez:** But then again Mary if they run out of sick leave, they need to start taking their vacation time.

**Ms. Collings:** They do.

**Mr. Campbell:** But if they do not take vacation then it must be unpaid leave.

**Mrs. Culbertson:** I rather get unpaid leave then get docked.

**Mr. Crawford:** What are other libraries doing?

**Ms. Leal:** Most of the other libraries in the SJVLS have more than 25 employees.

**Mrs. Culbertson:** Mr. Campbell why 72 hours? Why nine days?

**Mr. Campbell:** Six days

**Mrs. Culbertson:** No that's 48 hours.

**Mr. Campbell:** Oh, I am sorry I did say 72, but I meant six days.

**Mrs. Culbertson:** At the school we gave ten days, correct?

**Ms. Leal:** I believe so.

**Mr. Chavez:** But they got covid money.

**Mrs. Crawford:** We should not be penalized because we did not get money since we don't have more than 25 employees.

**Mr. Chavez:** But it is not in the budget.

**Mr. Campbell:** This will not cost us anything.

**Mr. Chavez:** Yes, it will cost us when they use the time.

**Mrs. Culbertson:** Let us go around and ask each board member what they think.

**Mr. Vosburg:** I do appreciate that you guys let us stay home when the pandemic hit, but we do not have an HR department that we can go to and discuss our issues with, we have a lawyer that we don't have access to, so we don't know a lot of things that are available to us. If you look back at my sick leave you will see that I did bank my sick leave and I did just want Mr. Campbell said. Unfortunately, I did not get to use it when I was sick, I was forced to use it and that makes me unhappy and when things started to change, I talked to Mary to come up with a covid policy and she told me that she was keeping everything the same that way everyone did everything the same to keep us all safe. I told her that was not fair that everything had changed, and that the variance had changed and that the quarantine had gone down to five days. I was begging to come back to work and after I was able to come back, I got hit with heart problems and I do not have sick leave to go to my appointments.

**Mrs. Zavala:** What is the policy now?

**Ms. Leal:** I do not have one I go by CDC guidelines and Fresno County guidelines.

**Mrs. Zavala:** Do we test here?

**Ms. Leal:** Yes, they all had to come back with a negative test.

**Mr. Campbell:** I would like to amend my motion to 80 hours for each employee.

**Mrs. Culbertson:** I second that motion.

**Mr. Chavez:** We need to be responsible we do not have the same amount of money as the school does that is my only hesitation because we need to save money because this is Measure B money and taxpayers money.

**Mrs. Culbertson:** I would like to make this very clear this is not vacation time, this is sick leave.

**Mr. Campbell:** As far as I am concerned the 80 hours can be carried over.

**Mr. Chavez:** This will be a onetime thing.

**Mr. Campbell:** Mary needs to bring back the MOU to the next meeting to ratify it.

**Ms. Leal:** Okay.

**Mr. Chavez:** We will table this item and bring it back next meeting with the ratification in the MOU.

Mr. Campbell withdraws his motion.

- A-3 2022-2023 Draft Budget – First Reading

**Ms. Leal: Income**

- Sales Tax Over \$105,000.00
- Interest Income Over \$700.00
- Measure B over \$1,472,000.00

Overall Revenue will be over \$1,682,910.00

**Expense Comparison**

- Salary and Benefits will go up \$36,210.00

Insurance cost went up

- Services and Supplies will go up \$40,000.00

Bookkeeping, maintenance, and utilities have gone up.

- Books and Materials will go up \$9,000.00

Hoping to give everyone an extra \$1,000.00 to purchase books and materials. I have not given them an increase in the last three years.

- Capital Outlay will go up \$20,000.00

We need to get some new computers and other things.

**2022-2023 budget will increase about \$105,210.00 than last years.**

**V. DIRECTOR'S UPDATE**

- Book sale is still going, on we will wrap it up this week.
- I am still looking to appraise the property. The company I went to does not do commercial property, so I need to find someone else. I am still working on that.
- Hilda & Yvonne will be attending the Spring Show this weekend.

**VI. BOARD MEMBER REPORT**

No Board Member report.

**VII. ADJOURMENT**

Mr. Chavez asked for a motion to adjourn. Mr. Campbell moved, seconded by Mrs. Zavala. Motion carried unanimously. Meeting was adjourned at 6:30 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, May 24, 2022 at 5:30 P.M. at the Huron Branch Library-Program Room.