

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday March 8, 2022, 5:30 p.m.
Coalinga Library – YA Room**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Crawford, Vice-President; Mrs. Culbertson, Clerk; Mr. Campbell, Trustee; Mrs. Zavala, Trustee (5:34 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 February 2022 checks 17332 thru 17354 in the amount of \$81,730.86 of which payroll was \$48,205.19. Employee portion of payroll is \$6,361.42.
- C-2 Approval of minutes for the Board Meeting held on February 8, 2022.
- C-3 Approval of Withdrawn List.

Ms. Culbertson: Had a question about the checks, when reimbursing someone and it says programs what does that mean?

Ms. Leal: That means it comes out of the program budget when an employee needs something for a program or their department that would be used for a program, they will be reimbursed from the program budget.

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

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

- A-1 Approval to change meeting in June 2022 from June 7th to June 21st.

Ms. Leal: I will be on vacation for two weeks. The main reason to change the meeting is because I need to be here for my evaluation and my new contract. Budget will be done by May before I leave on vacation.

Mr. Campbell: Might have to call in for that meeting.

Mr. Chavez: Have all forms ready a month in advance.

Ms. Leal: I will have them ready in May.

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

- A-2 Approval of Surplus Items

Ms. Leal: We are having our book sale starting Saturday March 19th. We have a lot of surplus items that we need to get rid of. Nathan suggested \$50 for a computer set, but we might have to rethink that because we don't have enough to sell in sets.

Mrs. Zavala: This is stuff that doesn't work or is outdated?

Ms. Leal: Some computers say end of life which means we can't get a warranty anymore on them. They will have an operating system on them so people can use them, but no software. Also, can we sell them to people that offer something less than the \$50?

Mr. Campbell: Most surplus sales are whatever you can get. I would rather see a family get something for what they can afford.

Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve the A-2, seconded by Mrs. Zavala. Motion carried unanimously.

V. DISCUSSION ITEM

- D-1 Land Purchase

Ms. Leal: I have been wanting to purchase the land behind the Coalinga Library (4th and Cedar) for quite sometime now. I don't know if you know that we own a lot on 6th and Cedar St. behind where the post office is located. The Webb owned it and when they tried to revamp it the building burned down. When that happened, they donated the land to the library plus the insurance money they got from the fire. We have never touched that money, so it has been sitting there collecting interest. We also have over two million in Measure B money.

Mr. Chavez: A couple of years back we tried buying the land behind the library and they didn't want to sell, we even tried to swap the lands and they also turned that down.

Mrs. Zavala: Do they want to sell it?

Ms. Leal: I don't know, but the person that lives across the one the library owns has come in and asked if we are willing to sell the land to her, but before I go ahead and pursue it, I want to make

sure that it is okay for me to do so. Keeping the land is not costing us anything I believe we pay \$150 a month to keep the weeds and grass maintained.

Mrs. Zavala: What is the plan? Are we planning on selling that land and buying this one behind us?

Ms. Leal: We might want this land behind us for parking, expanding, etc.

Mr. Campbell: I would contact the owner of the property and go from there. With our property, go get it appraised and bring that back to us and we will go from there.

VI. DIRECTOR'S UPDATE

- Book Sale-March 12th to 19th
- Oreo 100-year anniversary and we will be giving Oreo's to our patrons here at the Coalinga Library and at the Huron Library.
- Gave all board members a copy of the 2020-21 audit. Also, the 2021 audit should be wrapping up and I will bring that one to you all when it is finished.
- The library sponsored the Swap Ride during the Mardi Gras Festival. We made it work, mother nature tried to stop us, but we stuck with it.

VII. BOARD MEMBER REPORT

Mr. Crawford: Nothing to report.

Mrs. Zavala: Wanting to know if the person giving out government phones and tablets can set up at the Huron Library.

Ms. Leal: I don't have a problem with it if you all don't have a problem with it.

Mr. Campbell: Thank you for the weekly updates

Mrs. Culbertson: Sorry I missed that this weekend we were out of town.

Mr. Chavez: Remember that the weather is changing.

VIII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Crawford moved, seconded by Mrs. Zavala. Motion carried unanimously. Meeting was adjourned at 5:52 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, April 19, 2022 at 5:30 P.M. at the Coalinga Library-Program Room.