

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, December 11, 2018 5:30 p.m.  
Coalinga Library Program Room**

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**TRUSTEES PRESENT:** Mr. Chavez, President; Mrs. Zavala, Clerk; Mr. Campbell, Trustee; Mrs. Culbertson, Trustee

**TRUSTEES ABSENT:** Mr. Albrecht, Vice-President;

**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: Roll Call was taken as follows  
Roger Campbell teleconference from:  
Anaheim Harbor RV Park  
1009 S. Harbor Blvd., Anaheim, CA. 92805

Pledge of Allegiance: Mr. Chavez led the Pledge of Allegiance.

Approval of Agenda: Mrs. Culbertson moved to approve the agenda, seconded by Mrs. Zavala. Motion Carried unanimously. Roll call was taken affirmative by all.

**II. CONSENT AGENDA**

- C-1 Approval of November 2018 checks 015932 thru 015996 in the amount of \$161,008.99 of which payroll was \$39,434.23 and \$59,824.22 was for the Huron Construction Project.
- C-2 Approval of minutes for Board Meetings held on November 6, 2018 and December 4, 2018.

No questions or comments Mr. Chavez asked for a motion to approve. Ms. Zavala moved to approve the consent agenda, seconded by Mrs. Culbertson. Motion carried unanimously. Roll call was taken, affirmative by all.

**III. PRESENTATION TO OUTGOING BOARD MEMBER**

- Mr. Johny Albrecht

Not Present

**IV. SEATIN BOARD CANDIDATE**

- Mrs. Maria Zavala (2018-2022)

**V. SEATIN OF NEW BOARD MEMBER**

- Mr. Ray Zubiri (2018-2022)

**VI. ACTION ITEMS**

- A-1 Election of Board President

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Mr. Zubiri nominated Mr. Chavez for Board President, Mrs. Culbertson second. No other nominations were given.

Roll Call:

Mr. Campbell: Yes

Mrs. Zavala: Yes

Mr. Chavez: Yes

Mrs. Culbertson: Yes

Mr. Zubiri: Yes

- A-2 Election of Vice-President

Mrs. Culbertson nominated Mr. Zubiri for Vice-President, Mr. Campbell second. No other nominations were given.

Roll Call:

Mr. Campbell: Yes

Mrs. Zavala: Yes

Mr. Chavez: Yes

Mrs. Culbertson: Yes

Mr. Zubiri: Yes

- A-3 Election of Board Clerk

Mr. Campbell nominated Mrs. Culbertson for Board Clerk, Mrs. Zavala second. No other nominations were given.

Roll Call:

Mr. Campbell: Yes

Mrs. Zavala: Yes

Mr. Chavez: Yes

Mrs. Culbertson: Yes

Mr. Zubiri: Yes

- A-4 Approval of Audit presented by Max Sanborn & Sanborn Accountancy Corp. for fiscal year 2017-2018.
- ✓ Mr. Sanborn was not able to attend.
- ✓ Ms. Leal made a few comments.
- ✓ Mr. Chavez would like to go through the audit. Ms. Leal sent the Board Members via email a copy of the draft audit.
- ✓ Corrections made to the audit Measure B ending on 2029 and not 2020. Also, one of the last pages Mrs. Culbertson was listed as Clerk and it should be Mrs. Zavala.
- ✓ We still have \$750,000 assigned for special reserve.
- ✓ We have \$1,646,548 in Measure B as of June 30, 2018. We accumulated about \$227,705 from July thru November 2018 and \$40,000 for the month of December 2018 that gives us about \$1,914,253 in Measure B to date.
- ✓ The Huron Project will cost:
  - BVI \$1,420,000
  - DST \$106,000
  - CM \$40,200Total Cost \$1,566,200 plus 10% \$156,700 which will bring us to \$1,722,900. We also have a budget expense of \$108,000 which will bring our total cost to \$1,806,253 and we are about \$100,000 ahead on the budget. We still average \$40,000 a month from Measure B.
- ✓ Mr. Zubiri would like to get a printed copy when we get documents of this size just for reading purposes.

No questions or comments Mr. Chavez asked for a motion to approve. Mrs. Zavala moved to approve the 2017-2018 audit, seconded by Mrs. Culbertson. Motion carried unanimously. Roll call was taken, affirmative by everyone.

### **VII. DIRECTOR'S UPDATE**

- ✓ Santa Visits on December 18 at the Coalinga Library and December 20 at the Huron Library we will be taking pictures with Santa for free.
- ✓ This Friday, December 14 a representative from Cal-Vet and My Health Vet will be here at the Coalinga Library helping out Veterans with whatever questions they have.
- ✓ Huron Renovation Project, Mary will be attending a meeting Wednesday, December 12 with BVI Contractor and Mr. Hale.

**VIII. BOARD MEMBER REPORT**

Mr. Zubiri: Coalinga Staff is very helpful and friendly.

Mrs. Culbertson: Welcomes Mr. Zubiri and welcomes back Mrs. Zavala as well and looks forward to working with everyone.

Mrs. Zavala: Welcomes Mr. Zubiri and would like to see the Salary Schedules worked on.

Mr. Campbell: Has nothing to report.

Mr. Chavez: Just reminded the board that at the last meeting he mentioned that we were going to look at the Board Policies and updating them. Ms. Leal's informal evaluation is coming up if you have any comments let Mr. Chavez know by the next board meeting.

**IX. PUBLIC COMMENTS**

This portion of the agenda may be utilized by any person to address the Library Board on any matter within the jurisdiction of the Library District. However, depending on the subject matter, the Board may be unable to respond at this time or until the specific item is placed on the agenda at a future meeting as provided by the Brown Act.

Speakers should limit their comments to not more than three (3) minutes.

Ms. Leal asked the board if she had a ground breaking ceremony if they would go and it would be on Friday, January 4<sup>th</sup>, 2019. She will send an email to all board members.

**X. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. Mr. Zubiri moved, seconded by Mrs. Zavala. Motion carried unanimously. Roll call was taken Yes all around. Meeting was adjourned at 5:50 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, January 15, 2019 at 5:30 P.M. at the Huron Branch Library.