

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday June 9, 2020 5:30 p.m.
Coalinga-Huron Unified School District – Board Chambers**

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

TRUSTEES ABSENT: Mr. Zubiri, Vice-President; Mrs. Zavala, Trustee

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services

ADMINISTRATION ABSENT: 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 and Lisa Culbertson
Roger Campbell via teleconference

Pledge of Allegiance: No pledge of Allegiance.

Approval of Agenda: Mrs. Culbertson moved to approve the agenda, seconded by Mr. Campbell.

Roll Call:

Mr. Chavez; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Absent

Mrs. Zavala; Absent

Motion carried unanimously.

II. CONSENT AGENDA

- C-1 Approval of Feb 2020/May 2020 checks 016601 thru 16718 in the amount of \$285,283.80 of which payroll was \$172,051.29.
- C-2 Approval of minutes for Board Meeting held on February 11, 2020.
- C-3 Approval of minutes for Board Meeting held on March 17, 2020.
- C-4 Approval of minutes for Board Meeting held on April 10, 2020.

No questions or comments Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the consent agenda, seconded by Mr. Campbell.

Roll Call:

Mr. Chavez; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Absent

Mrs. Zavala; Absent

Motion carried unanimously.

III. PUBLIC COMMENTS

No Comments

IV. ACTION ITEMS

- A-1 Library Reopening Procedures

Ms. Leal notified the staff to come in on Monday, June 15th. The Library would not be open to the public, but we would start cleaning and do things we need to do before we open. I have been looking at different guidelines if we do decide to open. The concern from both cities is that the libraries are cooling centers. We would follow all the guidelines that I have if we do decide to open. I would just direction from the Board on what they would like to do, as how they want the staff to come in. Do you want them all to come in we can social distance I just need your input into what you want us to do.

Mr. Campbell would like to see everyone come back and get back to normal as much as we can.

Mr. Chavez the City of Huron would like us to open because we are a cooling center. They just want us to meet the guidelines before we open. They would like people to use face mask and for everything to be disinfected and if possible to check peoples temperature to protect the public and our employees. They were talking about 25% capacity, but the Fresno County says it could be up to 50% capacity.

Mrs. Culbertson asked if the face masks were mandatory for the employees as well, Ms. Leal answered; Yes.

Ms. Leal had purchased shield face masks for the employees. She also purchased hand sanitizers, disposable face masks, and cloth face masks for those who do not have any. I do have many ideas to get things going for us to open, but I don't know how soon we can do that.

Mrs. Culbertson asked the employees can work all week next and open the following week.

Ms. Leal would like to open July 6th after the holiday.

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Mr. Chavez agrees to open after the Holiday he thinks it would give the employees enough time to open.

Ms. Leal she also needs to get with SJVLS to get all set up for checking in and out to patrons and to get the delivery of holds and returns from other libraries. We will be the only libraries as of now that will be opening through the SJVLS system. Curbside delivery is what is being done at other libraries, but I don't know if it would work for us because our delivery only comes 3 times a week. For them it's easier because they are close to each other and we are far away so I really don't know if curbside would work for us.

Mr. Chavez suggested different hours for the employees when we open to keep the library open since we are a cooling center.

Mrs. Culbertson thinks 3 weeks is too long for us to open.

Ms. Leal will try to open up sooner. Will keep Ya room closed due to social distancing, space out the computers, not allow patrons to congregate in groups. She will get legal advice to what is the right thing to do if people don't follow rules.

Mrs. Culbertson staff that does not want to come back do to age or illnesses.

Ms. Leal will speak to the employees on Monday when they are all back at work.

Mr. Chavez ????? Health department and cooling center??

Ms. Leal asked about employees working at the same time or do we want them working different hours to social distance.

Mr. Chavez all the employees can start at the same time you choose, but once the libraries open all employees are to go back to working their regular hours.

Mrs. Culbertson do the employees take a half hour lunch?

Ms. Leal all employees take an hour lunch. All employees are to report to work on Monday at 8:30 am. They will be working 8:30 am to 5:30 pm.

No questions or comments Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the A-1, seconded by Mr. Campbell.

Roll Call:

Mr. Chavez; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Absent

Mrs. Zavala; Absent

Motion carried unanimously.

- A-2 Approval of the 2020-2021 Board Meeting Schedule

Mr. Chavez going with the CHUSD Board Meeting.

Mr. Campbell the CHUSD Board Meeting have not been approved.

Mr. Chavez Yes, but we can always change dates if need too. Is that okay with you Mr. Campbell and Mrs. Culbertson.

Mr. Campbell Yes.

Mrs. Culbertson Yes.

No questions or comments Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve the A-2, seconded by Mrs. Culbertson.

Roll Call:

Mr. Chavez; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Absent

Mrs. Zavala; Absent

Motion carried unanimously.

V. DIRECTOR'S UPDATE

Ms. Collings has been getting the mail, paying bills twice a month, and getting payroll into Marc Scott's office while we have been closed.

Books have been left at the entrance of the library so people can take at their leggieer so they could have something to read.

I been getting things back together and I been following what other libraries have been doing.

Mr. Chavez concerned about the budget due to the COVID-19 and how the state will be cutting funding.

Ms. Leal the budget is due I have been looking at it and figuring out what to do. Before all of this happened we were down \$27,000 from Measure B and now with all of this going I am imagining that people are not buying things. I will have to adjust the Measure B money I am going to share with the staff that the budget is going to change and if we have to layoff we will layoff some employees. I will get them a heads up that layoffs might happen. We can always have special meeting and change the budget, but the main thing is what is going on with Measure B. This is the main reason why I don't use Measure B for salaries because of emergencies like these. I use our Property tax that are solid and I use the Measure B for things I can cut back.

Mrs. Culbertson will we have a budget meeting before the end of June?

Mr. Chavez, Ms. Leal will send us some information then we will have to have a meeting.

Mrs. Culbertson okay.

Mr. Chavez for now we need to open the libraries and after that Ms. Leal will send us the information and we will have a meeting.

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Ms. Leal normally I use last year's budget to figure out this year's budget, but that is not going to work this time.

Mr. Chavez anything else?

Ms. Leal no Sr.

VI. BOARD MEMBER REPORT

Mrs. Culbertson is looking forward the libraries to reopen and can't wait to see everything go back to normal.

Mr. Campbell nothing to report.

Mr. Chavez is glad we will be reopening the libraries for our communities.

VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mrs. Culbertson moved, seconded by Mr. Campbell. Motion carried unanimously. Meeting was adjourned at 5:55 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, July 28, 2020 at 5:30 P.M. at the Huron Branch Library.