

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday March 10, 2020 5:30 p.m.
Coalinga Branch Library – Program Room**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Zubiri, Vice-President;
Mrs. Culbertson, Clerk; Mr. Campbell, Trustee; Mrs. Zavala, Trustee

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 and Lisa Culbertson
Ramon Zubiri, Roger Campbell, and Maria Zavala via teleconference

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

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

Roll Call:

Mrs. Culbertson; Yes

Mr. Chavez; Yes

Mr. Zubiri; Yes

Mr. Campbell; Yes

Mrs. Zavala; Yes

Motion carried unanimously.

II. PUBLIC COMMENTS

Nathan Vosburg: Mr. Vosburg shared a letter he read to the board. Hundreds of people come in and visit the library daily. The library staff can be at risk in contracting Covid-19. Keeping the library open would affect his family. We have 8 employees out of 12 that are high risk due to illnesses here at the library.

Hilda Crawford: I have been employed with the district for almost 40 years and in those 40 years the library has never closed. I was told by my doctor that I am considered high risk due to a heart condition. I would like the board to shut us down due to Covid-19 and still get paid just like everybody else.

Alma Rodriguez: I feel that we should be doing what everyone else is doing and shutdown just to take those precautions that we should be taking.

III. ACTION ITEMS

- A-1 Library Closure

Ms. Leal: Went over some background information that is recommended by the ALA (American Library Association) that all libraries close and reopen when guidance of health officials indicates the risk of the Covid-19 has significantly subsided. SJVLS libraries as of yesterday: Kern County will only have essential staffing, Fresno County all high risk employees were sent home and they closed 10 of their libraries. Today they sent out another email that they would be closing all their libraries at least through April 13th and they would be working on details on how this would affect their staff, but they will still be getting paid. Tulare County libraries will be closing March 17th thru the 31st staff will be working during that time. Like Nathan mentioned we have a total of 12 employees and out of those 12 employees eight are high risk. Staff and I had a meeting earlier and they are asking me to ask you if they can close and they don't have to come to work for the reason they shared with you earlier. We can still offer limited services; we can do our online data bases. We have all these boxes and we have some more in Huron of sale books and we can put them out for the public to take and read.

Mr. Chavez: I have been monitoring through the state to see what everybody is doing like the school district. Not all libraries are closing and suspending services.

Mrs. Zavala: I did not realize that there were that many at risk. I would do the same thing that they are doing for the schools and close it after spring break.

Mr. Campbell: I will go along with the closure until April 14th. I would like to see it staffed in some way and the ones that are at risk they can choose to work or stay at home, but if they are not at risk they need to be at work in a closed library similar to what we are doing at the schools.

Mr. Chavez: I think that is the misunderstanding that they think all employees are going home and getting paid. I just want to make sure that they understand that the only ones going home are the teachers; all the other employees are still working.

Mr. Zubiri: I am all for closing the libraries until April 14th, now the employees that are sent home, I want to do the same that we are doing for the school employees and pay them. He doesn't want to quiver that insignificant we have already budgeted; it is not like we are going to take a big hit over it.

Mrs. Culbertson: I agree with the closing until after the break, but having people work here in the library while its closed is a little bit different then working at the school district. At the school they are sanitizing all the classrooms and here you are going to have employees come in and go out to lunch and bring in whatever they are in contact in while they are out in the public. Do we have anybody that can come in and clean the libraries?

Ms. Leal: Yes and no. We do have somebody that comes in twice a week and Huron once a week, but staff has been disinfecting computers, counters, doors, etc.

Mrs. Culbertson: I would rather see the libraries closed and have everyone out of the libraries. Be open tomorrow like the school and find out if we can get a maintenance company and sanitize both libraries. After the break is over and see where we are in the world then consider bringing people into work.

Mr. Zubiri: I agree with Mrs. Culbertson, I would like to send everybody home. It only takes one person to infect everyone.

Mr. Chavez: I understand what everyone is saying, but not all the libraries are closing. We provide essential services I can see why they are closing bars and everything else because they're not essential. I know there are a lot of things that need to be done in the libraries that have not been done because they have to deal with the public. Maybe after they come back on April 14th they will have an extra day just to clean. For now I will agree with the board and close both libraries until April 14th just like the School District.

Any other comments from the public?

Mary Jones: I am a library user. I think that this is something that needs to be done and that the active library user can do most of their business online. If they wanted to do something with more outreach someone can take telephone calls somewhere.

Mr. Chavez: That is what most libraries are doing they are still working, but they are not open to the public.

Hilda Crawford: Delivery system has been suspended and people cannot request items from other libraries. We are also extending all due dates on items that are still out.

Mrs. Culbertson: I would like for staff to go around and disinfect as much as we can before we close.

Mr. Chavez: I would like for staff to come in Thursday to disinfect.

Mrs. Culbertson: Let's do what the schools are doing and closing Wednesday.

Ms. Collings: The cleaning people are coming tonight and again on Friday.

Alma Rodriguez: Why worry about it now we don't know how serious this is.

Mrs. Culbertson: The people at the schools will be working, they will not be coming in contact with the public they are going to be putting together lunches, but they will be when they hand out lunches. They will be wearing masks and gloves. I say we vote and take a roll call.

Mr. Chavez: Just make sure you guys stay home this is not a vacation.

Mrs. Culbertson: Superintendent Lori Villanueva sent out letters to all employees that if they would be needed they would have to show up to work.

Ms. Collings: I talked to the cleaning crew and asked for them to clean door knobs, windows, handles, counters, etc. everything that can possibly have germs.

Mr. Chavez: One more comment since Mrs. Culbertson brought it up if we need any staff to come in to work especially the ones that are not high risk that would still be an option right?

Mrs. Culbertson: We can't tell people to stay home, but what we did at the district was if by chance we needed staff and they called you they are expected to come in to work because you are still on payroll.

Mr. Chavez: Can I have a motion to close the libraries and staff to stay home starting Thursday, March 19th to Tuesday, April 14th.

Mrs. Culbertson moves to approve action item A-1, seconded by Mrs. Zavala.

Mr. Campbell: Does that mean all staff will be out of the library?

Mrs. Culbertson: Yes

Ms. Leal: Ms. Collings and I will be in and out of the library because we still have to do payroll, accounts payable, and mail pick-up.

Roll call:

Mrs. Culbertson: Yes

Mr. Chavez: Yes

Mr. Campbell: Yes

Mr. Zubiri: Yes

Mrs. Zavala: Yes

Motion carried unanimously.

Mr. Chavez: If anything changes we will have another meeting. Any final comments?

Nathan Vosburg: I appreciate your decision this just tells me that you care about us and the community and I am very grateful for that.

Hilda Crawford: I want to say thank you.

IV. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mrs. Culbertson moved, seconded by Mr. Zubiri. Motion carried unanimously. Meeting was adjourned at 7:15 P.M.

Roll call

Mrs. Culbertson: Yes

Mr. Chavez: Yes

Mr. Campbell: Yes

Mr. Zubiri: Yes

Mrs. Zavala: Yes

Motion carried unanimously.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, April 21, 2020 at 5:30 P.M. at the Coalinga Library Program Room.