

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday June 11, 2019 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, Mr. Zubiri, Mrs. Culbertson, Mr. Campbell and Mrs. Zavala.

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

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

II. CONSENT AGENDA

- C-1 Approval May 2019 checks 016211 thru 016250 in the amount of \$477,440.14 of which payroll was \$42,644.04 and the Huron Construction Project is \$399,357.86.
- C-2 Approval of minutes for Board Meeting held on May 7, 2019.
- C-3 Approval of Volunteer List June 2019.

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

III. ACTION ITEMS

- A-1 Approval of 2019-2020 Budget (Second Reading)
 - Calling Marc Scott CPA to help explain the budget and any financial questions the board might have.
 - Mr. Campbell thanks Ms. Leal for all the information that was given to the board to explain budget.
 - Mr. Campbell asked Mr. Scott about our two sources of income which are Measure B and the secure and unsecured tax base. Our income for the next fiscal year would be

- around \$585,000 and Measure B fund should be \$470,000 and that is coming directly out of the counties schedule of levies. On the budget provided by the Director of Library services for the Library District it appears that there might be a few dollars in special assessments or parcel tax? Mr. Scotts answers; the library has a separate parcel tax that has not been raised in a few years and is additional revenue. The parcel tax produces \$100,000 a year, but it is adjustable by inflation.
- Mr. Scott emailed a letter to be sent out to the board members explaining the Library Districts income and how it works.
 - Mr. Campbell would like to ask Ms. Leal questions about her budget sheet. Ms. Leal explained everything concerning the documents she emailed to the Board to back-up and explain the library budget.
 - Mr. Campbell was not able to find the reserve fund and Ms. Leal explains that it can be found on the audit sheet that was shared with the board.
 - Mr. Campbell asked; if the county says we have this money where is it on your budget? Your budget is 4.5 million dollars. Ms. Leal explains she did not put in the budget because the budget is only for one year. That is how the budget was when I inherited it and I asked a couple of other library directors to show me their budgets and their budgets were more confusing than ours. If you want me to change my budget format I can.
 - Mr. Chavez asked Ms. Leal if the auditor has had any problems with the audit, Ms. Leal answered; no.
 - Mrs. Culbertson stated; the cash on hand we have a 1.1 Million more than reflected in the budget. Ms. Leal answered; yes. If you spend money from the web donations etc. where do you reflect that asked Mrs. Culbertson. Ms. Leal answered; I have never had to spend from that since I've been here.
 - The board would like for the budget to show how much money the library district has year to date. Also, how much money we have in reserves.
 - Mr. Campbell and Mrs. Culbertson shared their concerns about raises and adding additional staff if we don't have the money to do so. In which we do, but the budget does not show us that.
 - Mr. Chavez would like Ms. Leal and Mr. Scott to get together and rearrange the budget sheet.
 - Mr. Campbell is looking at the top of the budget sheet which is employee salaries, benefits, and health insurance. Ms. Collings explains the documents with the breakdown that comes from Marc Scott's office. Mr. Scott explains his form to the board.
 - Mr. Campbell wants to know what West American Bank is for. Ms. Leal answered that it is the retainage fee for BVI for our Huron Renovation.
 - Mr. Campbell wants to know if the checks we issue every month are coming out from services and supplies. Ms. Collings explains that some do, but some come from

Measure B as well because we are paying for books and other materials for the libraries.

- Ms. Leal explains to the board since I started doing the budget we have never been over we always stay under the amount budgeted.
- Ms. Leal shared the circulated items in our library on an excel sheet. She shares with the board what area gets checked out the most which is Movies and Children's books. This is how she came up with the Books and Materials Budget.

No questions or comments Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the proposed budget with the addition of the revenues and reserves, seconded by Mrs. Zavala. Motion carried unanimously.

- A-2 Approval of Adult Services Job Description
Previously the board has shared with Ms. Leal that we need to realign our salaries, so in order to realign the salaries I have to make sure that the job descriptions are in line as well. These are the last two job descriptions that have to been written by me. In the past we had an Acquisition Specialist whom ordered children's, young adult and adult materials. The employee who did that job has not been here for more than a year and Ms. Collings and I have been doing her job. After to speaking to my staff I have asked them what are we lacking and they agreed services for adults. I combined two positions to make a full time position.

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

- A-3 Approval of Circulation/Outreach Specialist Job Description
When I started here Nathan and I would go out into the community and let people know what the library had to offer. That has not been happening because we really don't have somebody assigned to do that job. We currently do have a circulation person and I am adding the outreach duties to that position as well. I am removing some other duties so this position isn't overwhelmed.

No questions or comments Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the A-3, seconded by Mrs. Zavala. Motion carried unanimously.

- A-4 Approval of Huron Addition Project – Change Order #2
This is to repaint the old building to match the new building.
Mr. Campbell wants to know if this will come out of the Measure B fund that was already budgeted for the renovation. Ms. Leal answered; Yes.
Mr. Zubiri commented we want to do the job right. Change orders and new furnisher were both put in the budget for the renovation.

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No questions or comments Mr. Chavez asked for a motion to approve. Mr. Zubiri moved to approve the A-4, seconded by Mrs. Zavala. Motion carried unanimously.

- A-5 Approval of Resolution 2018-19 #4 – CHUSD Intent to Transition from At-large to Trustee-Area Board Election commencing November 2020 General Election
Mr. Chavez explained that the school district wanted us to pass a resolution to alien with the one that the school district has. The attorney wrote a resolution, but I noticed something right at the beginning that we need to change. It says that we are elected by the library district and because of that we are going to table it, because we are appointed not elected.

No vote, Item Tabled.

IV. DIRECTOR'S UPDATE

Huron Library is moving along.

First Summer Market will be tomorrow June 12. Ms. Leal passed out to board members a flyer with all our summer activities.

Mr. Chavez tells Ms. Leal to give board members a copy of her contract.

V. BOARD MEMBER REPORT

Mr. Campbell: Nothing to Report

Mrs. Zavala: Nothing to Report

Mrs. Culbertson: Nothing to Report

Mr. Zubiri: Nothing to Report

Mr. Chavez: He has gone to go look at the Huron Library and he did see the difference in the paint for the new addition to the old building.

VI. PUBLIC COMMENTS – OPEN AND CLOSED SESSION

- CS-1 Personnel Matter-Director of Library Services Evaluation: Government Code 54957

Mrs. Culbertson is concerned that there will not be enough time.

VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. So moved by Mr. Zubiri, seconded by Mrs. Zavala. Motion carried unanimously. Meeting was adjourned at 6:28 P.M.

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DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, July 23, 2019 at 5:30 P.M. at the Huron Branch Library