

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday November 19, 2019 5:30 p.m.  
Coalinga Branch Library – Program Room**

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**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

**ADMINISTRATION ABSENT:** Ms. Jacqueline Collings, Administrative Assistant

**I. OPEN SESSION/CALL TO ORDER**

Call to Order: Vice President Mr. Zubiri 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: Ms. Leal would like to add an action item to the agenda. It is to add  
Resolution #2019-5 Annual Organization Meeting for CHLD on  
December 17<sup>th</sup>, 2019. Mrs. Culbertson moved to add to agenda, seconded  
by Mr. Zubiri. Motion Carried unanimously.  
Mr. Zubiri moved to approve the agenda, seconded by Mrs. Culbertson.  
Motion Carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval of October 2019 checks 016440 thru 016491 in the amount of \$101,797.55  
of which payroll was \$43,574.10 (Employees portion \$5,753.47) and the Huron  
Construction Project is \$746.55.
- C-2 Approval of minutes for Board Meeting held on October 8, 2019.
- C-3 Approval of December meeting date change to December 17, 2019.

Mrs. Culbertson has a question about C-1, had a question about the report concerning the  
warrants. She would like for it to have a little more information if possible.

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

**III. PUBLIC COMMENTS**

No Public Comments.

**IV. ACTION ITEMS**

- A-1 Approval of Audit Presented by Max Sanborn & Sanborn Accountancy Corp. for fiscal year 2018-2019.

Mr. Sanborn is not present, but can be available by phone. Board opted out of needing to use the phone. Ms. Leal will share details.

Ms. Leal stated that everything looked good. We were over a little bit in spending on books.

Ms. Collings looked through and there was some things misquoted. I don't know if it's too late to have that changed or not. We were on budget for the year.

Mr. Chavez asked for a motion to approve. Mrs. Zavala moved to approve the 2018-2019 audit as presented, seconded by Mr. Zubiri. Motion carried unanimously.

- A-2 Resolution #2019-5 Annual Organization Meeting for CHLD on December 17<sup>th</sup>, 2019 at the Coalinga Library at 5:30 PM.

Ms. Leal asked the board if they want her to read it or if they just want to approve it.

Mr. Chavez asked for a motion to approve. Mr. Zubiri moved to approve the resolution for the Annual Organizational Meeting, seconded by Mrs. Culbertson. Roll Call

Mr. Zubiri – Yes

Mrs. Zavala – Yes

Mr. Chavez – Yes

Mrs. Culbertson – Yes

Mr. Campbell – Yes

Motion carried unanimously.

**V. DIRECTOR'S UPDATE**

- Everything has been going fine; I am short two staff members in Huron.
- Staff approached me today and asked if we can be closed the week of Christmas. I did tell them I was not comfortable with that, but that I can met them halfway. They would work Monday and half a day Tuesday because that is Christmas Eve. We would be closed Wednesday Christmas Day, along with Thursday thru Saturday. I am more comfortable with that because that would give patrons time to come get materials or turn in items at the beginning of the week. I am on board with them, but if you are opposed I am okay with that as well. Mr. Campbell mentioned that those are non-paid days. Ms.

Leal answered, yes. Mr. Campbell did mention that we can't force or doc employees if they are not on board with the time off. Ms. Leal did mention that a poll was taken and all employees are ok with taking the time off. All employees need to volunteer to take days; board is okay with taking those days off.

- Ms. Leal will be gone for the next board meeting, she apologizes, but she did not know the board meeting was going to be moved.

## **VI. BOARD MEMBERS REPORT**

Mr. Zubiri; Nothing to Report.

Mrs. Zavala; Nothing to Report.

Mrs. Culbertson; Nothing to Report.

Mr. Campbell; Nothing to Report.

Mr. Chavez; Nothing to Report.

## **VII. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. So moved by Mr. Zubiri, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:44 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, December 17, 2019 at 5:30 P.M. at the Coalinga Library Program Room.