

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, January 16, 2018 5:30 p.m.
Huron Library Branch**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Albrecht, Vice-President; Mr. Campbell, Trustee; Mrs. Culbertson, Trustee

TRUSTEES ABSENT: Mrs. Zavala, Clerk

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

CALL TO ORDER: The meeting was called to order by President Mr. Chavez at 5:30 p.m.

FLAG SOLUTE: Mr. Chavez led the flag salute.

Mr. Chavez: Need a motion to approve the agenda?

Mrs. Culbertson: I have one thing about the agenda, I am not the clerk anymore, so if you can just change that thank you.

Mrs. Leal: Okay.

Mrs. Culbertson: So moved, seconded by Mr. Albrecht. Motion carried unanimously.

CONSENT AGENDA

- C-1 Approval of December 2017 checks 015505 thru 015523 in the amount of \$64,311.32 of which payroll was \$44,050.00
- C-2 Approval of minutes for Board Meeting held on December 12, 2017.

Mr. Chavez: Any comments or questions?

Mrs. Culbertson: Can we pull C-1 do you just want to talk about it?

Mr. Chavez: It is up to you.

Mrs. Culbertson: I just have a couple of questions.

Mr. Chavez: Okay.

Mrs. Culbertson: I was looking at the check detail, the utilities for the City of Coalinga are \$106.76 so for Huron it says \$1,040.86 is that for one month?

Ms. Collings: Yes.

Mrs. Culbertson: Why is it so much?

Ms. Collings: I don't know I have been asking that question since I started here. It is always like that for three months, for some reason their water bill is two months behind. We have asked and we even had somebody come check our meter we have done it all and we don't understand why we pay so much for water.

Mrs. Culbertson: It is smaller here.

Ms. Leal: This is January this should be for the month of November so it shouldn't be that much water. Like I said we have had them come check the meter. They turned the water on and they watched the meter run so yes it was our meter. We have asked them to check that our meter is not crossed with the school and they said it isn't. We have been discussing this forever.

Mrs. Culbertson: Maybe a leak or something.

Ms. Collings: No, we even had the water off because we had the 5K run here in Huron and the water was off for a couple of months because we forgot to turn it back on so our grass was not being irrigated and I questioned it myself why was it so high. Now this current bill which is for the month of December the bill amount is only \$135.00.

Ms. Leal: It is very crazy.

Ms. Collings: I have spread sheets tracking all of our usage.

Mr. Albrecht: Are you saying the billing is for two month cycles?

Ms. Collings: No it is two months behind.

Mr. Campbell: Our utility bill was \$288.

Ms. Leal: November which would have been October

Mr. Albrecht: I would like to see the reading for the last six months.

Ms. Leal: We have that don't we Jackie?

Ms. Collings: Yes.

Mrs. Culbertson: I have a couple of more questions.

Ms. Leal: Sure.

Mrs. Culbertson: What does KDG do?

Ms. Leal: KDG is Jay Rosenlieb's Company and we have him on a retainer for \$300 a month and the other amount is for the union negotiation.

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Mrs. Culbertson: Okay and Marc Scott he does the payroll.

Ms. Leal: He does the payroll and we don't write the checks ourselves he does all the checks and reports.

Mrs. Culbertson: Okay that was it I was just curious thank you.

Ms. Leal: You're welcome.

Mr. Albrecht: So moved, seconded by Mrs. Culbertson. Motion carried unanimously.

Mr. Campbell: Just that we are clear we want at least a year.

Mr. Albrecht: I'd say lets go back a year and look at the reading and payment for each month.

Ms. Leal: Jackie has been tracking it for a while.

Ms. Collings: I have a spread sheet and it tells you how much it is for water, trash, and sewer.

Mr. Campbell: I would like to see Coalinga's too.

Mrs. Culbertson: I was looking at the schools and there is a big difference between Coalinga and Huron.

Mr. Campbell: That is why I would like to see Coalinga's too.

ACTION ITEMS

- A-1 Approval for DLS Mary Leal to Travel to Public Library Association Conference in Philadelphia March 2018

Ms. Leal: I am passing around the brochure for the conference. Several people have told me that this is the one to go to if you are from a public library. This one is out of state, of course I need approval. It is in Philadelphia. What I am asking for is \$1,000 budget to go. I will pick up the rest of it myself. I still have about \$3,500 in my travel and training budget.

Mrs. Culbertson: It would be nice when we go through our package what the total expense is going to be it is just nice to know ahead of time even though you explained it to us just now.

Mr. Chavez: If there are no more question can I have a motion?

Mr. Albrecht: So moved, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-2 Administrative Assistant – Annual Step Increase

Ms. Leal: We have been kicking this ball around for a couple of months. You wanted to see a salary schedule. We had talked about basing it on the same offer we have given the union members. In your packet there is also a schedule that shows what a Specialist I and a Specialist II make which is the union member's wages. There is also a salary study where I compared two or three other districts with their administrative assistant or executive secretary salaries. I also sent you a letter in the Board packet that states to approve or deny her salary.

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Technically what I am asking you today is the two percent increase and then the one percent salary schedule and then when the MOU comes out we will revisit that.

Mrs. Culbertson: This salary that you gave us has it been board approved?

Ms. Leal: No that is what I am asking today.

Mrs. Culbertson: The problem that I am having with this is she is the Administrative Assistant and she is going to top out less then everybody.

Ms. Leal: I agree.

Mrs. Culbertson: For the Specialist I and Specialist II do the people actually make these amounts?

Ms. Leal: Yes those are in the MOU when they did the salary increases we had to include it in the MOU what their actual increase would be so that is currently what they make. The point I am trying to make is that she makes a lot less than the union members and her job is a lot more involved and her duties are a lot more involved. I also made her job description state that she is a non-exempt employee.

Mrs. Culbertson: She is higher than a Specialist I, but doesn't top out as high Specialist I passes her up at steps five and six. Specialist II is higher from the beginning do you know how that salary came about was it just a made up salary?

Ms. Leal: The salary schedule that I had didn't say library staff it said including support staff so that is what I started with.

Mrs. Culbertson: So you already have people on these two classifications that are making these amounts.

Ms. Leal: Absolutely

Mrs. Culbertson: It just doesn't make sense to me that the Specialist II, what are the job duties of that person is they more than she has?

Ms. Leal: They are not exempt employees so their jobs duties are very specific and they don't have any supervisor duties.

Mrs. Culbertson: It's not fair, that she makes less I was the administrative assistant at the school and I make more than all the classified people.

Mr. Chavez: So for right now at least I would like for her to get her two percent right now. The salary schedule can be negotiated later on.

Mrs. Culbertson: I would make a motion for two percent for this year, but I think we need to definitely re-look at her salary schedule.

Mr. Albrecht: I will second. Motion carried unanimously.

- A-3 Approval of Volunteer List

Ms. Leal: This is the second time we have done this since the new board members have been here. We have people that want to volunteer. The list has to be brought to the board to be approved. That is what I am asking for now. Are they all students Jackie?

Ms. Collings: Yes they are.

Mr. Chavez: Any questions or comments?

Mr. Albrecht: So moved, seconded by Mr. Campbell. Motion carried unanimously.

DIRECTOR'S UPDATE

Ms. Leal: It was brought up at the last board meeting about the auditor being able to audit for so many years I got a reply from both Marc Scott's Office and the auditor's office and it says;

The law states that the same principal auditor (a CPA, not a CPA firm) cannot, manage an audit more than six consecutive years. This law came into effect after the 2012/2013 audit year. This means that Sanborn cannot be the principal auditor for CHLD after the 2018/2019 audit.

And at that time he will direct me to have someone else do it. I just wanted to clarify that up with you all.

Mr. Chavez: There is also a clause that if we cannot find somebody the board can wave the law.

Ms. Leal: He goes on to say;

I will provide for a successor principal auditor from my firm for the 2019/2020 audit if the District so desires.

Ms. Leal: I want to remind everybody to take the ethics test. Jackie and I have completed it. Lisa you asked if you can start it then go back to it yes you can. At the end please print out the certificate keep a copy for yourself and I get a signed copy.

Mr. Albrecht: Do me a favor and send me that again.

Ms. Leal: Tomorrow I will be going to Woodward Park Library in Fresno for my Measure B meeting. It is the Measure B Citizen Review Committee. They just want to know what we are doing with the money.

Ms. Leal: I will take them the plans and the contracts and show them the audit. Jackie and I will be leaving on Sunday to go to Ontario for training. We are going to be doing Lunch at the

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Library during Summer Reading Program. It is sponsored by the USDA. The ages are from zero to under 18, they can have lunch at the library for free. I have never done it before because the Park and Rec. have always done it and I felt that the town was too small to do two of them.. Jackie and I will be looking for some community partners to assist us with that. I have already hooked up with Fresno EOC, they will bring the lunch to us. The training that Jackie and I are going too is completely sponsored by Lunch at the Library, so there will not be any fee for the district.

For Winter Break we had special programing going on, we had 350 people that attended just the Winter Break programs. Here in Huron we had about 75 people attend just the winter programs so I am very proud of that. Thank you to the staff at both libraries.

Sexual Harassment training has to be done every two years we have to pay for that one, ethic training is free through the FPPC. I don't know if any of you have done in the past two years.

Ms. Leal: We need to do. Obviously I don't want to pay for it if you have already done it. So the consensus is some of you think you have and some of you think you haven't.

Mr. Campbell: Let's ask Lori if she plans on doing it that was we don't have to do it through the library.

Ms. Leal: John will do you a sexual harassment class?

Mr. Albrecht: I do one every other year at work.

Ms. Leal: Do you have a certificate?

Mr. Albrecht: I would have to call and see if he can send me one. They do a certificate I never get a copy of it.

Ms. Leal: That is the end of my report.

BOARD MEMBER REPORT

Mr. Campbell: Can we get a complete salary schedule for everyone showing steps and columns and were they are placed on the salary schedule, job descriptions and what their titles are. I got to get myself up to speed.

Mr. Chavez: Send it in an email so they can have time to look at it because we are doing negotiations.

Mrs. Culbertson: We don't need names.

Mr. Campbell: How many are Specialist I how many Specialist II how many people work for the district.

Ms. Leal: I can get all of that to you.

Mr. Chavez: Just send it to them.

Ms. Collings: Thirteen employees.

Mrs. Culbertson: And if they are full-time or not.

Mr. Albrecht: I have nothing.

Mrs. Culbertson: I have nothing.

Mr. Chavez: The director's informal evaluation took place.

PUBLIC COMMENTS – Open and Closed Session

No comments from the public.

CLOSED SESSION

- CS-1 Conference with Labor Negotiator – Gov. Code #54957.6
Designated Representative Mary Leal/Jay Rosenlieb
Employee Organization: Local 39, Stationary Engineers.
- CS-2 Conference – Significant exposure to litigation pursuant to Government Code
Section 54956.9(d)

REPORT FROM CLOSED SESSION

Mr. Chavez: We are back from closed session we don't have anything to report on CS-2, on CS-1 the board voted unanimously to reject the Union October 2nd agreement.

ADJOURNMENT

Mr. Albrecht: So moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 6:19 p.m.