

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, October 23, 2018 5:30 p.m.
Huron Public Library**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Albrecht, Vice-President; Mrs. Zavala, Clerk; Mr. Campbell, Trustee; Mrs. Culbertson, 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: Roll Call was taken with all trustees in attendance.

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

Approval of Agenda: Question about next meeting date Ms. Leal will look into it. Mr. Campbell moved to approve the agenda, seconded by Mrs. Zavala. Motion Carried unanimously.

II. CONSENT AGENDA

- C-1 Approval of September 2018 Checks 015873 thru 015913 in the amount of \$90,896.75 of which payroll was \$41,686.39.
- C-2 Approval of minutes for Board Meeting held on September 11, 2018.

No questions or comments. Mr. Chavez asked for a motion to approve. Mr. Albrecht so moved, seconded by Mrs. Culbertson. Motion carried unanimously.

III. ACTION ITEMS

- A-1 Approval of BVI winning bid for the Huron Addition.

Mr. Chris Hale from CM Construction Services, Inc. was in attendance. Mr. Hale's recommendation letter was handed out. BVI Construction, Inc. was the lowest bidder, amount \$1,419,900.00 alternate \$41,800.00. Mr. Hale explained the whole bid process. Contractors must hold price for 90 days. Ms. Leal rejected the alternate bid.

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Mr. Campbell wanted to know if we had the 1.5 Million to pay for this project. Ms. Leal answered him with a “Yes” which will come out of Measure B. We will not be getting billed for the renovation until February 2019.

No questions or comments. Mr. Chavez asked for a motion to approve. Motion to approve by Mr. Albrecht, seconded by Mrs. Zavala. Motion carried unanimously.

- A-2 Approval of Director authorization of change orders.

Ms. Leal would like to have the board’s permission to sign-off on change orders for the Huron Addition Project. Amount to be determined by the Board. Mr. Hale explained the pros of allowing Ms. Leal to approve change orders.

The board agreed that the maximum amount for each change order could be \$7,500.00. The Board would also like to get an email from Ms. Leal when a change order takes place.

Mr. Chavez asked for a motion to allow Ms. Leal to approve change orders up to \$7,500.00 each. The maximum total of change orders will be no more than \$100,000.00. So moved by Mrs. Zavala, seconded by Mr. Albrecht. Motion carried unanimously.

IV. DIRECTOR’S UPDATE

The Summer Lunch Program at the Coalinga Library was a huge success. There were 804 students fed free lunches, which did not cost the library anything. We gave snacks to 220 adults which were donated by local businesses.

Summer Reading went very well. We switched it up a little this year. Patrons found it more of a challenge this year which was okay.

Four staff members will be going to the CLA Conference in Santa Clara next month. I will not be going due to just getting back from my conference in Springfield, Illinois. Money is in the budget under training.

An ad to hire a Technical Service’s Clerk appeared in the newspaper. We had 38 applicants, 18 tested and 3 passed the test. Interviews will be held on November 7th.

V. BOARD MEMBER REPORT

Mrs. Culbertson: Next board meeting will be November 6th.

Mrs. Zavala: Nothing to report.

Mr. Campbell: Nothing to report.

Mr. Albrecht: Nothing to report.

Mr. Chavez: Stopped by the library and employees looked happy.

V. PUBLIC COMMENTS

Mr. Zubiri talks about being a patron at the Coalinga Library and how awesome the staff is there.

VI. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Albrecht moved, seconded by Mrs. Zavala. Motion carried unanimously. Meeting was adjourned at 5:57 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, November 6, 2018 at 5:30 P.M. at the Coalinga Library Program Room.