

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday October 10, 2023, 5:30 p.m.  
Coalinga Library – Program Room**

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

**TRUSTEES ABSENT:** Mr. Diaz, 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: Lisa Culbertson, Francisco Chavez, Tom Crawford, and Roger Campbell

Pledge of Allegiance: Pledge of Allegiance lead by Mr. Chavez.

Approval of Agenda: Mr. Crawford moved to approve the agenda, seconded by Mr. Campbell. Motion carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval of August/September 2023 Checks 17939 thru 18005 in the amount of \$223,330.07 of which payroll was \$120,938.31.
- C-2 Approval of minutes for Board Meeting held on August 8, 2023.
- C-3 Approval of Volunteer List.

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

**III. PUBLIC COMMENTS**

**Mr. Vosburg:** I am the union steward for local 39. I would like to request a meet and confer on D-2 Employee Handbook as it has the ability to impact our work environment. I spoke to our union representative Ms. Terri Hauschel and asked her if she had gotten a meet and confer, she said she

had not. I also asked if she could attend tonight's meeting and she not able to due to scheduling conflict. I would like to remind everyone we will be in negotiations soon and we might have things that may impact our MOU which may also impact the handbook. I would like to ask the board if they would table D-2 Employee Handbook until we get a meet and confer.

#### IV. ACTION ITEMS

No Action Items

#### V. DISCUSSION ITEMS

- D-1 Impact Fees

**Ms. Leal:** The board asked me to look into Impact Fees and to see if the library gets them, currently we do not. I have asked other districts and members of the consortium, none of them get them either except for Kings County. They get about \$500,000 a year, but you have to remember they are a pretty big county. I had a meeting with Marissa and Sean at the city and I asked them about the impact fees. They gave me a sheet with all the impact fees that everyone gets. The library does not get anything. They were not sure about how city growth affects the library. What they suggested is for the library to hire a consultant because we would have to have a study done before we ask to have an impact fees. Once that is all done if the board decides to do that it can be done with a resolution. I do have a consultant's name who does the Kings County impact fee study.

**Mr. Crawford:** Are there any other libraries in the county that receive impact fees?

**Ms. Leal:** No.

**Mr. Chavez:** See how much it costs and come back with that next meeting.

**Ms. Leal:** Ok.

- D-2 Employee Handbook

**Mr. Chavez:** I don't want to table it but give me some information.

**Ms. Leal:** I am well aware that nothing can be done without the union's approval. Our handbook has not been updated since 2015. As suggested by the board, I have hired an HR consultant from CSDA. They are going to give us a little bit of a discount because we are members. They provide us with HR services answering any questions that we have, and they also do employee handbooks. D-2 is only a discussion item. I wanted the board approval to have them get started on the legal language that has changed since 2015. My rule of thumb is to spend \$10,000 without the board approval. To update the handbook, it's going to cost about \$15,000. This is why I am asking for permission to go ahead and start on it. Again, I would never go and get anything approved without having the union look at it.

**Mrs. Culbertson:** I am assuming that this handbook is something similar to our teachers and our classified people, their negotiated contracts?

**Ms. Leal:** We have the MOU, and we have our Handbook, the MOU is the Memorandum Of Understanding with the union. That trumps everything as far as the handbook, but there are certain things that the handbook has that the MOU doesn't, and there are certain things that are in the MOU that is not in the handbook. We can certainly get rid of the handbook and put it all in the MOU.

**Mrs. Culbertson:** Or the other way around.

**Ms. Leal:** Yes, but I don't know if that would necessarily work because there are certain things that the handbook has that we would be able to put in the MOU.

**Mrs. Culbertson:** Our contracts we don't call them handbooks those are negotiated.

**Mr. Campbell:** They have a contract.

**Ms. Leal:** They have a contract, and it is up in June 2024.

**Mr. Campbell:** Their handbook to me is a policy and if it is board policy that we have to design that is not negotiated.

**Ms. Leal:** According to the union and things that has happened in the past it has to be approved by the union. That can be resourced if need be.

**Mrs. Culbertson:** The contract at the school have your work week and it says how many hours they work in a week all of that stuff is in the contract.

**Ms. Leal:** We have the MOU and then we have the Employee Handbook and then we have our Board Policies. We have those three governing documents that we go by here in the district.

**Mr. Campbell:** Would like to see a copy of the Employee Handbook.

**Ms. Leal:** I can get you all a copy of both the Employee Handbook and the MOU. The last time we updated the Employee Handbook was back in 2015.

**Mr. Vosburg:** In most situations that stuff is written into a contract, but once you see our Employee Handbook, a lot of our working conditions what time we come in, how many minutes we can be late, and where we can park. A lot of those things are built right into that handbook and are not built into the MOU. In the MOU it directly states that anything at adjusting our working conditions needs to be meet and confer. I would absolutely like for it to be changed and for it to be put into the same thing that way there would not be any confusion.

**Mr. Chavez:** The consensus of the board is for you to look at how much it's going to cost.

- D-3 Construction at Coalinga Library/Huron Library

**Ms. Leal:** This is just a discussion item like I mentioned before if I spend more than \$10,000. We have over three million dollars in Measure B funds. It's a good amount of money to be doing some construction. When I started working here, we did Huron then Coalinga, then Huron again and now its Coalinga's turn. I asked the staff what they would like to see done, they have given me different ideas in what they would like to see. Last year and this year it has been the fix it year, we have put some blinds up and he have been fixing things as they come up. I want that to continue thru the end of this year. We will be having a staff meeting on Thursday, but of course they know that their suggestions are just suggestions, and that final decisions are with the board and myself.

Before I start spending that type of money, I want to let you know that is what I am looking to do. I don't know exactly what I am wanting to do because honestly what else is there to do.

**Mr. Chavez:** How is the roof doing? I know we had issues with it before, are there any more leaks?

**Ms. Leal:** No not that I am aware of. Our AC units are in pretty good shape. They have had issues, but nothing to serious. I went to a conference in Hayward and Library Journal Magazine was part of it and there was some construction talk and that sort of lit a fire under me to do a little construction before I retire.

**Mr. Campbell:** Question your staff. We can come back and talk about it. When was the last time the bathrooms were done?

**Ms. Leal:** The bathrooms here by the Program Room were completely done in 2015, the KA bathrooms were worked on, but not redone. The Huron bathrooms were updated and the ones by the Program Room are new. The KA bathroom pipes need to be redone. There is hardly any water flow in them.

**Mr. Chavez:** That is one of the things that can be done, replacing those pipes.

**Mr. Campbell:** Projects like that is what we need to look at.

**Ms. Leal:** I can move forward?

**Mr. Campbell:** Yes.

**Mr. Chavez:** Yes.

## **VI. DIRECTOR'S UPDATE**

- Attended Library Institute Conference
- Summer Reading was a success.
- Library Fall Festival was a success as well, we partnered with the Coalinga Chamber. That was the best thing we could have done it helped with the vendors and the insurance.
- The library will be participating in the Down Syndrome event that the Park and Rec. is putting on.
- The following Saturday is the Coalinga Fest that we will be part of as well. This will be our third year participating and we will be doing pumpkin decorating. We will also be helping Scott with some manpower for the Trunks for Treat event happening that night.
- We had yesterday off for Columbus Day, and we will have a Holiday for Veterans Day and here comes Thanksgiving.

## **VII. BOARD MEMBER REPORT**

**Mr. Campbell:** Nothing to report.

**Mrs. Culbertson:** Nothing to report.

**Mr. Crawford:** Nothing to report.

**Mr. Chavez:** Weather is starting to change and be safe.

**VII. ADJOURMENT**

Mr. Chavez asked for a motion to adjourn. Mr. Crawford moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:56 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, November 14, 2023 at 5:30 P.M. at the Coalinga Library Program Room.