

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday April 9, 2019 5:30 p.m.
Coalinga 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: Roll Call was taken as follows

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 of March 2019 checks 016119 thru 016164 in the amount of \$396,998.64 of which payroll was \$40,504.42 and the Huron Construction Project is \$289,925.86.
- C-2 Approval of minutes for Board Meeting held on March 12, 2019.

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

III. PUBLIC COMMENTS

No Public Comments

IV. ACTION ITEMS

- A-1 Board Policy 1001 – Second Reading
 - Changed name from Librarian to Director of Library Services.

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No questions or comments Mr. Chavez asked for a motion to approve. Mr. Zubiri moved to approve action item A-1, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-2 Board Policy 1002 – Second Reading
 - This is the one that was blank at the last meeting, no changes on the policy.

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

- A-3 Board Policy 1003 – Second Reading
 - The only change was calendar was taken out.

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

- A-4 Board Policy 1004 – Second Reading
 - Paragraph under section B “beginning at the December meeting following their election” removed.

Mr. Chavez commented that we are elected to the school board and appointed to the library district.

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

V. DISCUSSION ITEMS

- D-1 2019-2020 Budget Draft – First Read

Salaries and Benefits

- Increased salaries by \$20,000 due to 3% raises.
- Increased benefits by \$6,000
- Increased Health Insurance by \$6,000 because of normal increase.

Services and Supplies

- Increased communications by \$500 due to increase on some services.
- Increased insurance by \$2,000 due to the expansion at Huron Branch.
- Plants & Equipment stayed the same.
- Increased membership and SJVLS \$10,000
- Increased office supplies by \$1,000 due normal increases
- Increased cataloging supplies by \$2,000 due normal increases
- Postage stayed the same

- Prof/Spec Service stayed the same.
- Increased rental and leases by \$3,300 due to copy machine leases at both libraries.
- Travel stayed the same
- Increased training by \$500
- Utilities stayed the same
- Decreased data bases utilities by \$1,000
- Increased publicity by \$2,000 we are running adds at the movie theater and in the newspaper

Books and Materials

Ms. Leal has adjusted the budget; she ran a statistical report on materials that are circulated. The children's materials along with DVD's are circulated the most. The library will not become a DVD store. She has changed how the money will be dispersed.

- Decreased Coalinga Adults by \$14,000
- Decreased Huron Adults by \$2,500
- Increased Coalinga Children by \$3,500
- Increased Huron Children by \$2,225
- Increased Coalinga YA by \$500
- Increased Huron YA by \$250
- Decreased Non Print Materials by \$750
- Print Materials stayed the same
- Increased Subscriptions by \$500
- Increased Summer Reading by \$1,500
- Decreased Spanish Books/Mag/Papers by \$500
- Rebinding stayed the same
- Sales Tax stayed the same
- Increased Programs by \$3,000

Capital Outlay

- Increased Furniture and Equipment by \$40,000 due to expansion at the Huron Library, we will need to furnish parts of it.
- Decreased Building and Improvements by \$480,000 we did leave \$500,000 in there due to billing. We may still be paying on the expansion in the 19/20 fiscal year because of weather delays in the beginning.

VI. DIRECTOR'S UPDATE

- We received a Califa Grant for \$2,000 to go towards programing for our Summer Lunch Program.
- AERA donated \$3,000 for our Summer Reading Program
- We have an upcoming event on April 24 "Denim Day" which brings awareness about sexual assault.

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- We will be celebrating National Library Week April 8th – 13th. We will have an activity every day except on Friday because we close early. On Saturday we will be having a carnival with little games for the kids.
- Huron Library expansion update; the walls are up things are moving forward with no issues. We cannot open for patrons until the sprinklers are up and we have running water there. The sewer line has not been put in.
- Huron Library staff will be going to the Huron Resource Center Tuesdays and Thursdays. They will be doing crafts with children and are also taking laptops for the kids to play games with.

VII. BOARD MEMBER REPORT

Mr. Zubiri: Stopped by the Huron Library and looked at the how the renovation is coming along.

Mrs. Culbertson: Would like to thank Nathan for all the information he gave her about our programs here at the library. She also suggests sending our program information to the schools so they know all that we offer here.

Mrs. Zavala: Nothing to report.

Mr. Campbell: Nothing to report.

Mr. Chavez: Nothing to report.

VIII. AJOURNMENT

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

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, May 7, 2019 at 5:30 P.M. at the Huron Middle School – Multipurpose Room.