

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday November 14, 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; 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, Jose Diaz, 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. Diaz. Motion carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval of October 2023 checks 18006 thru 18043 in the amount of \$78,828.55 of which payroll was \$51,195.88.
- C-2 Approval of minutes for Board Meeting held on October 10, 2023.

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**

No comments.

**IV. ACTION ITEMS**

- A-1 Approval of Resolution 2023 #4 Annual Organizational Meeting December 12, 2023.

Ms. Leal explains how we do this every year, she read it for all board members.

Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve A-1, seconded by Mr. Crawford. Motion carried unanimously.

**Roll Call:**

**Mr. Crawford:** Yes

**Mrs. Culbertson:** Yes

**Mr. Campbell:** Yes

**Mr. Diaz:** Yes

**Mr. Chavez:** Yes

**V. DISCUSSION ITEMS**

- D-1 Impact Fees

**Ms. Leal:** We talked about this last meeting. I was given direction to get a quote to see how much it would cost us to get a consultant. I have not heard from them yet.

- D-2 Employee Handbook

**Ms. Leal:** The board instructed me to give all board members a copy of the handbook and the MOU. CPS is the company I asked to give me quote to do the handbook, and it will cost us \$12,000. KDG gives us five hours on consultation for our handbook, but it will take more than five hours. Last meeting, we had a discussion that we would combine everything. I did call our attorney to see what the standard is, if other companies have just one handbook that contains everything. I have not heard back from them yet.

**Mr. Chavez:** A lot of companies have two because there is a lot of things that one handbook has that the other doesn't due to the fact that not everything pertains to union.

**Ms. Leal:** I have not done anything on it because I wanted to get direction from you.

**Mrs. Culbertson:** When I was looking through it, this is more like board policies rather than a handbook. I would just have the agreement and create board policies with this information. I would just have the agreement and make the other things Board Policies.

**Ms. Leal:** I would have to have help with it one way or another, because most of the items in the handbook is mostly legal stuff. Every six months KDG updates us with what laws legislation have passed and I just attended one last week.

**Mrs. Culbertson:** Most of your policies they get board approved, do you have board policies?

**Ms. Leal:** We do, and I have been updating them little by little because some of them have not been updated since 1990's.

**Mrs. Culbertson:** The School District belongs to California School Board Association, and we get most of the policies from them.

**Ms. Collings:** CLA and ALA

**Ms. Leal:** Yes, there are a few and we also have CSDA they are the once I got the HR company from. What is it that you want me to do?

**Mrs. Culbertson:** I can volunteer to help you type if they want to make the policies that way you don't have to pay anybody.

**Ms. Leal:** I do have a concern the staff was at the last meeting they definitely want to have a meet and confer. If we don't do the handbook some of the things effect the staff directly.

**Mrs. Culbertson:** Those are the things that should be in the MOU.

**Ms. Leal:** That is where the disconnect is I am not sure. The board policies I don't have to send to the union because they are not employee related. Stuff in the handbook is employee related, but if we put it all in the MOU. Those are my thoughts.

**Mr. Chavez:** You don't want to do that because there are things in the handbook that has nothing to do with the union.

**Ms. Leal:** There is an overlap with certain things in the handbook and the MOU and as we all know the MOU trumps the handbook.

**Mr. Chavez:** We can take some of that out in the handbook since it is already in the MOU.

**Ms. Leal:** I would really appreciate your help Mrs. Culbertson deciphering this.

**Mrs. Culbertson:** Sure, not a problem.

**Ms. Leal:** Union negotiations are coming up in July 2024 if we can get some of this hammered out before that so when we go into union negotiations, we can share with them that we would like to do. As I understand board policies do not have anything to do with employee rights.

**Mrs. Culbertson:** If you want to keep an employee handbook, I guess you could, but you don't need all of this.

**Mr. Chavez:** That is what I am talking about.

**Ms. Leal:** I would prefer to just have one because Jackie, staff, and I always go back in forth with what the MOU and handbook say. I would like to go forward with what you want to do, direction on what you would like me to do.

**Mr. Chavez:** Just work with Mrs. Culbertson and try to figure out what belongs in the MOU and what belongs in the board policy.

- D-3 Construction at Coalinga Library/Huron Library

**Ms. Leal:** We discussed a lot of ideas of what the staff would like to do and what is needed here at the Coalinga Library. Bob Siegrist is on his way to retirement, but he will still over see our project here. The main thing staff and I would like to build is a Program Room. That new Program Room would be located in our park area toward the back. Once that is done, we would repurpose the old Program Room, maybe keep it a computer lab or make it into offices. The restroom in the staff lounge is not a good place for that restroom. We would like to find an alternative for that. We have kicked around a lot of ideas to make those areas into offices, but we are not sure exactly what we will be doing. This is a discussion for a later date.

The person I am working with is Robert B. we have spoken, and we would like to break this down into two phases. We have 3.5 million in Measure B funds. We will be getting more money as we go along. Construction budget is 2.5 million scope of work this is the addition. First phase would be the Program Room. Second phase would be to remodel the staff lounge, restroom

remodel, previous program room, misc. office remodel this would be considered the second phase. This would be like \$630,000. We will be hiring Chris Hale as contract manager for the project as we have in the past. Last time we had construction, the board asked me to go look for another construction manager, but they were all more expensive than Chris Hale. I would like some direction from the board.

**Mr. Chavez:** I would like to keep this the old Program Room as it is, it has a lot of history and is one of the original rooms. We can use another space for offices, and we can make the restroom more comfortable for the staff to us.

**Ms. Leal:** We can definitely do that, we can keep it as a computer lab. I am confused do you not want us to build a new Program Room?

**Mr. Chavez:** No, we can build a Program Room, but I want this room to stay as it is.

**Mr. Campbell:** We have not designed anything yet. He can draw up a design and present it to us an then we can decide on what we want and don't want. He can design a great computer lab. I mean we don't know what he wants to do.

**Mrs. Culbertson:** Is this your Program Room?

**Ms. Leal:** Yes.

**Ms. Collings:** Program Room, Storage Room, Computer Lab, etc.

**Ms. Leal:** I need to know what you want me to do, may I move on with phase one? From now on it will be costing us some money.

**Mr. Campbell:** What is your Measure B money right now.

**Ms. Leal:** It is 3.5 million.

**Mr. Campbell:** And it will grow?

**Ms. Leal:** Yes, it will continue to grow we average 40 to 50 thousand dollars a month.

**Mr. Campbell:** We are not using any of that money to survive on.

**Ms. Leal:** Absolutely not. Salaries are not being paid out of Measure B.

**Mrs. Culbertson:** Let's make this action item for next meeting to move forward.

**Ms. Leal:** We will make this an action item to move forward with phase one.

**Mr. Chavez:** Yes.

**Ms. Leal:** I will not retire during phase one, but phase two I am not sure what my plans will be.

## VI. DIRECTOR'S UPDATE

- Fix it year, New England will be doing our plumbing and research the pressure in our new wing bathrooms. It is going to cost us about \$15,000 to do all of this.
- Chevron gave us a \$3,000 grant.
- Robert Thornton, the architect came in look at things.
- We will be participating in the Wine Walk. We will not be serving wine, we will serve coffee and tea. We will also help the Chamber sell some tickets. All the business that are participating will be raffling off a Christmas Tree. It is only costing the library \$60 to join the event.

- Director of Fresno County Library has stepped down. He demoted himself due to issues that are accruing. This does not affect us in any way shape or form. This concerns me because they will have parents on these advisory boards and their beliefs might get in the way of what we can and cannot have in our libraries. As a librarian we are taught not to think like that we have to be unbiased.

**Mr. Chavez:** They are not trying to ban books. My question was if they have any say in our libraries.

**Ms. Leal:** You say don't worry about it, but as a library community we are concerned on what will happen in the future.

**Mr. Chavez:** What I am saying is they are not telling us to remove the books from our libraries.

## **VII. BOARD MEMBER REPORT**

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

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

**Mr. Diaz:** Nothing to report.

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

**Mr. Chavez:** That time of the season weather is changing every day.

## **VIII. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. Mrs. Culbertson moved, seconded by Mr. Crawford. Motion carried unanimously. Meeting was adjourned at 6:11 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, December 12, 2023 at 5:30 P.M. at the Coalinga Library.