

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday September 10, 2024, 5:30 p.m.
Huron Branch Library – Program Room**

TRUSTEES PRESENT: Mr. Crawford, President; Mr. Chavez, 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. Crawford called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Lisa Culbertson, Roger Campbell, Francisco Chavez, and Tom Crawford

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

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

II. CONSENT AGENDA

- C-1 Approval of August 2024 checks 18368 thru 18397 in the amount of \$108,871.92 of which payroll was \$52,995.94.
- C-2 Approval of minutes for Board Meeting held on August 13, 2024.

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

III. PUBLIC COMMENTS

No public comments.

IV. CLOSED SESSION

- CS-1 Conference with Labor Negotiator – Government Code #54957.6
Employee Organization: Local 39, Stationary Engineers.

Went into closed session at 5:33 P.M.

Return from closed session at 5:41 P.M.

Nothing to report.

V. ACTION ITEMS

- A-1 Ratification of Employee Organization: Local 39, Stationary Engineers
2024 to 2027 Memorandum of Understanding.

Mr. Crawford asked for a motion to approve. Mr. Campbell moved to approve A-1, seconded by Mr. Chavez.

Roll Call:

Mr. Crawford: Yes

Mr. Chavez: Yes

Mrs. Culbertson: Yes

Mr. Campbell: Yes

Mr. Diaz: Absent

Motion carried unanimously.

- A-2 Approval of 2024-2025 Budget

Ms. Leal: I did not put on the agenda if this was the first reading. I was not sure how you wanted to handle that. We are a little behind, I was not sure if you wanted to have a second reading. I have provided you a copy of the proposed 24-25 budget. First thing I wanted to share with you is with the Young Adult Specialist salary, the one-time \$500, the stipend for employees with college education, part-time employee, and the longevity will come out to a little under \$102,000. I did talk to the accountant, and he said it was fine to do 5% increase for the benefits as well.

- Salary and Benefits
 - ✓ Non-Measure B \$925,000
 - ✓ Converted some of our salaries over to Measure B \$259,000.
 - ✓ Total for that comes out to \$1,084,000.
- Services and Supplies
 - ✓ Jackie and I did really well, I increased the utilities, insurance, plant and equipment, and other items due to higher costs.
- Books and Materials
 - ✓ I kept them the same.

- Capital Outlay
 - ✓ Furniture and Equipment \$50,000
 - ✓ Building and Improvements \$1,250,000 because there is still money in there to do some improvements.
- Total Budget
 - ✓ \$2,819,500
- Total Revenue
 - ✓ \$6,064,000

I still put \$1,300,000 into renovation and this is why. We signed a contract with our architect to do something. I have not spoken to him because I wanted to make sure that the budget was approved, and I do not know if we can get out of that contract. I would like to poll the staff at the next staff meeting to see what they would like to see as far as renovations, and we will go from there. I do not know if you want to treat this as the first reading or not.

Mr. Chavez: I think its what we need, do we really need an extension? You already talked to them before.

Ms. Leal: Yes, but everyone seems to have a difference of opinion. My thoughts are the reason the staff did not want to go through the improvements is because they wanted their raise first.

Mr. Crawford: Do we want to treat this as a first reading?

Mr. Campbell: I would like to see where we are at this year. Are we growing in revenue?

Ms. Leal: The revenue and interest are up a little bit, I should have showed you last year's budget. Everything is up a little bit, and I will always keep the \$750,000 in reserves. One good thing about the budget being late is that I usually start the budget in March. I have to estimate the expenditures, but having to do it this way I already had all the numbers to work with.

Mr. Chavez: I think we should make this a first reading because you still have to find out if you can get out of the contract. I do not see why we should do it anyways because we need to do renovations right now before prices start going up.

Mrs. Culbertson: Rather than building on, I would like to see what the cost is for solar. Is the roof in good shape?

Ms. Leal: I can look into the solar cost. I do not know about the roof, Mr. Crawford?

Mr. Crawford: I do not know from the last time we patched it up. Did we have any leaks the last time it rained?

Mrs. Collings: We did have a leak in the YA room.

Mrs. Culbertson: Why do not we fix that.

Mr. Chavez: That is what I said in the beginning.

Ms. Leal: We can certainly do that, but I rather keep that money in capital outlay as a line time, then we can decide how we want to spend it. Is it to late to add something to the agenda.

Mrs. Culbertson: Yes

Mr. Chavez: Yes

Mr. Crawford: We are treating this as a first reading.

- A-3 Approval of Huron Part-Time Employee Arely Arellano

Ms. Leal: Eleven people applied; one person called to say she would not be testing. That brought us down to ten, it was a two-part test. A computer test and a written test. One person tried to finish the first part and was not able too. They said they were not finishing the test. That put us at nine people, those nine had to have a score of 75% or higher. Arely had a 95% she did really good, the other person had a score of 75%. These were the only two that passed the test with a 75% or better. I interviewed those two people, and I spoke to the current staff here and we all agreed that Arely would be the better candidate. She will start tomorrow with your approval. She will be working Monday's and Saturday's. I have the staff here alternate one month by working Monday thru Friday the other will work Tuesday through Saturday. Arely will work to cover the other staff member when they are off and will cover for staff when they are out on sick leave and vacation. This will help by always having two staff members and Jackie and I will be back up when needed.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve A-3, seconded by Mrs. Culbertson. Motion carried unanimously.

VI. DIRECTOR'S UPDATE

- Union negotiations have been finalized and thank you very much for ratifying the MOU.
- I will be gone from September 27th thru October 11th.
- Mrs. Collings will be doing the Board Meeting on October 8th.
- With the union approving the YA position and the budget second reading I was wondering if we can change the meeting October 22nd in Huron.

Mr. Campbell: We cannot vote on it; it must be on the agenda.

Ms. Leal: Do we want to have a special meeting to change the date, what do you want to do.

Mr. Chavez: We cannot discuss it, but you can talk to the president about it and then he would notify us.

Mr. Campbell: The problem is if we do not vote on it as a board, it becomes a special meeting.

Mr. Chavez: Either way we cannot talk about it.

Mr. Campbell: I wish you could have brought this up at the beginning of the meeting and we could have added it then.

Mrs. Culbertson: You are going to have to leave it as it is.

VII. BOARD MEMBER REPORT

Mr. Campbell: Nothing to report.

Mrs. Culbertson: Nothing to report.

Mr. Chavez: Nothing to report.

Mr. Crawford: Nothing to report.

VIII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:55 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, October 8, 2024, at 5:30 P.M. at the Coalinga Branch Library.