

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday October 8, 2019 5:30 p.m.  
Coalinga Library Program Room**

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

**TRUSTEES ABSENT:** 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: Vice-President Mr. Zubiri called the meeting to order at 5:30 P.M.

Roll Call: Board members President Mr. Chavez, Vice-President Mr. Zubiri, Secretary Mrs. Culbertson, Trustee Mr. Campbell

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

Approval of Agenda: Mr. Campbell reminded the Board that the Board meeting on November 5<sup>th</sup> needed to be changed to November 19<sup>th</sup>. Mr. Chavez asked for a motion to add it to the agenda. Mr. Zubiri moved to approve the consent agenda with the addition of changing the Board meeting from November 5<sup>th</sup> to November 19<sup>th</sup>, seconded by Mr. Campbell. Motion carried unanimously. Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve the agenda, seconded by Mr. Zubiri. Motion carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval of September 2019 checks 016390 thru 016439 in the amount of \$127,821.37 of which payroll was \$43,434.73 (Employees portion \$5,551.79) and the Huron Construction Project is \$26,975.31.
- C-2 Approval of minutes for Board Meeting held on September 10, 2019.

Ms. Leal has a comment about adding the construction project because at the last meeting Mr. Zubiri asked if we were done paying. We are done paying for the construction, but we had to pay the alarm company, furniture and those different items. The other new thing I added was the employee portion, because there have been questions about the payroll expense listings at one of our budget meetings. I went ahead and put on the consent agenda that out of the \$43,434.73 the employee pays \$5,551.79. Mr. Chavez asked if she had to do that as well now, Ms. Leal answered yes, it was asked about at the board meeting so I just thought I would include it

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 Approval of Volunteer List

Ms. Leal: There are four students wanting to do their community service hours for high school. No questions or comments Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve the A-1, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-2 Approval of Directors Attendance at Public Library Association Conference Feb. 2020 in Nashville.

Ms. Leal: They have the PLA conference every two years. Two years ago I attended the one in Philadelphia. I am asking for approval for \$1,100 to attend the one in Nashville. Mr. Chavez asked if they paid for the last one, but the one he is talking about was the ARSL. Mr. Chavez asked if there is not another one closer to California. There is one, but Ms. Leal likes the PLA. No questions or comments Mr. Chavez asked for a motion to approve. Mr. Zubiri moved to approve the A-2, seconded by Mr. Campbell. Motion carried unanimously.

- A-3 Patron Fine Dispute

Mr. Campbell wanted to know if this should be in closed session. Mr. Chavez answered; no because the patron wanted it to be put as an action item for this meeting.

Mrs. Culbertson asked if employees check every disc before they are checked out to patrons before they leave the library. Ms. Leal answered; yes the procedure is every time an item is returned to us before checking it in we check each item to make sure they are not damaged. We also do the same thing before we check them out to a patron. It is policy we always check them when they come in and when they go out. Options were given to remedy the situation. One of those options was that she can replace that one disc because it is not playable due to it been cracked in the center. Another option is work off the fine because it is on a child's card. The last option is to pay the fine.

Mr. Chavez said she has those options. Mr. Zubiri moved to approve A-2 with the motion that we give her three months to take care of the fine, it would be up to the patron to choose from the options given to her, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-4 Board Meeting changed to November 19<sup>th</sup>

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

**V. DIRECTOR'S UPDATE**

- Thanked board members for going to the re-opening of the Huron Library.
- There will be more programming in Huron now that they have a Program Room.
- A staff member is on disability so some of our Coalinga staff is filling in at Huron.
- We have an adult volunteer that is working 20 hours a week through one of the programs we are in partners with.
- David Hill our new, but old employee is our new Adult Services Specialist and he is doing very well.
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**VI. BOARD MEMEBERS REPORT**

Mr. Campbell: Did I understand it right that the construction is finished? Ms. Leal answered; yes the construction itself is finished, but we are in the process of purchasing furniture. Mr. Zubiri asked if the punch list is completed. Ms. Leal answered; yes construction is finished. I just signed for them to get their retention and everything has been cleared through Chris our manager. If the construction is done Mr. Campbell would like to see a breakdown on the cost.

Mrs. Culbertson: Thank you and your staff for everything you did to get ready for the re-opening it was very nice. The library looks fantastic.

Mr. Zubiri: Very well done I really enjoyed it.

Mr. Chavez: Well now that the library is open, Huron Elementary will start using it again.

**VII. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. So moved by Mr. Zubiri, seconded by Mr. Campbell. Motion carried unanimously. Meeting was adjourned at 5:58 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, November 19, 2019 at 5:30 P.M. at the Coalinga Library Program Room.