

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, December 4, 2018 5:30 p.m.  
Coalinga Library Program Room**

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

**TRUSTEES ABSENT:** Mrs. Zavala, Clerk

**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.

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

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

**II. CONSENT AGENDA**

- No Items

**III. ACTION ITEMS**

- A-1 Approval of Resolution 2018-4, Organizational Meeting to be held December 11, 2018.

Ms. Leal reviewed Resolution #2018-4.

Mr. Albrecht moved to approve resolution, seconded by Mr. Campbell. Motion Carried unanimously by roll call.

Mr. Campbell: Yes

Ms. Culbertson: Yes

Mr. Chavez: Yes

Mr. Albrecht: Yes

Mrs. Zavala: Absent

#### **IV. DIRECTOR'S UPDATE**

The libraries will be closed tomorrow for a National Day of Mourning for the 41 President George H.W. Bush. According to the MOU contract when a day of mourning is declared libraries will be closed.

Ms. Leal introduced Reina Soto to the board. Reina is our new part time Technical Services Clerk. She has been with us two weeks.

On December 12<sup>th</sup> I will be going to BVI Construction in Sanger for our first construction meeting with DJ Architects and CM Construction concerning the Huron Addition.

This Saturday, December 8<sup>th</sup> we are having a local author visit. Janie Isidoro is from Huron and she will be at the Huron Library at 11:00 am. She will come over to the Coalinga Library at 2:30 pm at no cost to us.

Agenda will be sent out on Friday and it will have a draft of the audit that will be presented at the next meeting by our auditor.

#### **V. BOARD MEMBER REPORT**

Mr. Albrecht: Nothing to report.

Mr. Campbell: Just wanted to make sure that Ms. Leal had all the information about the call in, which she does.

Mrs. Culbertson: Nothing to report.

Mr. Chavez: Just wanted the board to know that the Board Policies will be getting updated, because some of them are out of date. Mr. Campbell asked who makes the changes, Mr. Chavez let him know that they are looked at by the attorney then brought to the board for approval.

#### **VI. PUBLIC COMMENTS**

No public comments.

#### **VII. ADJOURNMENT**

## COALINGA-HURON LIBRARY DISTRICT December 4, 2018

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Mr. Chavez asked for a motion to adjourn. Mr. Campbell moved, seconded by Mr. Albrecht. Motion carried unanimously. Meeting was adjourned at 5:39 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, December 11, 2018 at 5:30 P.M. at the Coalinga Library Program Room.