

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, November 6, 2018 5:30 p.m.  
Coalinga Library Program Room**

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**TRUSTEES PRESENT:** Mr. Chavez, President; Mr. Albrecht, Vice-President; Mrs. Zavala, Clerk; Mr. Campbell, Trustee; Mrs. Culbertson, 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. Albrecht called the meeting to order at 5:30 P.M.

Roll Call: Roll Call was taken.

Pledge of Allegiance: Vice-President Mr. Albrecht led the Pledge of Allegiance.

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

**II. CONSENT AGENDA**

- C-1 Approval of October 2018 checks 015914 thru 015931 in the amount of \$52,043.34 of which payroll was \$39,282.45 and \$5,100.00 was for the Huron Construction Project.
- C-2 Approval of minutes for the Board Meeting held on October 23, 2018.

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

**III. ACTION ITEMS**

- A-1 Approval of Administrative Assistant Salary Schedule.
  - Ms. Leal suggested using a salary schedule similar to Specialist II, which is the highest paying salary schedule besides the Director of Library Services.
  - Mr. Campbell asked for a salary schedule for all employees.
  - Mrs. Culbertson wanted to know if there is a salary schedule for exempt employees, which there is not.
  - Mrs. Culbertson wants to know if we have the money for the increase.

- Mr. Albrecht wants to know what the contract year is; Ms. Leal explained that it starts in November, but for the employee to get his/her step increase it is the date they were hired on.
- Mrs. Culbertson voices her concern about the salary and position. She feels the AA salary should be at the top of all other employees except the directors.
- Mr. Campbell feels that the Administrative Assistant salary should be higher than every other employee except the Director of Library Services.
- Mrs. Culbertson would like to start the AA on the 2019-2020 schedule on step two.
- Mr. Campbell explains that Mrs. Culbertson wants, start of the AA at step two and skip step one and make a different classification for that position.
- Mr. Chavez reminded the board that Ms. Leal had given them pay scales from other districts to view and that is why she came up with this. Mr. Chavez would like to approve this for now and revisit it again on her evaluation, but Ms. Leal would rather not do that because this has been going on for quite some time already.
- Mr. Albrecht suggests we get rid of step one and make step two step one, and come up with a new step six. That way the AA has their own salary schedule.
- Mr. Campbell feels that the AA contract should start July to June just like the Director of Library Services, even if they got hired in May they should still be from July to June.
- Mr. Albrecht feels it should be simplified. That the AA salary year needs to be the same as administration. You can start them in January, but their contract year should start in July.
- Mrs. Culbertson suggested to start the AA on step one and get step two in July 2019.

Mr. Campbell moved that we build a salary schedule for the Administrative Assistant position with the starting salary of \$3,434.00 at step one and continues as posted on the salary schedule presented and build a new step six. To start immediately and AA work year will be July to June. Motion seconded by Mr. Albrecht.

#### Roll Call

- Mrs. Culbertson; Yes
- Mr. Campbell; Yes
- Mr. Chavez; Yes
- Mr. Albrecht; Yes
- Mrs. Zavala; Yes

Motion carried.

Mrs. Culbertson moved that July 1' 2019 AA will go to step 2. Motion seconded by Mr. Albrecht.

### Roll Call

- Mrs. Culbertson; Yes
- Mr. Campbell; Yes
- Mr. Chavez; Yes
- Mr. Albrecht; Yes
- Mrs. Zavala; Yes

Motion carried.

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

Ms. Collings and I just got back from a HR seminar which was very informational because as you know we don't have an HR department.

On Thursday four of the staff members will be leaving to Santa Clara to attend the CLA conference. That will leave only three staff members here at the Coalinga Library, so I will be working Saturday to fill in a spot for somebody that always works Saturdays.

On Monday, November 26<sup>th</sup> both libraries will be closing an hour earlier, but we will be opening an hour earlier. Coalinga Library will close at 7:00 PM, but we will open at 9:00 AM. The Huron Library will be closing at 6:00 PM, but will be opening at 9:00 AM. We are not getting very many patrons during the last hour. A survey was conducted in Huron which showed that we only had an average of 2.5 patrons come in during the last hour. In Coalinga it averaged six/seven patrons the last hour. In the winter we are not considered a heating center, but in the summer we are considered a cooling center so when summer comes there is a good chance that it will be returned back to the original hours.

Audit should be scheduled for December.

Huron addition should start in January getting all the paperwork ready so we will not have any hold ups.

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

Mrs. Zavala: Nothing to report.

Mrs. Culbertson: Took her grandson to Story Hour it was a lot of fun.

Mr. Campbell: Nothing to report.

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Mr. Chavez: When doing our next fiscal year board meetings schedule we have to change our December meeting to the second Tuesday of the month. The reason being because a new state law requires us to make those changes.

Mr. Albrecht: Nothing to report.

Ms. Leal just wanted to notify the board she will be gone the week of Thanksgiving, but Ms. Collings will be there.

### **VI. PUBLIC COMMENTS**

Mr. Crawford just wanted to know why the Huron Library closes an hour earlier than Coalinga. He has always thought that both libraries were treated equal. Ms. Leal inherited the closing times and she has no answer to that. Huron used to be closed on Fridays. When she came on board as the director she did have them open Monday thru Saturday. Mr. Campbell added that it might be due to the volume of patrons, Huron might not get as many patrons as Coalinga does.

Mr. Zubiri suggested a survey to see what the patrons think about it.

Mrs. Rodriguez does not mind the closing, but if we are going to go back in the spring it makes it a little more complicated if we are going to be changing the time in the spring not just for us, but the people as well.

### **VII. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. Mr. Albrecht moved, seconded by Mr. Campbell. Motion carried unanimously. Meeting was adjourned at 6:07 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.