

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, October 10, 2017 5:30 p.m.  
Coalinga Library Program Room**

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

**TRUSTEES ABSENT:** Mr. Chavez, President; Ms. Zavala, Trustee

**ADMINISTRATION PRESENT:** Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

**CALL TO ORDER:** The meeting was called to order by Vice-President Mr. Albrecht at 5:30 p.m.

**FLAG SOLUTE:** Mr. Albrecht led the flag salute.

**Mr. Albrecht:** Need a motion to approve the agenda?

**Mrs. Culbertson:** So moved, seconded by Mr. Campbell. Motion carried unanimously.

**CONSENT AGENDA**

These matters are routine in nature and are usually approved by a single vote. Prior to action by the Board, the public will be given the opportunity on any Consent Item or Action Item.

- C-1 Approval of July/August 2017 checks 015371 thru 015421 in the amount of \$115,322.23 of which July/August payroll was \$88,084.76.
- C-2 Approval of minutes for Board Meeting held on September 12, 2017.

**Mr. Albrecht:** Are there any comments for that? Can I have a motion for approval?

**Mrs. Culbertson:** So moved, seconded by Mr. Campbell. Motion carried unanimously.

**ACTION ITEMS**

- A-1 Letter to Union Bank Recovering Account

**Ms. Leal:** You have a copy in front of you of what needs to be approved. What happened was a letter was sent to me about a long lost account from 1997. They said that we were not able to use it anymore. I went to the bank and it is an account that needs to be updated, let's just read this so it is all in the minutes.

*October 10, 2016*

*MUFG Union Bank*

*A letter was received stating that there is an account with the Coalinga-Huron Library District which is going to be transferred to the Division of Unclaimed Property. This account is still owned by the Coalinga-Huron Library District.*

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*After extensive research it appears the account was opened in 1997 with two signers on the account. One of the signers is deceased, and the other is no longer with the District and cannot be located. I have notified the local bank and they are keeping the account active until the issue can be resolved.*

*I have been with the District since 2012 and am currently the Director of Library Services. The current Board President is Francisco Chavez. The Clerk of the Board is Lisa Culbertson.*

*Please accept this letter as proof of the account ending in 04721 should be kept active and owned by the Coalinga-Huron Library District. Please allow Ms. Leal, Mr. Chavez, and Ms. Culbertson to be signers on the account.*

*Thank you,*

\_\_\_\_\_  
*Mary Leal                      Date*

\_\_\_\_\_  
*Francisco Chavez      Date*

\_\_\_\_\_  
*Lisa Culbertson      Date*

*Coalinga-Huron Library District approved on October 10, 2017, at the monthly board meeting.*

*Ayes:*

*Noes:*

*Absent:*

**Ms. Leal:** When I went to talk to them at the bank this is what was suggested that I need to do. First you approve this and sign it and then I have to wait for when the minutes are approved. We can send that to them and then they will allow new signers on it. The only way to get around that is you have to have a current signer at the bottom of the letter to verify and to move forward. Since it is not possible; it is only a \$200 account. This is what the bank said that I needed to do to be able to hold on to that account. Any questions?

**Mr. Albrecht:** Do I have a motion for approval?

**Mr. Campbell:** So moved, seconded by Mrs. Culbertson. Motion carried unanimously.

## **DIRECTOR'S UPDATE**

**Ms. Leal:** We have been busy doing a lot of outreach. Since its Fire Prevention Week we had three fire fighters that came by. They talked to two classes of 44 students and 10 adults. They talked to them about 911 information and they also taught them how to stop, drop, and roll. They had the kids in a circle and they had them stop, dropping and rolling, they also taught them how to crawl out of a fire in order for them to get out. They also showed them how to dress up in all of their fireman uniform gear. The kids really had a good time with that.

We have been doing school visits. Classrooms have been coming here about 2 times a week. They do a reading; I think I shared this with you before; and then they do a little activity that goes along with the book. Hilda and Yvonne went to Back to School Night for the parents and so they represented the library there and then they also went to Back to School Night with the students. Last Saturday a lot of the staff worked at October Fest and they represented the library at October Fest. We have been doing a lot of outreach and everything inside the library is moving forward.

## **BOARD MEMBER REPORT**

**Mr. Campbell:** Nothing

**Mrs. Culbertson:** Nothing

**Mr. Albrecht:** Nothing

## **PUBLIC COMMENTS – Open and Closed Session**

This portion of the agenda may be utilized by any person to address the Library Board on any  
No Public Comments

## **CLOSED SESSION**

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

## **REPORT FROM CLOSED SESSION**

**Mr. Albrecht:** We are back in session and there is nothing to report.

## **ADJOURNMENT**

**Mr. Albrecht:** I would like a motion to adjourn?

**Mr. Campbell:** So moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:56 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, November 14, 2017 at 5:30 P.M. at the Coalinga Branch Library