

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday February 11, 2020 5:30 p.m.  
Coalinga Branch Library – Program Room**

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

Roll Call: Board members present: Francisco Chavez, Mr. Zubiri, Mrs. Culbertson, Mrs. Zavala, and Mr. Campbell.

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

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

**II. CONSENT AGENDA**

- C-1 Approval of December 2019/January 2020 checks 016530 thru 016599 in the amount of \$105,735.41 of which payroll was \$89,412.77 (employees portion \$11,140.56).
- C-2 Approval of minutes for Board Meeting held on November 19, 2019.

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

**III. PUBLIC COMMENTS**

No Public Comments.

**IV. ACTION ITEMS**

- A-1 Approval of CHLD Mission Statement

CHLD provides services to local and surrounding communities with access to books, technologies, programs and other resources.

**Ms. Leal:** We have been working on a strategic plan; we started with the Mission and Vision Statement. I asked the staff for their ideas and we met and hammered out what you have in front of you. Do you have any questions?

**Mr. Chavez:** Who started this?

**Ms. Leal:** The whole staff, I pretty much let them come up with it.

**Mrs. Culbertson:** I think Technologies sounds kind of funny if it could be changed to Technology.

No questions or comments Mr. Chavez asked for a motion to approve. Mr. Zubiri moved to approve action item A-1, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-2 Approval of CHLD Vision Statement

Continue to provide a safe environment for our community while enriching their minds, one title, one program, one click at a time.

**Ms. Leal:** Any questions about the Vision Statement.

**Mr. Campbell:** The staff developed this one also?

**Ms. Leal:** Yes Sir.

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

- A-3 First Reading – Hotspot Lending Policy

**Ms. Leal:** Most Libraries are doing this and I am working on doing this myself.

- Working with T Mobile to get some traveling modems (hotspots). We can get them for free.
- It's about \$7,000 per year for 20 hotspots, which will be shared between the 2 libraries.
- There are concerns about them not bringing them back and if they don't we turn them off.
- They are expensive, but we have books that are about the same price or more expensive.
- It will help people with no Wi-Fi at home.
- You must be 18 years and older and have your card in good standing which means you owe nothing to the library and no temporary cards.
- They keep the device for 2 weeks, you cannot renew it.
- Add name to waiting list.
- Overdue fine is \$2 per day there will be a \$5 charge for any accessories that are missing.
- Replacement fee is \$100 for hotspots that are lost, damaged, stolen, and not returned.

**Mr. Chavez:** I don't like it because I think we should not be carrying this type of service and our money should be spent elsewhere.

**Mrs. Zavala:** If they want Wi-Fi they can go to the library.

**Mrs. Culbertson:** I'm wondering about the collection agency and if we have to go to court and how many do we collect?

**Ms. Leal:** Unique Management is the company we use to collect our money and all the consortium uses. There is a ten dollar processing fee that cannot be refunded. Most of the time when people get sent to a collection agency they will come in with our materials. That is what we want we just want our stuff back. We also have our Food for Fines Program and Work Exchange Program.

**Mrs. Culbertson:** I am just wondering if it is worth \$7000 a year.

**Mr. Campbell:** I need clarification on the collection agency. What is our cost to belong to that?

**Ms. Leal:** It is part of the SJVLS system and our cost is basically nothing. There is a ten dollar fee that is then passed on to the patron.

**Mr. Campbell:** You are paying kids \$7.00 an hour? I would want to check and make sure that we won't get in trouble with this.

**Mrs. Zavala:** Are people really asking about the hotspots?

**Ms. Leal:** Yes they are, I know that Fresno, Mariposa, and Porterville are preparing to do the same thing.

**Mr. Chavez:** Can you control what people are watching on the Wi-Fi?

**Ms. Leal:** It does have a filter.

**Mr. Chavez:** With the hotspots they will not have a filter and do whatever they want. That is another thing I don't like about it.

**Mr. Campbell:** This is the first reading right?

**Ms. Leal:** Yes, Sir.

**Mr. Campbell:** You can come back to us next meeting for approval or not.

## V. DIRECTOR'S UPDATE

- Evaluation

**Mrs. Culbertson:** Would like to discuss informal evaluation at Ms. Leal's annual evaluation this year.

- Strategic Planning

- I attended Measure B meeting. That sheet you have in front of you is what I shared at the meeting.

Mr. Campbell wants to know who is on that review panel. Ms. Leal answered; there is somebody from each district.

Mr. Campbell wants to know who represents ours. Mr. Campbell is asking because he is getting a lot of people asking about the library and they are interested in it.

- Fremont

Jackie and Gina went to a showcase in Fremont to see if we can get some performers for our Summer Reading Program and our Summer Market this year.

- PLA

Just reminding everyone about my upcoming conference at the end of the month.

- Questions #1 from board member  
Concern about establishing a separate board for the library and the school district. This discussion started when Coalinga and Huron were planning on separating.  
**Mr. Campbell:** The question was brought to me because they assume that the library was following the same guidelines and direction as the school district, because it is ran by the same board. I explained to them that no it is not. The library is funded differently, the operation practices are different, and their policies are all different. It is a complete different entity. The Grand Jury recommendation was for the library to have their own separate board.  
**Mr. Chavez:** It was a recommendation, but that does not mean that we had to do it.  
**Mr. Campbell:** Right.  
**Mr. Zubiri:** They would have to go before a judge for dissolution of a marriage between the library and the school district. I got on in 1991 and those questions were coming up then. I asked Roberta and it would have to go up for a vote so we would have to have a special election.  
**Mr. Campbell:** I would really like to know when it got done and why it got done.  
**Mr. Chavez:** The school district has all that documentation.  
**Mr. Campbell:** But the library wasn't always part of the school district because at one time there were three school districts.  
**Ms. Leal:** I can research that and I can also tell you when I went to the lawyers as well.  
**Mr. Chavez:** Did you ever find out how much it was going to cost to have an election for the separation?  
**Ms. Leal:** It was like \$40,000. I have all that information I will bring all that back again.
- Question #2  
There was a question regarding a young adult meet and greet program being offered by the library scheduled February 12<sup>th</sup>.  
I have a new facilitator which took charge back in June. In July I reorganized the job descriptions. We had a meeting about getting new programs, publicity, etc. That is when I made the outreach position and the adult services position. That is when I gave the Young Adult position to somebody else. What we are trying to do is build a young adult group to see what the young adults want. It is a real hard age they are not children, but not teen either.  
**Mr. Campbell:** What is your description of a young adult?  
**Ms. Leal:** Technically it's from twelve to seventeen.  
**Mr. Campbell:** So twelve to seventeen.  
**Ms. Leal:** Yes, Sir.
- Question #3  
How is our library working with the other cities to give our city the best possible programs and services?  
We partner with:

- West Hills College
- City of Coalinga
- Park and Recreation
- School District
- Chamber of Commerce

We meet four times a year to talk about what we are all doing throughout the community.

I am involved with the Womans Club and Kiwanis.

Hilda Crawford is the new outreach person.

We are already planning for our Summer Reading, Summer Lunches, and Summer Market.

The Adult and YA facilitators have programs scheduled for the next three months.

- Huron Addition
- Passed out the final report for the Huron addition.

## **VI. BOARD MEMBER REPORT**

Mr. Zubiri: Nothing to report.

Mrs. Culbertson: She would like text message or emails when the library is having events.

Mrs. Zavala: Has two concerns lighting, outside trash can and trees at Huron. Jackie will look into it.

Mr. Campbell: Nothing to report.

Mr. Chavez: Enjoyed chamber dinner and everything looks good.

## **VII. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. Mr. Zubiri moved, seconded by Mrs. Zavala. Motion carried unanimously. Meeting was adjourned at 6:14 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, March 10, 2020 at 5:30 P.M. at the Huron Branch Library.