

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday January 23, 2024, 5:30 p.m.  
Huron Library – Program Room**

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

**TRUSTEES ABSENT:** Mr. Diaz, Trustee

**ADMINISTRATION PRESENT:** Ms. Mary Leal, Director of Library Services

**ADMINISTRATION ABSENT:** Ms. Jacqueline Collings, Administrative Assistant

**I. OPEN SESSION/CALL TO ORDER**

Call to Order: President Mr. Crawford called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Lisa Culbertson, Francisco Chavez, Tom Crawford, and Roger Campbell

Pledge of Allegiance: Pledge of Allegiance lead by Mr. Crawford.

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

**II. CONSENT AGENDA**

- C-1 Approval of December 2023 checks 18081 thru 18113 in the amount of \$95,799.50 of which payroll was \$51,118.55.
- C-2 Approval of minutes for Board Meeting held on December 12, 2023.

Mr. Crawford asked for a motion to approve. Mr. Chavez 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 CM Construction Services for Coalinga Renovation.

**Ms. Leal:** We have worked with Chris Hale from CM construction for all of our other projects. We know each other and he has also worked with Robert Thornton from TETER. In the past I have received quotes from other companies, and they have been much higher. I would like your approval for this contract from CM Construction.

**Mr. Chavez:** So Moved, Second by Ms. Culbertson. Motion approved unanimously.

- A-2 Fresno Special Accounting Signature Page Update

**Ms. Leal:** Since we have had a change in officers for the Board, I felt it was time to update the signatures for our Special Accounting checking account. These signatures will work if I am unavailable to sign a check. I believe in the past both Lisa and Francisco have signed one before. Jackie has permission to pick up and drop off checks but not sign them. The checking account only requires one signature.

**Ms. Culbertson:** So moved, second by Mr. Campbell. Motion approved unanimously.

#### V. DISCUSSION ITEMS

- D-1 Handbook Update

**Ms. Leal:** After speaking with Jay Rosenlieb our lawyer, he states that we cannot completely do away with the handbook. The reason is because not all the employees are governed by the MOU, not all employees are Union members. There are duplicate rules in both the handbook and MOU. I feel it isn't necessary to have them in both. We all know the MOU trumps the handbook. Lisa if you are still willing on help with this, I would appreciate it. We can mark the duplicates. I think the time to finalize would be after negotiations.

**Ms. Culbertson:** I can still help.

**Mr. Chavez:** Let's have as much finished before negotiations as possible so we can be ready to go.

#### VI. DIRECTOR'S UPDATE

- We once again had free Santa pictures taken at both libraries.
- Most of my time will now center around the construction at the Coalinga Library.

#### VII. BOARD MEMBER REPORT

**Mr. Culbertson:** Nothing to report.

**Mr. Campbell:** Nothing to report.

**Mr. Chavez:** Nothing to report.

**Mr. Crawford:** Nothing to report.

## **VIII. ADJOURNMENT**

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:48 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, February 13, 2024 at 5:30 P.M. at the Coalinga Branch Library.