

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday April 20, 2021 5:30 p.m.
Coalinga Branch Library – Program Room**

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: Vice-President Mr. Zubiri called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Ramon Zubiri, and Lisa Culbertson, Roger Campbell, Maria Zavala
Francisco Chavez, Via Telephone

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

Approval of Agenda: Mrs. Culbertson moved to approve the agenda, seconded by Mr. Campbell with A-1 tabled.

Roll Call:

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Yes

Mr. Chavez; Yes

Mrs. Zavala; late

Motion carried unanimously.

II. CONSENT AGENDA

- C-1 Approval March 2021 Checks 16963 thru 16993 in the amount of \$90,459.94 of which payroll was \$45,369.19. Employee portion of payroll is \$6,913.61.
- C-2 Approval of minutes for Board Meeting held on March 9, 2021.

Mr. Zubiri asked for a motion to approve. Mrs. Culbertson moved to approve the consent agenda, seconded by Mr. Campbell.

Roll Call:

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Yes

Mr. Chavez; Yes

Mrs. Zavala; late

Motion carried unanimously.

III. PUBLIC COMMENTS – OPEN AND CLOSED SESSION

No Public Comments.

IV. ACTION ITEMS

- A-1 Approval of Audit presented by Max Sanborn of Sanborn & Sanborn Accountancy Corp. for fiscal year 2019-20

TABLED

- A-2 Board Policy 4002 – Travel Expenses (revised), Second Reading

Things were changed that were discussed at last meeting. Five cents extra if carpool still remains in policy, but the five dollar incidental was taken out. Letter F was added; “Receipts required for reimbursement on all expenses”.

Mr. Zubiri asked for a motion to approve. Mrs. Culbertson moved to approve A-2, seconded by Mr. Campbell.

Roll Call:

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Yes

Mr. Chavez; Yes

Mrs. Zavala; late

Motion carried unanimously.

- A-3 Board Policy 4003 – Facilities and Equipment (Revised) Second Reading

Nothing was changed from last meeting, everything stayed the same.

Mr. Campbell: It’s my understanding that the yellow highlights were supposed to be eliminated.

Ms. Leal: Correct.

Mr. Campbell: In all the copies I got nothing has been eliminated.

Ms. Leal: I didn’t eliminate it because I still wanted to have the discussion on what is going to be eliminated.

Mr. Zubiri: I guess we can have a motion excluding the yellow highlighted.

Mr. Campbell: I was just expecting to see the finished product. The finished product will be without the yellow highlights correct?

Ms. Leal: Yes.

Mr. Zubiri: Mr. Chavez any questions?

Mr. Chavez: No I am fine with the changes.

Mr. Zubiri asked for a motion to approve. Mrs. Culbertson moved to approve A-3, seconded by Mr. Campbell.

Roll Call:

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Yes

Mr. Chavez; Yes

Mrs. Zavala; late

Motion carried unanimously.

- A-4 Board Policy 4004 – Safety (Revised), Second Reading

No changes were made from last reading. Four will be removed and three will become three with the addition of staff.

Mr. Zubiri asked for a motion to approve. Mrs. Culbertson moved to approve A-4, seconded by Mr. Campbell.

Roll Call:

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Yes

Mr. Chavez; Yes

Mrs. Zavala; late

Motion carried unanimously.

V. DIRECTOR'S UPDATE

Coalinga Record/Recorder has all been digitized and is now on our website. Years from 1950 to 2006, we still have some more to be done.

The Libraries opened April 1st with limitations. Everything has been going well. We do still have some people not wanting to wear masks, but nothing major. We are getting most of our loyal patrons and they are glad to be back, but not a lot of students coming in here or in Huron.

VI. BOARD MEMBER REPORTS

Mrs. Culbertson: Nothing to report.

Mrs. Zavala: Nothing to report.

Mr. Campbell: Nothing to report.

Mr. Zubiri: Nothing to report

Mr. Chavez: Thank you for running the meeting.

VII. CLOSED SESSION

- CS-1 Conference with labor Negotiator – Government Code #54957.6
Employee Organization: Local 39, Stationary Engineers.

Mr. Zubiri asked for a motion to approve. Mrs. Zavala moved to approve CS-1, seconded by Mrs. Culbertson.

Roll Call:

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mr. Zubiri; Yes

Mr. Chavez; Yes

Mrs. Zavala; late

Motion carried unanimously.

Went into closed session at 5:45 pm

Back from closed session at 6:06 pm

Nothing to report

VIII. ADJOURNMENT

Mr. Zubiri asked for a motion to adjourn. Mrs. Culbertson moved, seconded by Mr. Campbell. Motion carried unanimously. Meeting was adjourned at 6:08 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, May 11, 2021 at 5:30 P.M. Coalinga Library.