

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday April 18, 2023, 5:30 p.m.  
Coalinga Library – Program Room**

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

**TRUSTEES ABSENT:** Mr. Campbell Clerk; Mr. Diaz, Trustee

**ADMINISTRATION PRESENT:** Ms. Mary Leal, Director of Library Services; Mrs. 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: Lisa Culbertson, Francisco Chavez, and Tom Crawford

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

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

**II. CONSENT AGENDA**

- C-1 Approval of March 2023 checks 17754 thru 17780 in the amount of \$85,253.14 of which payroll was \$45,983.36.
- C-2 Approval of minutes for Board Meeting held on March 7, 2023.
- C-3 Approval of Volunteer List.

Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the consent agenda, seconded by Mr. Crawford. Motion carried unanimously.

**III. PUBLIC COMMENTS**

No public comment.

**IV. ACTION ITEMS**

- A-1 Approval of Loan Repayment to DLS Mary Leal.

**Ms. Leal:** I dropped the ball. Every time we paid bills, Marc Scott would give us an account ledger of how much money was in our bank account. Now that Hudson Henderson & Co. have taken over, we no longer get that account ledger. I have been keeping that balance myself and I overdrew the account. This does not mean we don't have money; I have to write a check to Fresno County Special District, mail it to them, they counter sign it and they mail it back to me to deposit into our Union Bank account. I talked to Mr. Henderson about the overdraft and asked him if I loaned the district \$5,000 to cover the bills would it affect the books; He said no and for me to go ahead and do it and we will due a loan agreement stating why it was done.

Ms. Leal read the loan agreement to the Board.

**Mr. Chavez:** I think in the future you should make another account that way you have something to fall back on.

**Ms. Leal:** That is a great idea, but I don't know how we could accomplish that because we get our money from Fresno County, and it takes a week and a half to get back to us and now Union Bank is changing owner ship. We received a letter letting us know that we have to do wire transfers and that we will no longer be able to walk our checks in. That is another problem we are running into now. I need to find out from Fresno County what banks we can go too that accepts the LAIF account.

**Mr. Chavez:** Find out and get back to us.

**Mrs. Culbertson:** Next time something like this happens I feel you need to get Board approval before making any type of decision.

**Ms. Leal:** I agree, it is bad policy.

**Mr. Chavez:** I think you should try and find another bank.

**Ms. Leal:** I can't do anything about the bank in Fresno, but I did think about moving to another bank, but everything would be out of town.

**Mr. Crawford:** What about United Security?

**Ms. Leal:** Well, I can try but, I tried getting an account there before and they would not give me one because they did not know me. I told them where I worked, and they still did not want to open one for me. I don't know how that is going to work, but I will figure it out.

Mr. Chavez asked for a motion to approve. Mr. Crawford moved to approve A-1, seconded by Mrs. Culbertson. Motion carried unanimously.

## **V. CLOSED SESSION**

- CS-1 Conference with Real Property Negotiators (Pursuant to Government Code §54956.8) Property Agency negotiator DLS M. Leal.

Went into closed session at 5:43 pm

Came back from closed session at 5:53 pm with nothing to report.

## VI. DIRECTOR'S UPDATE

- Library participated in the Autism Awareness event on the 1<sup>st</sup> of April.
- Next week it is National Library Week. These are the events we will be having at both libraries (handing out program flyers). Nothing on Monday because that is a Holiday for us (Armenian Genocide Remembrance Day)
  - Coalinga Library events
    - ✓ Tuesday, April 25<sup>th</sup> – Unlimited Computer use (upon availability)  
Fun Eats – Edible Craft
    - ✓ Wednesday, April 26<sup>th</sup> – Movie Night *Maverick Top Gun*
    - ✓ Thursday, April 27<sup>th</sup> – Bingo
    - ✓ Saturday, April 29<sup>th</sup> – Game Day, Blood Drive, and Coalinga Police and Fire Dept. Onsite.
  - Huron Library events
    - ✓ Tuesday, April 25<sup>th</sup> – Family Bingo
    - ✓ Wednesday, April 26<sup>th</sup> – Minion Pudding Cups Edible Craft
    - ✓ Thursday, April 27<sup>th</sup> – Magnet Craft and Color a Bookmark
- Attendance and programs are picking up once NLW is done we will be working on Summer Reading.

## VII. BOARD MEMBER REPORT

**Mrs. Culbertson:** Thank you ladies for all that you do here and all of your staff there is always a lot of fun things to do here. You guys do a great job.

**Ms. Leal:** Thank you we try.

**Mr. Crawford:** Yes, thank you all for the time and effort, I always here about the Fun Eats and all the people that show up for that. It is always good to hear.

**Mr. Chavez:** Its that time of the year that the weather starts to change, make sure you have water and be safe.

## VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Crawford 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, May 9, 2023 at 5:30 P.M. at the Coalinga Library Program Room.