

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday December 17, 2019 5:30 p.m.
Coalinga Branch Library – Program Room**

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

TRUSTEES ABSENT: Mrs. Zavala, Trustee

ADMINISTRATION PRESENT: Ms. Jacqueline Collings, Administrative Assistant

ADMINISTRATION ABSENT: Ms. Mary Leal, Director of Library Services

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
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 November 2019 checks 016440 thru 016491 in the amount of \$101,797.55 of which payroll was \$43,574.10 (Employee portion \$5,753.47) and the Huron Construction Project is \$746.55.
- C-2 Approval of minutes for Board Meeting held on November 19, 2019.
- C-3 Approval of December meeting date change to December 17, 2019.

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

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

- A-1 Election of Board President

This being the organizational meeting, the Administrative Assistant (Jacqueline Collings) asked for nominations for Board President.

Mr. Zubiri nominated Mrs. Culbertson for Board President.

Mr. Campbell nominated Mr. Chavez for Board President, Mr. Zubiri second. No other nominations were given.

ALL: Aye Mr. Chavez was elected President

- A-2 Election of Vice President

Following the election of the Board President, the meeting will be turned over to the newly elected Board President and he/she will ask for nominations for Board Vice President.

Mr. Campbell nominated Mr. Zubiri for Vice-President, Mrs. Culbertson second. No other nominations were given.

ALL: Aye Mr. Zubiri was elected Vice President

- A-3 Election of the Board Clerk

This President will ask for nominations for Board Clerk

Mr. Campbell nominated Mrs. Culbertson for Board Clerk, Mr. Zubiri second. No other nominations were given.

ALL: Aye Mrs. Culbertson was elected Clerk.

V. DIRECTOR'S UPDATE – Presented by Jacqueline Collings

- Both of the libraries will be closed during the Holiday weekend.

- Mr. Sanborn dropped of copies of the completed audit and I set one down for each of you.
- Mr. Zubiri asked about the \$2,000.00 that was given to us by Dollar General and why they have not been aware? Why nothing has been told to them by the Director of Library Services. Ms. Collings went on to explain to them that Dollar General had wrote the check to the wrong entity and Ms. Leal is in the process of getting it corrected and maybe that is why she has not mentioned it. Board members would like to be kept informed about all moneys coming into the Library District.

VI. BOARD MEMBER REPORT

Mr. Campbell: Merry Christmas to everyone.

Mrs. Culbertson: Merry Christmas to everyone.

Mr. Zubiri: Merry Christmas to everyone.

Mr. Chavez: Wants to wish everyone Happy Holiday's.

VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Zubiri moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:40 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, January 14, 2020 at 5:30 P.M. at the Huron Branch Library.