

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday February 9, 2021 5:30 p.m.  
Coalinga-Huron Unified School District – Board Chambers**

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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, Ramon Zubiri, and Lisa Culbertson, Roger Campbell  
Maria Zavala via phone

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

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

**II. CONSENT AGENDA**

- C-1 Approval of December 2020/January 2021 checks 16886 thru 16927 in the amount of \$174,657.18 of which payroll was \$90,858.40. Employee portion of payroll is \$12,835.64.
- C-2 Approval of minutes for Board Meeting held on December 15, 2020.

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

Roll Call:

Mr. Zubiri; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mrs. Zavala; Yes

Mr. Chavez; Yes

### III. PUBLIC COMMENTS

**Mrs. Jones:** Would like for the Library website to be updated with the new holiday dates. Also, would like to let the community know that we have great language programs on our website.

### IV. ACTION ITEMS

- A-1 Computer Use – Opening Guidelines

**Ms. Leal:** I'm proposing that we open the library up for computer use only for now, which will take place in the Program Room. It would be open Monday thru Thursday from 11:00 A.M. to 5:30 P.M. and Friday and Saturday from 11:00 A.M. to 3:30 P.M. Guidelines were read to all Board Members. They will come in through one door and will exit through another door. They will be asked to sanitize and they will be given a mouse and keyboard cover. Once they are done they will be asked to take them off and dispose of them. There will be seven computers at the Coalinga Library and they are spaced six feet apart. We will see how this goes in Coalinga then we will get Huron going. I am calling these guidelines because if it is a policy they would need to be read twice and I am hoping we can start this as soon as possible. Staff is on board and there will be a staff member in there at all times with safe social distancing.

**Mrs. Culbertson:** Will this be for both Coalinga and Huron Libraries?

**Ms. Leal:** This will be Coalinga only for the rest of this month once we get everything ironed out we will start looking at Huron and see how we will get that going in Huron.

**Mr. Zubiri:** Why are we simultaneously opening Huron?

**Ms. Leal:** Because I need to get some of the bugs figured out.

**Mr. Zubiri:** We are hearing a lot about schools opening, but we have to hear anything about libraries opening I have ran out of patience with the whole system.

**Ms. Leal:** Would like to hear what the other board members thoughts are about opening up for computer use.

**Mrs. Culbertson:** Thinks it is a good idea, she thinks it will be helpful for high school students that don't have access to a computer.

**Mr. Campbell:** Open as soon as you can.

**Mr. Chavez:** I agree with Mr. Zubiri at the beginning we did not know what to expect, we closed both the schools and the libraries and here we are in the same situation a year later. We need to open, whatever we need to do to open let's do it.

**Mrs. Zavala:** I agree that we need to open as soon as we can, but I would rather see where we are at opening the school's first because you will have a flood of people and children at the libraries. I would really appreciate that we open both libraries at the same time not Coalinga first then Huron. Set this up now then open both of them at the same time.

**Ms. Leal:** Thank you everyone for sharing their comments. I agree with you it is time to re-open. I've been wanting to make it in small steps. If you remember a couple of months back I did have a reopening plan that I shared with you. I would like to revisit that again and fine tune it just a little bit. None of the SJVLS libraries are open yet. Kern County is the one doing computer use and some of Kern County libraries are open for limited services only.

**Mr. Chavez:** Other districts have good resources for their students, but in our community (Huron) is a poor community and most of our students don't have a lot of resources to be able to do their school work. I see a lot of students by the side of the school or in front of the library using the Wi-Fi because they don't have it at home. We need to open our libraries I see a lot of employees out and about what is the difference if we open our libraries. We need to take care of them and provide all the supplies we need to protect them.

**Ms. Leal:** I do have a copy of the reopening plan that I submitted a couple of months back.

*Stage one – Curbside Pickup:* Which we are doing now.

*Stage Two – Doors Open to the Public:* The public will be allowed in the building on a limited basis in designated areas only (Program Room, bathroom, circulation desk, limited seating). The library will operate at 40% capacity. Patrons will be screened according to Dept. Of Health Guidelines, including wearing masks. Patrons will be able to request library materials from staff. Patrons will not be allowed to peruse stacks at their leisure. This is for both the public and employees safety. Children under the age of 14 must be accompanied with an adult, and within close proximity of the child.

Computer access will be limited to allow for safe distancing between patrons and cleaning between users. If needed reservations will take place. Printing services will continue electronically.

This is what I proposed a couple of months ago and I came up with the computer use now I just need direction on what you want me to do.

**Mr. Chavez:** I think if we follow the guide lines that you just presented to us the public here and in Huron would be very grateful for us opening our doors.

**Ms. Leal:** I have purchased plastic shields for both libraries so those protocols are already in place. I just need you to give me direction on what you want me to do.

**Mr. Chavez:** You can do both, you can do the computers and the plan that you have. Don't open next week open in two weeks that way you have enough time to put all the protocols in place.

**Ms. Leal:** I still stand by that patrons cannot just walk about at their leisure.

**Mr. Chavez:** I agree on that.

**Mrs. Culbertson:** I feel you can start just with the computer use for both Huron and Coalinga then move on from there. At least this is something, something is better than nothing. I feel we need to hold off on totally reopening until we know what we are doing here at the schools.

Ms. Leal: Some of the staff wanted me to limit patrons on what they can do on the computer and I was against that because maybe they need to get on Facebook to get a hold of family, maybe that is the only way they can do that.

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

Roll Call:

Mr. Zubiri; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mrs. Zavala; Yes

Mr. Chavez; Yes

- A-2 Policy?? – Device Checkout Policy
- A-3 Laptop/Table Agreement Form. Revised to Device Agreement Form

**Ms. Leal:** We have 40 chrome books that were donated to us; we have 20 in Huron and 20 in Coalinga. If we check those out to patrons they did not cost us anything. I don't have a policy number on that yet because it has to go through two readings. We have a Laptop/Tablet Agreement Form for patrons to check them out to be used only in the library for two hours a day. Mr. Vosburg updated it to Device Check Out Policy. We are combining them together that way we only have one and not two. The big change will be that the laptop will be checked out for seven days and the fine would be \$5.00 each day it is late. A fine of \$5.00 per hour will be charged for In-House checked out Devices.

#### ***Check- In Procedure***

When returning a Device, the borrower must allow at least 5 minutes for a staff member to check the equipment.

The staff member will verify that all parts are present and the Device and all accessories are in good working order.

The Device will be booted and checked for functionality upon return.

The borrower will sign and date the checklist to complete the transaction.

The Device will then be checked in from the borrower's account

#### ***Fines and Liability***

A patron's privilege to check out a Device will be suspended for one month if the patron fails to return the Device at the time due or leaves before the check-in procedure is complete

Devices that are not turned in within 21 days will be considered stolen and the police will be notified.

Back to the Device Agreement Form again it is just an updated revision that we had before.

The check-out period for each Device in house is two (2) hours, or seven (7) days if the device is checked out for home use. In-House patrons may renew the laptop for another two (2) hours if no other patrons are waiting. Devices checked out for home use may be checked out again after a seven (7) day waiting period on a first-come, first-served basis. Reservations will not be taken.

The reason that is in there is because I don't want a patron to renew it and keep it for 14 days. I want the laptop to be available to other patrons to check out. Does anyone have any questions?

**Mrs. Culbertson:** Have you checked with other libraries to see if this is comparable with other libraries.

**Ms. Leal:** Yes I did and some libraries are starting to check these out. It depends on which libraries you ask. My thoughts are there are 40 of them that people can use. We would all like to think that every person in the world has a laptop or Wi-Fi, but they don't. I know that all the students have a laptop, but do all of them get a hot spot with those?

**Mrs. Culbertson:** Most do.

**Ms. Leal:** Not everyone has those and this is a good way to put those laptops into good use.

**Mr. Chavez:** This is going to be checked out by adult's right, Because they are expensive.

**Ms. Leal:** Correct and that is covered on the Device Check-Out and In-House Policy they have to have a library card with good standing (no fines). A parent has to sign for the student to check it out and that is on the policy as well.

The charges for lost and damaged equipment are as followed;

Devices: \$100.00-\$300.00

Cracked screen: \$100.00-\$300.00

Lost Power Cord: \$20.00

Overdue In house Devices: \$5.00 per hour

Checked out Devices: \$5.00 per day

On the user agreement it states;

Damages include but are not limited to:

Lost or Stolen Device

Cracked Screen: Replacement Cost

Broken Charging Pins: Replacement Cost

Excessive Scratches

Broken Power Plug and Cord

Does this answer your question?

**Mrs. Zavala:** Did you go through legal for this agreement?

**Ms. Leal:** I did not, but that is a great suggestion.

**Mrs. Zavala:** It is hard to say that it was stolen when it was checked out to a person and if there was an agreement signed.

**Mrs. Culbertson:** I also think it wouldn't hurt for us to put in the policy that there has to be someone 18 years or older to check it out. Because if they have to sign for it might as well put that in the policy.

**Mrs. Zavala:** Are they restricted to certain websites or are they not restricted?

**Ms. Leal:** Good question I will have to ask Mr. Vosburg that question.

**Mrs. Culbertson:** Your user agreement is that for in house and checks out?

**Ms. Leal:** Yes we had the In-House Agreement Form and we are combining it with the Check-Out Agreement, but we can do one for each it doesn't have to be together.

**Mr. Chavez:** It is easier to have just one if they sign it they can take it or use it at the library.

**Mrs. Zavala:** When checking them out just make sure they are in working condition and that there is nothing wrong with them. Also, does the history get erased when they return it?

**Ms. Leal:** Yes, Mrs. Zavala it does it has an app that does that automatically. Also, I don't think that it allows you to download anything to the laptops. With all the suggestions that you have given me I will update the policy.

- A-4 Bid Approval – Coalinga Library Roof Repair

**Ms. Leal:** We have been dealing with leaks for quite some time, Mr. Crawford has been kind enough to come and help us clean up the rain gutters, but it is still not enough to stop the leaks. I had Pristine come out and they are a local company, but when he emailed me the quote, it was \$42,000.00. I went ahead and got another quote from Vezina Industries and they are out of Madera. Their quote is considerably less its \$13,050.00 but I would like to get the five year warranty for \$3,125.00 which would bring the total to \$14,375.00. I don't really understand what most of these things mean so I had Mr. Crawford look at the quotes for me. He did have some questions about it and he feels that the cheaper one is the one to go with. He felt that most of the things that Pristine wanted to do is over kill. I do have Measure B money I can use with

this and we also have money in our budget in Capital Outlay to do this as well. If we go with the \$42,000.00 we would need to do an amendment to our budget.

**Mr. Zubiri:** These are the only two bids you got.

**Ms. Leal:** Yes.

**Mr. Zubiri:** Did Pristine propose a whole roof replacement.

**Mr. Chavez:** It says restoration.

**Ms. Leal:** Yes if you look at number 4 it says remove and dispose items. He did show me pictures. You should have had pictures in the email that I sent you. Any little crack that was lifting he wanted to fix and restore more than just fix the issue that we are having. I know that sometime in the future we will have to do all of that.

**Mr. Chavez:** My only concern is I have looked at the roof before. What they are trying to do is not going to help the only way to alleviate that is to redesign the roof. For now we can go with the lower bid, but in the future we can revisit it.

**Ms. Leal:** Ms. Collings talked to Chris Hale that was our project manager and asked him why this was happening and he said that it's an old roof.

**Mr. Campbell:** The proposal from Pristine was only good for ten days and it was made in November. Technically we only have one proposal. I looked up some reviews for Vezina and people say good things about them.

Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve A-4, seconded by Mr. Zubiri. Motion carried unanimously.

Roll Call:

Mr. Zubiri; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mrs. Zavala; Yes

Mr. Chavez; Yes

## V. DIRECTOR'S UPDATE

**Ms. Leal:** We received a \$10,000.00 grant from the State Library. It was a copycat grant that Mr. Vosburg asked if he could apply for and I said yes. We will be getting a robot, a robot that can be coded to command.

Measure B money, we thought it would be down about 25% which could have been about \$100,000.00 thank goodness that it has not happened. We are down about \$10,000.00 in the past few months. One month we were up about \$4,500.00 so we are probably down \$6,000.00 from our projection that we thought we were going to get.

## VI. BOARD MEMBER REPORT

**Mrs. Culbertson:** Nothing to report.

**Mr. Zubiri:** Hopes that everyone continues to have good health and to hang in there, this will all be over quite soon.

**Mr. Campbell:** One suggestion and the board can do what they want with it. We don't know what the future is going to bring. We don't know how many times we are going to be able to meet. I would like to see the library district research and set up a good phone system so that if we have to call in we are able to hear each other and not have trouble with the mic. There are systems out there and there are companies out there that can come and set it up for us. Whether it is mobile or we can bring it here, but I feel sorry for Mrs. Zavala because I have been on that end of the phone and it is terrible. I would recommend to do the research to find the system that works best for us. I thank the school district finally did that for us and it helped a lot.

**Ms. Leal:** Thank you and I know Chad and Nathan have been working with that and see what they can get done. I will continue to push for that.

**Mrs. Zavala:** Agrees with Mr. Campbell she is sorry she could not be there today, but her husband had symptoms of Covid-19 and she did not want to expose anyone.

**Mr. Chavez:** I would like to have the library open up as soon as possible as long as Ms. Leal works on getting us to that point I am happy with it.

## VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Campbell moved, seconded by Mr. Zubiri. Motion carried unanimously. Meeting was adjourned at 6:20 P.M.

Roll Call:

Mr. Zubiri; Yes

Mrs. Culbertson; Yes

Mr. Campbell; Yes

Mrs. Zavala; Yes

Mr. Chavez; Yes

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, March 9, 2021 at 5:30 P.M. at the Huron Branch Library.