

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, January 15, 2019 5:30 p.m.
Huron Middle School Multipurpose 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: President Mr. Chavez called the meeting to order at 5:30 P.M.

Roll Call: Roll Call was taken as follows
Roger Campbell teleconference from:
Anaheim Harbor RV Park
1009 S. Harbor Blvd., Anaheim, CA. 92805

Pledge of Allegiance: Mr. Chavez led the Pledge of Allegiance.

Approval of Agenda: Mrs. Culbertson moved to approve the agenda, seconded by Mrs. Zavala.
Motion Carried unanimously. Motion Carried unanimously.

II. PUBLIC COMMENTS

No Public Comments

III. CONSENT AGENDA

- C-1 Approval of December 2018 checks 015998 thru 016018 in the amount of \$52,764.61 of which payroll was \$39,945.95 and the Huron Construction Project is \$5,100.00
- C-2 Approval of minutes for Board Meeting held on December 11, 2018.
- C-3 Approval of Withdrawn List

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

IV. ACTION ITEMS

- A-1 Approval of Volunteer List

Ms. Leal spoke to Mr. Zubiri to let him know how the volunteer program works and how volunteers have to be approved by the board. Most of the volunteers are high school students trying to get their hours. We don't do court appointed volunteers anymore.

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

V. DIRECTOR'S UPDATE

- Huron Renovation: The Huron Library is all fenced off and it has been like that for a few weeks. Books have been packed and shelves have been removed. Furniture has been removed and it has been tarped off from where the wall will be taken down. Nothing has been done outside due to the rain. I took some pictures before I came here and I will be emailing them to you. I have cleared it with the team to be able to re-open hopefully in February if not it would be like the first week in March. Staff moved some items from Children and YA to the back side of the library (Adult Section) in hope that we can use the back door for patrons to come in and check some stuff out while construction is going on. We are not sure if it will be open every day we are waiting to see how that all pans out. Our staff here will be working in Coalinga until we re-open the Huron Library.
- Summer Reading: We are starting to think about Summer Reading again so we can get ready for that.

VI. BOARD MEMBER REPORTS

Mrs. Zavala: Has nothing to report.

Mrs. Culbertson: Has nothing to report.

Mr. Zubiri: Has nothing to report.

Mr. Campbell: Wanted to know if they got sent the Board Policies, Mr. Chavez let him know that they are going to get reviewed by the attorney and see which ones need to get updated. Mr. Campbell wanted to know about Ms. Leal's informal evaluation that is coming up. Mr. Chavez will send Mr. Campbell copies of the policies and if you would like to look at the informal evaluation policy you can go to the Coalinga Library and look at it there. Ms. Leal let them know that there is no policy for her informal evaluation, but that she can work on getting one but it is in her contract. Mr. Chavez explained that no other director had an informal evaluation it was added to Ms. Leal's because she was new.

COALINGA-HURON LIBRARY DISTRICT December 11, 2018

Mr. Campbell wanted to know if the staff in Huron was going to lose any hours because of the closure. Ms. Leal assured him that they were not going to lose any hours due to the closure. Mr. Campbell asked; if an employee that works in Huron and the only place she can work is in Coalinga now she has to drive 44 miles round trip, do we pay mileage? Mr. Chavez answered; no, because they work for the district not to one specific location. Mr. Campbell asked; do they know that? Mr. Chavez answered; yes they do.

Mr. Chavez: Has nothing to report.

Mrs. Leal: Now that the Holidays are done and have the construction on track I hope I can start going through the policies I'm hoping to get one done a month including the salary schedules. If nothing is changed like the Director's and the roll of the president do we want to just look at them and just update or are they okay the way they are.

Mr. Chavez: No we need to update them because some laws have changed.

VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mrs. Zavala moved, seconded by Mr. Zubiri. Motion carried unanimously. Meeting was adjourned at 5:46 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, February 12, 2019 at 5:30 P.M. at the Coalinga Library Program Room.