

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, February 13, 2018 5:30 p.m.  
Coalinga Library Program Room**

---

**I. OPEN SESSION/CALL TO ORDER**

Call to Order: Vice President Mr. Albrecht called the meeting to order at 5:30 P.M.

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

**ADMINISTRATION PRESENT:** Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

Pledge of Allegiance: Vice President Mr. Albrecht led the Pledge of Allegiance.

Approval of Agenda: Approval of the agenda by Mrs. Culbertson, seconded by Mrs. Zavala.  
Motion carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval of January 2018 checks 015525 thru 015591 in the amount of \$123,282.10 of which payroll was \$44,116.49.
- C-2 Approval of minutes for Board Meeting held on January 16, 2018.
- C-3 Approval of January 2018 withdrawn list.

Mr. Campbell had questions concerning the payments for J.R. Janitorial & Carpet and Jovel Tree & Lawn Service about it being a one month service. Ms. Leal explained that the service was for the Coalinga and Huron Branch. She also shared that the \$250 charge is for an empty lot that the district owns, Jovel keeps it clean for us. Ms. Leal also explained that J.R. Janitorial is the cleaning company who clean twice a week at the Coalinga Library and once a week at the Huron Library. Mrs. Zavala asked if we went to bid on the J.R. Janitorial and Ms. Leal responded; yes. Mr. Campbell also questioned Dyson, Siegrist, and Janzen and CM Construction. Ms. Leal let him know that they are part of the new addition to the Huron Library. Mr. Campbell questioned how we have not started the construction, so why are paying for the projects? Ms. Leal stated that we have begun with the Huron addition.

Approval of the consent agenda by Mr. Albrecht seconded by Mrs. Culbertson, motion carried unanimously.

**III. ACTION ITEMS**

- (None)

## **IV. DIRECTOR'S UPDATE**

- **Huron Project**  
Getting ready to go to plan check, plans were sent to Ms. Leal she has looked over them more than once. Mr. Hale came by and looked over the plans with Ms. Leal. They made some notes and looked at some things that they want to change. Mr. Crawford also looked at them. Ms. Leal also had SJVLS look at them because they are the ones that do all of the internet connections. They have been looked at several of times. The plans are being sent back to DSJ to start the corrections. Things that are going to be taken out are a sky light and second circulation desk. Storage area looked to small so it increased by taking some room from the study rooms. The floor is going to be polished concrete which is easier to clean. The walls in the Program Room will be tack board because it will help for display and with sound. Mrs. Zavala asked for plans to view, Ms. Leal will send them out by email. Ms. Leal also expressed she can bring out plans for the next board meeting.
- **Other**  
Summer Lunches will start this summer at the library. Ms. Leal attended a Measure B Citizens Review Committee meeting.

## **V. BOARD MEMBER REPORT**

Mrs. Culbertson: Thank Ms. Leal for the City of Huron and Coalinga bill breakdown.

Mr. Albrecht: Nothing to report.

Mrs. Zavala: Nothing to report.

Mr. Campbell: Nothing to report.

Mr. Chavez: Nothing to report

## **VI. PUBLIC COMMENT-Open and Closed Session**

No public comments

## **VII. AJOURN TO CLOSED SESSION at 5:44 P.M.**

- CS-1 Conference with Labor Negotiator – Gov. Code #54957.6 District Designated Representative Mary Leal/Jay Rosenlieb.  
Employee Organization: Local 39, Stationary Engineers.
- CS-2 Conference – Significant exposure to litigation pursuant of Government Code Section 54956.9(d)

**VIII. REPORT FROM CLOSED SESSION**

Nothing to report.

**IX. ADJOURNMENT**

Mr. Chavez asked for a motion to adjourn. Mr. Albrecht moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 6:17 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, March 6, 2018 at 5:30 P.M. at the Huron Branch Library