

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday May 7, 2019 5:30 p.m.
Huron Middle School Multipurpose Room**

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, Mr. Zubiri, Mrs. Culbertson, Mr. Campbell, Mrs. Zavala

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

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

II. CONSENT AGENDA

- C-1 Approval April 2019 checks 016168 thru 016210 in the amount of \$82,946.30 of which payroll was \$41,059.97 and the Huron Construction Project is \$6,807.90.
- C-2 Approval of minutes for Board Meeting held on April 9, 2019.

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

III. PUBLIC COMMENTS

No Public Comments

IV. ACTION ITEMS

- A-1 Approval of 2019-2020 Budget (Second Reading)
 - Only Changes in the budget is additional \$13,000 was added to Databases Utilities for the digitization of the Coalinga Recorder/Coalinga Press. We do have a company that holds all of our records, but they no longer will do that. We currently have a lot of newspapers that need to be digitized. We will turn the Microfiche into a digital format that can be keyword searched..
 - The \$500,000 for the Huron Renovation is just in case we don't finish paying the project this fiscal year.

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- Mr. Campbell would like to table the budget until he gets more information. Mrs. Culbertson agrees with Mr. Campbell.
- Mr. Campbell would like to have a breakdown on what the Huron Library Renovation is costing us to date.
- Mrs. Culbertson would like to know where the \$13,000 for the Databases Utilities is coming from; Ms. Leal answered from our General Funds.

No questions or Comments. Mr. Chavez asked for a motion to table the budget. Mr. Campbell moved to approve the action item A-1, seconded by Mr. Zubiri. Motion carried unanimously.

- A-1 Approval of 2019-2020 Board Meeting Schedule.
 - Update handed out.
 - Mr. Zubiri asked if we are aligned with the school, answer is yes.

No questions or comments Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve the action item A-2, seconded by Mr. Zubiri. Motion carried unanimously.

V. DIRECTOR'S UPDATE

- The Huron addition is moving along. The largest hold up was PG&E. They thought they would have to tear up our driveway and they didn't have to, so we will be looking into a refund. Mrs. Zavala and Mr. Zubiri have gone to look at the progress that's been done.

VI. BOARD MEMBER REPORT

Mrs. Zavala: Nothing to report.

Mrs. Culbertson: Nothing to report.

Mr. Zubiri: Nothing to report.

Mr. Campbell: Nothing to report.

Mr. Chavez: Stopped at the library everything looks good. Ms. Leal has her evaluation coming up. Ms. Leal passed out packets to board members with the evaluation form and her accomplishments. There is also an emergency form for the board members to return with their emergency contacts information.

VII. ADJOURNMENT

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Mr. Chavez asked for a motion to adjourn. So moved by Mr. Campbell, seconded by Mr. Zubiri. Motion carried unanimously. Meeting was adjourned at 5:51 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, June 11, 2019 at 5:30 P.M. at the Coalinga Library – Program Room.