

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday June 30, 2020 5:30 p.m.
Coalinga Branch Library – Program Room**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Zubiri, Vice-President;
Mrs. Culbertson, Clerk; Mr. Campbell, Trustee; Mrs. Zavala, Trustee (Via Telephone)

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,
and Mr. Campbell.
Via Telephone Mary Zavala

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

Approval of Agenda: Mr. Chavez would like to add Opening of the Library Procedures to the
agenda.

Mrs. Culbertson moved to add item to agenda, seconded by Mr. Zubiri.

Roll Call:

Mrs. Culbertson Yes

Mr. Campbell Yes

Mr. Zubiri Yes

Mr. Chavez Yes

Mrs. Zavala Yes

Motion Carried unanimously.

Mr. Chavez would like approval of agenda

Mrs. Culbertson moved to approve the agenda, seconded by Mr. Zubiri.

Roll Call:

Mrs. Culbertson Yes

Mr. Campbell Yes

Mr. Zubiri Yes

Mr. Chavez Yes

Mrs. Zavala Yes

Motion Carried unanimously.

II. CONSENT AGENDA

No Consent Agenda

III. PUBLIC COMMENTS

Hilda Crawford: Speaking on behalf of the staff as of right now we are not fully opened to the public and in order to keep ourselves and the patrons safe we will be starting curbside. We can still provide free Wi-Fi as we have done in the past. I know Ms. Leal will provide what she is thinking of doing at the library, but these are just concerns that the staff have. Provide services within the governor's guidelines. We would rather not be a cooling center due to the shelter in place that was put by the governor. We were told that Huron has three cooling centers if we do or if we must be a cooling center it should be restricted to one area in the library. We also have high risk staff members that are worried about their own health. If we do let patron's in the library we should take their temperature and only allow certain amount in at a time. There should also be a time limit on patrons and we should not let them in the stacks, instead we would go pull the items for them.

Ms. Leal: I have some things that the staff has sent to me and it is basically what Mrs. Crawford mentioned.

Nathan Vosburg: Provide services incrementally, but doing it in a way to limit our exposure. We can do what the rest of the libraries are doing by providing free Wi-Fi, online data bases, phone assistance, and curbside. No other libraries in California are open and for sure none in Fresno County. Would not want to open for a Cooling Center, but if we must, restrict to one area of the library only and give out time limits. Knowing that we all have children and families to get to we would like the library closed at a decent hour and we would need to go home to help our kids with the distant learning. Some of us are high risk and we can't afford to take sick days, if we get sick due to coming into contact with a Covid-19.

David Hill: Pro's: Cooling Center only with limited sitting and time. Cons: Most staff members are considered high risk to the virus. Inviting patrons in will invade patron's personal life and taking temperatures just to let them in. Once granted access we would only let a few people in at a time due to state guidelines. Patrons will not be allowed to go into stacks to grab their items. If we allow that we must sanitize all items touched by patrons. I believe we should follow what other libraries are doing and allow curbside assistance. We can have patrons call in and we can grab what they need and they can just come pick it up.

Melba McHaney: She agrees with Mr. Vosburg as she is high risk she does not feel that the library should be a Cooling Center since Huron already has two.

IV. ACTION ITEMS

• **A-1 2020-2021 Budget (First Reading)**

Mr. Chavez: Why did you put first reading?

Ms. Leal: We have always done it that way.

Mr. Chavez: The other reading will not be until a month later how do you feel about that.

Mr. Campbell: I would like to do a proof reading and approve on the 28th of July.

Ms. Leal: Salaries were left the same because we are down two positions and if there is any deficit it will take care of that.

Services and Supplies was cut 7%.

Books and Materials was cut 44% off the budget.

I was able to cut 22% of the total budget.

Mr. Campbell: What are the differences between benefits and health insurance?

Ms. Leal: Health insurance is health plan; benefits are Federal and State withholdings, Social Security, Medicare, etc. items we have to match as an employer.

Mrs. Zavala: Do the employees pay into CalPERS?

Ms. Leal: Yes they pay into it and CHLD almost matches it.

Mrs. Zavala: You said they pay into Social Security as well because I thought it was either or?

Ms. Leal: No we are not like the state hospital, the state hospital has safety, so they don't pay social security.

Mr. Zubiri: The furniture we were planning to buy in the future is now on hold.

Ms. Leal: That is correct. I don't think you were here last meeting when I said that is why I save Measure B for capital outlay, to me it is not a given, I never know how much we are going to have. So if I use too much of it for salaries we are going to get ourselves in trouble.

In February when we were ready to do the budget we were already \$27,000.00 behind in what we normally get. As I got the March and April report we were still doing really good and that made no sense because everyone was supposed to be sheltering in place. I talked to the person in charge of the Measure B account and he explained to me that we are two months behind. We have not gotten the actual money from when covid-19 started that is yet to come. He is predicting a 25% cut of Measure B funds.

If you look at the revenue side:

Property Tax and Special Assessment/Parcel Tax those I left the same because those monies have already been figured out. Next year there might be a possibility that it might go down.

If you compare the Measure B spot to last year, I knocked it down \$100,000.00 that's about 25%.

Everything else I left the same.

I did cut the interest money because if we are not getting that Measure B money, that means we will not be generating that much interest.

Mr. Campbell: Where are we getting that interest from?

Ms. Leal: Fresno County holds our money in an account and we generate interest off of it.

- **A-2 Reopening Plan**

Mr. Chavez: I understand what the employees are talking about, but we also have to take into consideration the public. They were talking about Huron having three cooling centers, they only have one right now. That is the reason why they let us open the library with the health department guidelines. Last week it was over 100 degrees and we are a cooling center. I know that some people do not want to open the libraries, but the way it is right now with our kids being out of school they need something to do. That is why Mary and I talked about this, how we can help the employees and still have the public.

Ms. Leal: Curbside is starting July 1st

Reopening Procedure - Stage 1

- Request for holds can be placed online and by phone
- Check-out station will be located in front of the entrance.
- Mask will be required by both patrons and staff.
- All staff in the library will maintain social distancing.
- Regular staff schedules will be resumed.
- Preparing which staff will not be able to return due to high risk.
- Patrons will return books to the book drop only
- The public will not have access to the library it will be Curbside service only.
- Wi-Fi will be accessible to the public at the parking lot.
- Electronic printing will be available, they cannot come in and do copies.

Reopening Procedure - Stage 2

- Patrons will be allowed into the library at designated areas only.
- Program Room, Bathrooms, and Circulation Desk will be limited.
- Library will operate at 40% capacity.
- Patrons will be screened to the health department guide lines.
- Patrons will be able to request library items from staff.
- Patrons will not be able to parade the stakes at their ledger this is for both the staff and employee safety.
- Children under the age of 14 must be accompanied by an adult.
- Computer time will be limited for safe distancing and they will be cleaned between patrons.
- Printing services will continue electronically.

Reopening Procedure - Stage 3

The library will be open to the public, with access and all library services provided under normal procedures and schedules.

Ms. Leal: I do have guidelines that I have been following for a cooling center, retail, and local libraries. Pretty much they are all the same, wear a mask; wash your hands, etc. I have been taking things from each one of them and that is how I came up with the guidelines. The fine print is what I would do a policy on. I will not let the staff be exposed.

Mr. Zubiri: When you say you sanitize books how would go about that.

Ms. Leal: We use sanitizing wipes to wipe the outside of the book and we leave them out for 3 days before checking them in. That is what we have been instructed to do.

Mrs. Culbertson: What if you did it like the bank and have them stand outside and when someone is available they would come in one by one.

Ms. Leal: That is in between the lines I have the capacity of people we could let in; in the New Wing we can have 13 people, in the Adult Area we can have 14 people, in the Program Room 22 people, and in the Children's Area we can have 19 people. I have spoken to Jay Rosenlieb about this issue and asked him what if we have 2 extra people in whatever room can I go over there and let them know that according to social distancing they would have to leave the room and he said yes we can do that. We will be using a ticket system it is something we are still working on.

Mrs. Culbertson: Even 57 people sound like a lot of people for the amount of staff that you have.

Ms. Leal: Yes I agree.

Mr. Chavez: I haven't really seen that many people at one time in the libraries. That is the reason why we should not say how many people can be there at a time. If they see it is getting to be a lot of people we can ask them to wait outside.

Mrs. Culbertson: Is this the only Cooling Center in Coalinga?

Ms. Leal: The only one that is not open is the lobby at the Police Station.

Mrs. Culbertson: Do you get credit from the City for the Cooling Center.

Ms. Leal: No we don't. I also asked Jay Rosenlieb if we can require patrons wear masks and he said yes we can. I also asked him; what if they say they can't due to medical reason, we just tell them that we understand, but at this moment in time we are not letting anyone in without a mask. If they bring us a doctor's note next time they come we can let them in.

We can do everything as a Curbside Service except cooling. The Governor will have a news conference at noon with new guidelines for the state. We might go back to shelter in place and that is going to bring new guidelines for the library. If you need us to open up as a Cooling Center we can keep them in the Program Room.

Mrs. Culbertson: Is there any other libraries that you have found that are open?

Ms. Leal: Absolutely not they are all doing Curbside only. I can open up the Program Room for the Cooling Center we can allow up to 22 patrons in there.

Mrs. Culbertson: Do you find a lot of people in the summer taking advantage of the Cooling Center.

Ms. Leal: I know we have had some homeless people come in, but it is not like we do a poll/survey. We do have some new people come in and look at the magazines and things like that.

Mr. Chavez: I know when the temperature goes up that they have a place that is cool. When we do decide to open, the restrooms should remain closed.

Ms. Leal: I don't know if we can legally do that I think we must have one open, but I will ask Jay Rosenlieb.

Mr. Chavez: I think we can, how are we going to clean them every time someone goes in.

Ms. Leal: One of my staff members commented that at church they have the cleaning supplies so people can clean up after themselves if they do I don't know.

Mr. Chavez: Like you said just have one open restroom. Let me tell you my comments for this, we need to open the libraries because we provide a service to the community. We also need to get people to do the Census; they need to use the computers in order to do that. The library is for the public, if we don't provide those services what is the use in having a library.

Mrs. Culbertson: I don't think I agree even in opening the bathroom someone is going to have to clean that bathroom every day. I would agree more to the curbside more than opening the library. We are living in a different time we can't let 50 people in there unless you do it like the bank, but you don't have enough staff to look over all of them.

Mr. Campbell: I have always said the library should follow suit with the school and I don't think the school district is ready to open for school today. In six weeks from now the school district is going to be prepared to open for school in some way. My recommendation and feeling is that the library leadership and staff need to make a plan where eventually you are going to open your doors in some way whether it is stage one or two, but I don't think it is tomorrow. I know that the school district has spent countless hours preparing on how to sanitize and they are have some of the same issues as you are having. My recommendation is that we follow suit in what the school district is doing. They will not open the doors up for students until August 17th and I suggest the library to do Curbside until mid-August and see if we can open our doors to the public.

Mrs. Culbertson: I understand what you are saying about the Cooling Center, but I don't know why the City doesn't come up with something. Why is the library responsible to be a Cooling Center?

Mr. Zubiri: Many years ago I ran the Center out in Huron and we had bathrooms and quite a few times the guys that would sleep over by the railroad tracks would come and use our restrooms and what a mess that turned out to be. It went to the board and they argued about it, but at the end they would clean it more often with the help of the City. With the Coalinga homeless people it gets around that there are bathrooms and that is when it becomes a problem, but what do you do they are people too we can't turn our backs on them, other than us here need to come up with a plan.

Mrs. Culbertson: When you are in contact with other libraries where are they from and what are they saying?

Ms. Leal: Nobody else in SJVLS which is from Merced all the way down to Kern are open. They are only doing Curbside none of them have opened their doors yet.

Mrs. Zavala: Curbside is okay I think it is too soon to open because all of our numbers are rising. I agree with what Mr. Campbell is saying and wait until the School District starts up and see where we are then.

Mr. Chavez: Mrs. Zavala we are not like the School District in the summer the library is where the kids go so now we are going to close until August and no services.

Mrs. Zavala: Maybe we can follow up in two weeks, but we need to keep it closed right now.

Mr. Chavez: Ms. Leal is following the guidelines and seeing what the other libraries are doing. If the Governor lifts the order for us to open Ms. Leal will get everything ready for our libraries to open. People are paying their taxes for these services and we are not providing anything for them right now.

Mrs. Zavala: I know, but are we going to put the staff in danger.

Mr. Campbell: I would like to make a recommendation we direct Ms. Leal to bring back plans to reopen at our next meeting on July 28th.

Mrs. Culbertson: You are saying for now we just do Curbside Service.

Mr. Campbell: Yes.

Ms. Leal: Yes.

Mr. Campbell: I make a motion that we stay with Curbside Service for right now and direct staff to bring back a clear plan in how to completely reopen the libraries to the public. That plan needs to be submitted to us by the July 28th meeting. I suggest that it has additional cost in how much it will cost to keep the libraries clean and staff equipped with gloves, masks, and sanitizer. That way the board can see if the libraries are ready to open the next day or if they will need to keep them closed until further notice, Seconded by Mrs. Culbertson.

Roll Call

Mrs. Culbertson Yes

Mr. Campbell Yes

Mr. Zubiri Yes

Mr. Chavez Yes

Mrs. Zavala Yes

Motion Carried unanimously.

V. DIRECTOR'S UPDATE

- Staff has been working on inventory we are about three quarters done with it. We do pay certain fees on the volume of items we have in the system, so that is a great way to keep cost down.
- In your packets you will find the guidelines for Curbside Services. If you have any questions feel free to give me a call. We are set up to start up tomorrow.

VII. BOARD MEMBER REPORTS

Mrs. Culbertson: Nothing to report.

Mr. Zubiri: Nothing to report.

Mr. Campbell: Nothing to report.

Mrs. Zavala: Nothing to report.

Mr. Chavez: Nothing to report.

VIII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Zubiri moved, seconded by Mr. Campbell.

Roll Call

Mrs. Culbertson: Nothing to report.

Mr. Zubiri: Nothing to report.

Mr. Campbell: Nothing to report.

Mrs. Zavala: Nothing to report.

Mr. Chavez: Nothing to report.

Motion carried unanimously.

Meeting was adjourned at 6:32 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, July 28, 2020 at 5:30 P.M. at the Huron Branch Library.