

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

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

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

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

II. CONSENT AGENDA

- C-1 Approval February 2021 checks 16931 thru 16962 in the amount of \$73,921.81 of which payroll was \$45,418.50. Employee portion of payroll is \$6,917.12.
- C-2 Approval of minutes for Board Meeting held of February 9, 2021.

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

III. PUBLIC COMMENTS

No Public Comments.

IV. ACTION ITEMS

- A-1 Policy?? – Device Checkout Policy
- A-2 Laptop/Tablet Agreement Form. Revised to Device User Agreement Form

Ms. Leal: At the last Board Meeting this policy for the public to check out Chrome Books at the Coalinga and Huron Library was discussed. We need to get them checked out before they

become obsolete. They were free to us, we did not pay for them and we are just trying to put them into good use. The policy is combined with the in-house policy check-out that we had before. On the policy you have in front of you, there are some areas that are highlighted in yellow.

Mr. Zubiri: What is our sterilization process when people turn in items?

Ms. Leal: We have been following the suggestion from ALA and CLA. We have been setting all returns aside for quarantine for 72 hours. We will either do that with the devices or we will be wiping them down as much as we can.

Again this is a combination of the Device Checkout Policy and Laptop/Tablet Agreement Form (Device User Agreement Form).

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

Mr. Chavez asked for a motion to approve. Mrs. Culbertson moved to approve A-2, seconded by Mr. Zubiri. Motion carried unanimously.

- A-3 Board Policy 4002- Travel Expenses (Revised), First Reading

Ms. Leal: If you look at the old policy, it was written in 1989 things have changed since then. If you look at the U.S. General Service Administration guidelines for the year 2021, I updated our policy using their rates; basically everything else is the same.

- A. Travel costs to and from the airport or train station, including parking expenses and tolls;
- B. Airline costs or train tickets;
- C. Mileage reimbursement at the current Internal Revenue Service rate. When an option to carpool is available, the driver will be reimbursed at an additional rate of \$.05 cents per mile. Only the driver of the vehicle will be reimbursed for mileage charges
- D. Lodging costs at a rate to be approved by the District Librarian;
- E. Meal costs up to \$16.00 for breakfast, \$17.00 for lunch and \$28.00 for dinner, \$5.00 for incidental expenses, where reasonable or necessary. Individual meal allowances may vary, but in no event shall they exceed \$66.00 for the 24-hour period. On the first and last day of travel maximum amount for meals will be \$49.50.

I took out bus lines because we seldom use it, but I can put it back if you want me too. Again those rates on item E are taken from U.S. General Service Administration.

Mr. Chavez: Any question or comments?

Mr. Campbell: Yes I don't particularly like if you can car pool you get \$.05 cents more, because let's say if all four of us are going to a conference and Francisco says he is going to drive that means I get no reimbursement at all. Also, can someone explain to me what the \$5.00 incidental expense is?

Ms. Leal: I believe that could be something for a snack in between breakfast and lunch. Which they can take on their own again that's something that has to be approved by me.

Mr. Campbell: Why are we selecting Fresno instead of the standard rate that is put out for everybody?

Ms. Leal: I had to pick where we are so I put in the zip code that we are in. For the second reading did you want me to leave it or change anything?

Mrs. Culbertson: When I worked for the district I don't remember getting extra money for incidental expenses. We did get the meals, but anything else would have been at our expense.

Mr. Chavez: When you travel do you get any extra money?

Ms. Leal: No we have never gotten any incidental expense.

Mrs. Culbertson: I think that is a little bit much.

Mr. Chavez: Keep it standard.

Ms. Leal: I can remove that.

Mr. Campbell: Are all these required receipts for reimbursement?

Ms. Leal: Yes they are.

Mr. Campbell: So they are not just going to get \$66.00

Ms. Leal: Correct and I can add that in Mr. Campbell anything else you want me to change.

Mr. Chavez: That is the only thing we want to change.

- A-4 Board Policy 4003 – Facilities and Equipment (revised), First Reading

Ms. Leal: This policy was also updated on 1989 what is highlighted in blue is what I added and what was highlighted in yellow I deleted. Again this is the first reading what is highlighted in blue is;

- including American Disability Act (ADA) requirements
- building non-profit organization.
- will not be allowed

What was deleted;

- civic group specifically barred by law from the use of public
- equipment will be granted on an individual basis from the Circulation Department.

This is to use the Program Room.

Mr. Campbell: I think you need to put yellow on building.

Ms. Leal: Got it. We have an application for the Program Room and it has already been approved and it does say on the application that it is for non-profits organizations only. This helps eliminate people that want to use it for parties. Other libraries do let the public use it for those things, but they charge them and I do not want to do that at this time. I also feel we don't want to lend out our equipment out to anyone.

- A-5 Board Policy 4004 – Safety (revised), First Reading

Ms. Leal: Again this is the first reading I left paragraphs A, B, and C the same as it was approved in 1989. Number three I removed "Keep boiler/mechanical rooms free of all debris or

litter” because we no longer have that. It is not a mechanical room any longer . I would like to add the blue in number four “staff”.

Mr. Chavez: No questions?

- A-6 Library Reopening Guidelines – Opening on April 1, 2021

Ms. Leal: I sent you 2 pages. One was the reopening guidelines that I presented to you back in June 2020 these have changed. The new proposal has the computer use on it which you already approved at our last meeting. The reopening at the top has changed from the stage 2 plan back in June. The public will be allowed in the building for 30 minutes in designated areas only.

- Patrons will be screened upon entering according to Dept. Of Health Guidelines, including temperature checks.
- All patrons above the age of 2 must wear a mask at all times.
- Patrons that are coughing, sneezing or exhibiting symptoms they are sick will be asked to leave to protect other patrons and staff members.
- Social distancing (6 feet) will be strictly enforced (including staff).
- The library will operate at 40% capacity.
- Children under the age of 12 must be accompanied with an adult, and remain within close proximity of the child.
- Seating and bathrooms will not be available.

If you see on the action item six I went ahead and put April 1st as our opening date assuming that the schools will also be opening then. I know that the school meeting is after this and I am assuming that it will be discussed. The board has always been supportive that the library shouldn't be open until the schools open. I just thought I should bring that up so you can give me direction on what we should do.

Mrs. Culbertson: The schools are not completely open, but we are taking students now and all staff is to be on site tomorrow.

Ms. Leal: Do you for see that the library should be open on April 1st.

Mr. Chavez: I think we will be good it is only thirty minutes, we need the people to start going in.

Mr. Campbell: I agree with you, but I think we should put a disclaimer “if allowed by health regulation” because the last thing you need is somebody saying “you said you would be open on April 1st no matter what” and if we are not out of the red and it gets worst they will close us down again.

Mr. Chavez: I don't have a problem putting in a disclaimer.

Ms. Leal: Just let me know how you want me to put it out.

Mr. Campbell: Can we put it out there without a date.

Mr. Chavez: We need to let the people know when we are opening just like we did with the school and it's just thirty minutes.

Mr. Campbell: So can we add if allowed with state guidelines.

Mrs. Culbertson: With compliance with CDC guidelines.

Ms. Leal: Who ever makes the motion please add that.

Mrs. Zavala: They should be able to use the bathrooms though.

Mr. Chavez: Yes because if they forget something they can come back and get it. I am okay with what Ms. Zavala mentioned. We can have the bathrooms available to the public, but if we see that they are getting dirty then we can close them up.

Mr. Chavez asked for a motion to approve A-6 with changes as followed both libraries are to be open with following CDC guidelines and removing the word bathrooms so patrons can use bathrooms. Mrs. Culbertson moved to approve A-6, seconded by Mrs. Zavala. Motion carried unanimously.

V. DIRECTOR'S UPDATE

I attended a Measure B meeting and Fresno Counties numbers are as low as ours when it comes to patrons coming to the libraries. Fresno Libraries circulation are a third of what they used to be. That made me not feel as bad because we are not the only ones that are struggling. We are down five percent with the Measure B money that has come in. We thought that it was going to be a lot more than that, so we are still holding on to our Measure B income.

I need direction from the board about updating some policies. Some of them are just fine, but most of them have been approved in 1989. Do you want me to bring those forward and just update them or just leave them as they are and just update the ones that I feel need updating.

Mrs. Culbertson: Bring them to the board to review with no changes and update the date.

Ms. Leal: Will they be going through the two reading according to our policy?

Mrs. Culbertson: No not necessarily.

Mr. Chavez: We can wave the second reading.

Mr. Campbell: They will be on the agenda and we will approve at the meeting.

Ms. Leal: I will go through the ones that I feel need to get revised then I will go back to the ones at the beginning of the book that I feel are okay.

Mrs. Culbertson: The school uses California School Board Association is there something for the library to go refer back to.

Ms. Leal: We refer back to the American Library Association.

VI. BOARD MEMBER REPORT

Mrs. Culbertson: Thank you for all your work we appreciate it.

Mrs. Zavala: Nothing to Report.

Mr. Zubiri: My personal opinion we should not get so bogged down with this Covid thing. We can speak in some generality but it's like Mrs. Zavala says we can always bring something back if it is not working out for a month or so. We don't need all of these policies and changes like

who is going to clean the bathroom and all this kind of stuff even though at Mrs. Zavala's work they are very cautious about keeping things clean out there. There are a lot of businesses that are not like I mentioned they are not worried about it use. I understand what you guys are going through and I know there is a public out there that wants us to get back to business. Let the employees know that we appreciate them.

Mr. Campbell: Nothing to Report.

Ms. Leal: I want to thank Nathan and Chad for everything they have been doing for us all these months. I just ordered the equipment at the board's direction so that we can do Zoom and run a little smoother, we will be having the meetings back at the library. Just want to thank the school district for letting us use their facility.

Mr. Chavez: Thank you for all the work that you have been doing.

VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Zubiri moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 6:19 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, April 20, 2021 at 5:30 P.M. TBA.