

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, January 19, 2016 5:30 p.m.  
Huron Branch Library**

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**TRUSTEES PRESENT:** Mr. Whitwill, President; Mr. Crawford, Vice-President; Mr. Chavez (5:37 p.m.), Clerk; Mr. Albrecht (5:37 p.m.), Trustee; Ms. Zavala, Trustee

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

**CALL TO ORDER:** The meeting was called to order by President Mr. Whitwill at 5:30 p.m.

**FLAG SOLUTE:** Mr. Whitwill led the flag salute.

**APPROVAL OF THE AGENDA**

**Mr. Whitwill:** Need a motion to approve the agenda?

**Ms. Zavala:** So moved, seconded by Mr. Crawford. Motion carried unanimously.

**CONSENT AGENDA**

These matters are routine in nature and are usually approved by a single vote. Prior to action by the board, the public will be given the opportunity to comment on any Consent Item or Action Item.

- C-1 Approval of December 2015 checks 014409 thru 014449 in the amount of \$74,875.75 of which payroll was \$48,062.28.
- C-2 Approval of minutes for Board Meeting held on December 8, 2015.

**Mr. Whitwill:** Anybody have any comments, anybody from the public? I need a motion?

**Mr. Crawford:** So moved, seconded by Ms. Zavala. Motion carried unanimously.

**ACTION ITEMS**

- A-1 Approval Board Meeting Documents Procedure

**Ms. Leal:** At the last meeting there was a request to have copies of the minutes available for the public. It was decided that it was a waste of materials when we would print out all these agendas and minutes and no offense, but nobody would show up. I would end up taking all these stacks of papers unused, so it was decided to no longer do that. This decision was even before Jackie was with us. We would have some agendas to hand out, but that was all. I still feel the same way; the minutes are posted on the website once they are approved. Also, before every oard

meeting we have a binder in Coalinga and Huron with all the current information for the public to look at. If they want to make any copies they are more than welcome to and its \$.20 cents a copy. That is one way to do it if they don't have computer access. I don't have a problem with the agendas I don't have a problem with any of it, but the agendas are just two pages long, but the minutes could be quite long and until they are approved if we hand them out and there is a change then somebody can say; "but the minutes I have in my hand said this". Most of the time we don't even discuss the minutes I would say maybe once or twice a year we make a correction to the minutes. Those are my feelings, but I will go with whatever the board wants.

**Mr. Crawford:** I mean if you end up printing about three or four and you have six or seven people who gets what.

**Ms. Leal:** There is that issue as well.

**Mr. Crawford:** That was the problem before when we had a bigger crowd at one time. Then it started to get less and less.

**Mr. Whitwill:** My thought is we can have a couple of copies for people to come to look at when they come into the meeting and put on them "Not Board Approved".

**Ms. Zavala:** Or stamped.

**Ms. Leal:** Stamped "Draft".

**Mr. Whitwill:** We can do that and have a couple of them lying around.

**Ms. Zavala:** We can have one or two copies available, like right now because I had not seen them.

**Mr. Whitwill:** I would not want us to make 10 or 15 copies there is no reason to do that you don't know how many people are going to come, but sometimes we have nobody sometimes we have one, three or four. The people that do come they know each other and they don't mind sharing.

**Ms. Leal:** Make a motion and I will do whatever you want me to do.

**Ms. Zavala:** You want to wait for a second and let them get caught up (two more members arrived).

**Mr. Whitwill:** We were talking about board meeting documents. It was a request at the last board meeting about copies of the minutes not being provided. That is what we are discussing right now.

**Ms. Leal:** Do you want me to repeat was I said?

**Mr. Whitwill:** Yes.

**Ms. Leal:** This happened before Jackie came and I think it was at Mr. Chavez's suggestion we used to have a bunch of agendas and minutes done for the board meeting and either we would not have enough or we would have too many so we stopped doing that. Each library has their own board binder that we put the minutes in so that if people want to look at the minutes before the meeting they are more than welcome to do so. The board binder has the warrants, agenda, minutes, and every document we will be discussing at the board meeting. The minutes are also available now at our website once they are approved. I do have a concern about the minutes being passed out before being approved, but they have suggested to stamp them draft that way they can't say they have changed from when they read them.

**Mr. Albrecht:** You email them to us anyway don't you?

**Ms. Leal:** Right.

**Ms. Zavala:** We are talking about them for the public.

**Mr. Albrecht:** I would have a couple of them for the public I won't go overboard.

**Mr. Chavez:** I think this is what we talked about the last time. The problem we were having before we had a lot of people.

**Mr. Albrecht:** But now we are having three and four we can make four or five copies.

**Mr. Chavez:** We had copies of the agenda and minutes. Yes, we can print one or two; they would have to share it.

**Mr. Crawford:** I mean if it gets available and they get really interested in it they can go copy it at their own cost.

**Mr. Albrecht:** It would be okay to give them a copy won't it?

**Ms. Collings:** Or go online and look at them.

**Mr. Chavez:** I think we should just leave it like it is right now because it was a board policy unless you want to change it.

**Mr. Whitwill:** We would have to change the policy that means we would have to have a reading and a policy change. It would take two board meetings

**Mr. Chavez:** If the consensus of the board is just to have a couple of copies, there is no problem with that.

**Mr. Albrecht:** I have no problem with that. I think it is fine the way it is. We are in a library; if someone really wants a copy they will come up to the front desk and ask for one.

**Ms. Leal:** So the consensus is; have copies of the agenda and two copies of the minutes.

- A-2 Approval of Coalinga Library Cameras

**Ms. Leal:** Back in September there was an old quote to get cameras put it. It was \$11,126.00 and we approved that, then in October they came back asking if we did prevailing wages. My answer was yes and the quote went up to \$12,000.66. One of the meetings I was not present at tabled the item because the board felt that the price was getting to be pretty outrageous. Nathan has come up with purchasing the cameras on our own. These cameras are actually a little better than the ones we were going to get from the company. If you look at the second page at the bottom it states; estimated total for system listed above with three year extended warranty: \$4,259.25. Contracted installation changes from HR Electric attached. We are still waiting for that quote from HR Electric. He was supposed to get that to us today, but it has not happened. We will be getting 20 cameras – 12 inside and 8 outside / 8 cameras have zoom capability. It's 1089 Full HD – night vision up to 130 feet it includes DVR for monitoring and recording (place in MDF). The MDF is the big box we have in the Tech Room. It also comes with a Hard Drive – 6 Tera Byte. Without the HR Electric quote we are already at \$7,766.38 give or take a couple dollars.

**Mr. Chavez:** Are they wireless?

**Ms. Leal:** No they are not wireless, we looked into wireless, but no matter what you still have to run wires to them.

**Mr. Whitwill:** Because of power.

**Ms. Leal:** So we figured while we are running power we might as well run the other wires. It is a better set up. I would like to suggest that we go with this bid and do a do not exceed for HR Electric because his quote has not come in yet or we can wait another month until his quote comes in.

**Mr. Albrecht:** If the cameras are \$4,259.25 were does the other \$3,000.00 come from?

**Mr. Whitwill:** But you said less

**Ms. Leal:** So if you subtract the \$12,025.63 from the other bid for the Alarm/cameras and if you deduct the \$4,259.25 the total would be \$7,766.38. I rounded 259 off to 300.

**Ms. Zavala:** We still need to add the installation.

**Ms. Leal:** We need to add the installation. We can wait another month and get HR Electric's quote or we can do a do not exceed \$10,000.00 or something like that. If his quote comes in higher than what we agree on we can just table it for another meeting.

**Mr. Crawford:** It will probably be around nine.

**Ms. Zavala:** More?

**Mr. Crawford:** The whole thing.

**Ms. Leal:** I have been waiting for his quote to come in and it has not.

**Mr. Albrecht:** We can buy the system.

**Mr. Whitwill:** Then get it installed.

**Ms. Leal:** Whatever you guys want to do.

**Mr. Crawford:** How about the monitors?

**Ms. Leal:** We have plenty of monitors.

**Mr. Albrecht:** It's just video so if we need to go back and look at it.

**Ms. Leal:** We will have 2 monitors one will be in my office and the other one will be at the front desk like they do in Huron, because it doesn't do any good to have the cameras if you are not going to monitor them.

**Mr. Chavez:** We can do this; not to exceed \$10,000.00 because you have \$4,000.00 right here plus whatever the labor is going to be.

**Mr. Whitwill:** So \$10,000.00 total?

**Mr. Crawford:** He is local so it will not be a lot in travel expense.

**Ms. Leal:** Yes, and like I said the reason why we did not go wireless was because you have to run power anyway.

**Mr. Whitwill:** Has he installed these before?

**Ms. Leal:** Yes, he has that certain license that you have to have to do this type of work.

**Mr. Chavez:** So it will be \$10,000.00 for either one of them.

**Mr. Albrecht:** Under \$6,000.00 to install.

**Ms. Leal:** That would include if I needed to buy some monitors or any little things we might have forgotten.

**Mr. Chavez:** Alright.

**Mr. Albrecht:** So up to \$10,000.00

**Mr. Whitwill:** Was that your motion?

**Ms. Zavala:** To purchase the system and for installation not to exceed \$10,000.00.

**Mr. Crawford:** The system and the installation.

**Ms. Zavala:** Yes.

**Mr. Chavez:** Either one, which ever one she feels is better.

**Mr. Whitwill:** Yes, because then we will have to wait another month and we want to get going with this.

**Mr. Crawford:** So moved, seconded by Mr. Albrecht. Motion carried unanimously.

- A-3 Approval of New Hires Part Time Desk Clerk/Shelver – Bethany Humphries and David Hill

**Ms. Leal:** I shared at the last meeting that we had 20 something people apply, we had 16 people show up for testing, and 11 people got 70% or better that is what our policy is in order to move on to the interview stage. In two days Jackie and I interviewed several people and Jackie and I both agreed that these two people were the best of the candidates. They passed the test and they interviewed well. These are the people I would like for you to approve to be hired as part time. I told them that it would be about 20 hours a week that is about what our budget would allow. Their main job is to be shelvers because we have lost a couple of our shelvers, one because she went to a different position and one because she needed to spend more time with her family she had some issues going on. These two people are new people, but they are filling two positions that needed to be back filled. About a year and a half ago the board approved another part-time position so if I find that we need another position; I will keep the applications on file for six months. If I feel that we need another person I will let the board know.

**Mr. Albrecht:** So moved, seconded by Mr. Chavez. Motion carried unanimously.

**Mr. Crawford:** Who is teaching the shelving part and the circulation part?

**Ms. Leal:** Right now we only have one official shelver and that would be Alma. She will teach them the shelving part. I want that to be their main priority right now. We also opened up the pull list; I don't know if you all know what that is. We share our materials with other libraries, but since our library was such a mess for a year we had our collection shut down so that nobody can borrow from our collection. On January 15<sup>th</sup> that was opened up and we had 400 items on the pull list that needed to be located. Saturday was another couple pages and today was a couple pages. What that means when people take our stuff out, it has to come back and get put back on the shelves. Right now I want them to be trained first on shelving because that is where the need is going to arise because Alma cannot shelve everything by herself. As time allows and when they don't have shelving duties we will slowly introduce them to the desk clerk duties.

**Mr. Chavez:** Which is part of the job description right?

**Ms. Leal:** Correct, the job description actually says “Desk Clerk/Shelver”.

**Mr. Crawford:** So then Hilda would show them how to do the front desk.

**Ms. Leal:** I don’t know if it would necessarily be Hilda because she might not always be there. They will be working a lot of evenings and Hilda only works one evening a week. It will be multiple people teaching them.

**Mr. Crawford:** That is good that you are using them in the evenings.

**Ms. Leal:** It will be different people training them on different things. Alma will deal with the shelving, Nathan will show them how to work the computers, and it will be a group effort.

**Mr. Whitwill:** We got a motion and a second, all those in favor.

**Board members:** Aye (all board members).

**Mr. Whitwill:** Tell them welcome aboard.

**Ms. Leal:** I will have them at the next meeting so you can see their faces.

## **DIRECTOR’S UPDATE**

**Ms. Leal:** Officially we have paid off the construction people. To the best of my knowledge we have paid everything off.

Tomorrow night and Thursday night we are having a professional folk singer come to our libraries. Tomorrow he will be here in Huron and on Thursday night he will be in Coalinga. I was hoping to have our grand re-opening coincide with that event, but it did not come to pass. We have all our boxes unpacked, but the books are not where they need to be. They are on the shelves and are in order, but the adult fiction is backwards. We had to put them somewhere and we had to intersperse western and science fiction into the adult fiction. They used to be in different collections and that is not the way you do things now. I am keeping my fingers crossed that in February we have a grand opening again. We are getting there. All the books are on the shelf so we can do the pull list and we can find items when people request them. We actually do a book brigade, we all line up and hand each other books and put them on the shelf because it’s too far to walk. I am a proponent of not touching things twice so instead of putting them on a cart and wheeling them to the shelf we just do a book brigade. We have had kids help us as well. You will be surprised what they will do for an internet pass.

We are gearing up for Summer Reading. We are planning activities, and the calendar is planned. Believe it or not that is just around the corner. We have to order all the prizes and everything.

## **BOARDMEMBER REPORTS**

**Ms. Zavala:** I have none; in fact I was just realizing why I was not getting any emails about the agenda.

**Ms. Leal:** Somehow she missed the new email with this new when we switched over to CHLD.

**Ms. Zavala:** I am going to have to get together with Nathan to go over that.

**Ms. Leal:** I will have Nathan get together with her and set all of that up.

**Mr. Crawford:** I have some concerns of just more of the incident that involved my wife.

**Ms. Leal:** Okay.

**Mr. Crawford:** We, I mean I am speaking more as a husband.

**Mr. Chavez:** Tom that is personnel because it's your wife.

**Mr. Crawford:** But it's..

**Mr. Albrecht:** You're a board member.

**Mr. Crawford:** I can say as a board member it was not handled right.

**Ms. Leal:** We can bring it up as a closed session.

**Mr. Whitwill:** Yes.

**Ms. Leal:** Can we do that today without it being on the agenda?

**Mr. Whitwill:** We have to put it on the agenda.

**Ms. Leal:** Okay, Jackie take notes please.

**Mr. Albrecht:** Nothing.

**Mr. Chavez:** Everything looks good I went to the Coalinga Library then came over here since I was not working. Everything looks good except for the carpet.

**Ms. Leal:** The carpet here?

**Mr. Chavez:** Yes.

**Ms. Leal:** They cleaned it once.

**Mr. Chavez:** I know, maybe after the rainy season we can clean it again, but everything else looks good.

**Ms. Leal:** Okay.

**Mr. Whitwill:** Thank you to the staff and the board for the flowers, for my mother. It was much appreciated by my wife and I.

### **PUBLIC COMMENTS**

This portion of the agenda may be utilized by any person to address the Library Board on any matter within the jurisdiction of the Library District. However, depending on the subject matter, the Board may be unable to respond at this time or until the specific item is placed on the agenda at a future meeting, as provided by the Brown Act. Speakers should limit their comments to not more than three (3) minutes.

No comments

### **ADJOURNMENT**

**Mr. Whitwill:** Motion to adjourn?

**Mr. Albrecht:** So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 5:59 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, February 9, 2016 at 5:30 p.m. at the Coalinga Branch Library.