

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, December 13, 2016 5:30 p.m.
Coalinga Library Program Room**

TRUSTEES PRESENT: Mr. Whitwill, President; Mr. Crawford, Vice-President; Mr. Chavez, Clerk; Mr. Albrecht, Trustee

TRUSTEES ABSENT: 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.

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

Mr. Albrecht: So moved, seconded by Mr. Chavez. 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 on any Consent Item or Action Item.

- C-1 Approval of November 2016 checks 014917 thru 014974 in the amount of \$103,339.97 of which payroll was \$43,329.58.
- C-2 Approval of minutes for Board Meeting held on November 15, 2016

Mr. Whitwill: Anything to be withdrawn or any questions? I need a motion.

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

PRESENTATION TO OUTGOING BOARD MEMBERS

- Mr. Tom Crawford (2012-2016)
- Mr. Steve Whitwill (2012-2016)

Ms. Leal: I have a couple of plaques here for Mr. Whitwill and Mr. Crawford. I want to thank you gentlemen for everything you did for the community for the staff and for myself. You will be missed and I hope you continue to come by so we can talk.

Mr. Whitwill: Thank you

SEATIN BOARD CANDIDATE

- Mr. Francisco Chavez (2016-2020)

Ms. Leal: Welcome Mr. Chavez

Mr. Whitwill: Welcome back

Mr. Albrecht: Welcome back

SEATIN OF NEW BOARD MEMBERS

- Mr. Roger Campbell (2016-2020)
- Ms. Lisa Culbertson (2016-2020)

Ms. Leal: We don't have anything formal, so welcome Mr. Campbell and Ms. Culbertson.

Mr. Chavez: Welcome.

Ms. Culbertson: Thank you

Mr. Chavez: Now we turn this meeting over to Ms. Leal.

ACTION ITEMS

Ms. Leal: This is our organizational meeting for the Library District at this time I would like to take elections for:

Mr. Albrecht: I nominate Mr. Francisco Chavez

Mr. Campbell: I second that.

Ms. Leal: I have a nomination and a second for Mr. Chavez all those in favor?

All: Aye

Mr. Chavez: Thank you and you all know how I feel about this position; I would like to rotate this position. I am taking it this time and hopefully next year we will have somebody else take it over because this is a good experience for everybody. It is different than the School District.

- A-2 Election of Vice President

Following the election of Board President, the meeting will be turned over to the newly elected Board President and he/she will ask for nominations for Board Vice President.

Mr. Campbell: I nominate Mr. Johnny Albrecht

Ms. Culbertson: I second that.

Mr. Chavez: If there are no other nominations I will close this nomination, all those in favor?

All: Aye

- A-3 Election of Board Clerk

The President will ask for nominations for Board Clerk.

Mr. Albrecht: I nominate Ms. Lisa Culbertson

Mr. Campbell: I second that.

Mr. Chavez: There are no more nomination, so I will close this nomination and ask for her vote, all those in favor?

All: Aye

- A-4 Huron Library Proposal Review from Mr. Michael Shaddix of Tipton Legal Firm

Ms. Leal: For those of you that were not here last month we had a presentation by three gentlemen that were proposing that they would help us build a new library and rent our old one, or something of that nature. Both the board and I were concerned so I went to Michael Shaddix. He specializes in construction contracts and he has helped us with the other building contracts. He is advising that we do not move forward. He sent us a twelve page letter and I just highlighted a couple of things. I am going to read a few things and another conclusion part. That way we can talk about it and then see if you agree with the decision.

Introduction

You have asked me to write an opinion letter regarding a proposal by a medical facilities group to lease the building which currently houses the Huron Library, in exchange for an agreement by the medical facilities group to fund in whole or in part the construction of additional space on or near the existing building for relocation of the library.

Summary of Conclusion

In taking into consideration the various complications that arise from the proposed lease, as well as the risk inherent within the arrangement, my advice is to reject the proposal, and, instead, continue with the planned library addition. In short, it appears to me that the risk to the District relating to the endeavor far exceeds any benefit that may manifest as a result of the relationship between the library district and the medical services group. The risk, as discussed below, concerns the library district's financial health, as well as its ethical obligations to the community. The risk also encompasses potential problems with the USDA, the federal agency that gave, via grant, some \$200,000.00 to the District for use, on the massive library remodel just a few years ago.

Ms. Leal: I am going to skip to the next page

Mr. Chavez: That's fine.

Ms. Leal: Is that enough?

Mr. Chavez: Yes that is enough I just wanted you to look into it because it sounded good and it was supposed to help the community. You really did not need the letter, but that is fine because that way we can send them a letter saying thank you for your interest.

Mr. Albrecht: You don't know what the USDA is going to say about that.

Ms. Culbertson: I read the minutes from your last meeting and I was actually happy to see this.

Ms. Leal: The thing with the USDA is that we would have to pay them back and it was just not going to work.

Mr. Chavez: We were just looking at different scenarios; one was renting the library, or build a new one or another facility next to it, that was it. Now you have your direction send them a letter and let them know.

Ms. Leal: Okay.

- A-5 Approval of DSJ Contract for Huron Library Addition

Ms. Leal: It was probably sometime during the summer I asked board about how they felt about doing an addition to the Huron Library. We have Measure B funds that we use for that.

Measure B funds are earmarked for capital outlay, materials, programs, and certain things not for

staffing or anything like that. I get you the verbiage on that if you are interested. We have Measure B funds, it is one eighth of a penny of sales tax in Fresno County we average about \$40,000.00 a month with those funds it really helps. I asked the board if they would consider doing an addition at the Huron Library. What I am looking for is a Program Room like this in Huron. There is really no place to meet and we have girl scouts and other different groups coming and meeting in the library which is fine, but we have no room because the Huron Library is very small. Measure B money is for building projects. Right now at the end of the year we had \$628,000.00 and I will give you guys a copy of the audit too. That is besides our reserves and our regular operating expenses, the board agreed that I can look into it and then we had the gentlemen that made the proposal last month. We tabled the DSJ contract to see what was going to happen with that. Since you guys decided to turn down that proposal I would like to move forward and see if we can go ahead and have this contract signed so that we can start. It will probably take a couple of years to save enough money to do it, but I wanted to go ahead and start with the plans and all those things to get the ball rolling on that project.

Mr. Chavez: Three years ago when we did the remodeling in Huron we were talking about expanding it, but we wanted to finish both libraries first to see how much money was going to be left over.

Mr. Albrecht: How much is this contract for?

Ms. Leal: This one is I think just for design services and other services, like the bid process, plans; it is going to be \$55,200.00

Mr. Chavez: Did they say anything about the contract that was there the last time, is it the same language?

Ms. Leal: Yes, and I did have Michael Shaddix look at this as well and he said it was fine. On the last page it has the prices listed for architect work the coordinators. We will pay for what services we use. The scope that I am looking for is a Program Room like this with a bathroom and storage, and power and data all the way around so that it could be used as a meeting room, Program Room, and a Computer Lab once we get the money for the computers. I want to have everything put in there so that we are ready to go when we get the money for the computers and all those types of things that is basically the scope. No book shelves, nothing like that just a room very similar to this.

Mr. Chavez: Just a room we can use for our meeting too because every time we have a meeting everybody is right there.

Ms. Culbertson: I think a Program Room is a good idea, but I am just wondering would it be a problem to table it one more time until the January meeting. I want to understand everything before I vote on it. I am not against it; I just would like to know a little bit more.

Ms. Leal: Sure.

Mr. Campbell: I had the same note on here.

Ms. Leal: I advise you to come and speak to me anytime you would like so we can talk about it.

Mr. Albrecht: Maybe you should give us copies of the contract.

Ms. Leal: I sent you all a copy with the email of the board meeting package, but yes it is totally understandable.

Mr. Campbell: I wanted to dig into it a little bit more.

Ms. Leal: Next month our meeting is actually over there so you might be able to get a better feel and what it looks like as in what I am speaking of, but I would like for you to come speak to me before then so we can talk about it as well.

Mr. Campbell: Do we need a motion.

Mr. Chavez: No we are just going to table it with the consenses of the board.

DIRECTOR'S UPDATE

Ms. Leal: We handed out a flier for what we are doing for holiday programing in the next couple of weeks while the children are out of school. These are the programs that we should be having, the staff is going to be having a Christmas Party on Sunday, and we are just finishing up the decorations. That is about it besides me meeting with lawyers and working on these types of things, things are fine here.

BOARD MEMBER REPORT

Mr. Albrecht: Nothing tonight.

Mr. Campbell: I don't have anything.

Ms. Culbertson: I just want to say thank you to people that voted. I am excited to be on the board. I look forward to working with everybody and I thank Steve and Tom for what they have done and I hoping we can call on you some time if we have questions on things that we don't know and I look forward to working with everybody.

Ms. Leal: Thank you

Mr. Chavez: I would like to say thank you guys you put a lot of hours over here.

Mr. Crawford: It was our pleasure.

Mr. Chavez: Like you have said before this is for the community it is not for us. Welcome Lisa and welcome Roger hope we can work together on this and the library and we can make it better than how we got it.

PUBLIC COMMENTS

Mr. Crawford: I just want to stress to the Board that the library is just as important as the school. I feel everybody needs to be here if you are not going to be here you call and let them know.

Ms. Culbertson: I agree

Mr. Campbell: Yes.

Mr. Chavez: Thank you Tom.

ADJOURNMENT

Mr. Chavez: I would like a motion to adjourn?

Mr. Albrecht: So moved, seconded by Mr. Campbell. Motion carried unanimously. Meeting was adjourned at 5:46 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, January 24, 2017 at 5:30 p.m. at the Huron Library.