

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, December 8, 2015 5:30 p.m.
Coalinga Library – Program Room**

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

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

TRUSTEES ABSENT: Mr. Albrecht, Trustee; Ms. Zavala, Trustee

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

FLAG SOLUTE: Mr. Chavez led the flag salute.

APPROVAL OF THE AGENDA

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

Mr. Whitwill: 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 November/December 2015 checks 014371 thru 014408 in the amount of \$128,202.99. Payroll was \$46,900.30 , total for Coalinga Renovation Project is \$41,419.71 and Expenses amounted to \$39,882.98
- C-2 Approval of minutes for the Board Meeting held on November 17th, 2015.

Mr. Chavez: Any questions?

Mr. Crawford: The only thing I was wondering is how much longer do we keep paying for the project.

Ms. Leal: That was the last bill the \$41,419.71 they kept about \$7,200.00 for things that were not finished so there might be another \$7,200.00.

Mr. Crawford: I was just wondering because I kept seeing it.

Mr. Chavez: Have you guys gone through the whole list or did you already do that with Chris.

Ms. Leal: I can give you that list in my director's report.

Mr. Chavez: I was just wondering, but yes that would be fine. Anybody else have any questions? If not can I get a motion?

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

ACTION ITEMS

- A-1 Election of President
This being the organizational meeting, the Director of Library Services will ask for nominations for Board President.

Ms. Leal: At this time I would like to open nominations for Board President.

Mr. Chavez: I nominate Mr. Whitwill.

Ms. Leal: Do we have a second?

Mr. Crawford: Second.

Ms. Leal: We have a nomination and a second, all those in favor say I.

Mr. Chavez: I

Mr. Crawford: I

Ms. Leal: All those opposed?

- 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. Chavez: I nominate Mr. Crawford.

Mr. Whitwill: Second, any other nominations, all those in favor?

Mr. Chavez: I

Mr. Crawford: I

Mr. Whitwill: I

- A-3 Election of Board Clerk
The President will ask for nominations for Board Clerk.

Mr. Whitwill: I nominate Mr. Chavez.

Mr. Crawford: Second

Mr. Whitwill: All those in favor?

Mr. Chavez: I

Mr. Crawford: I

Mr. Whitwill: The chair votes I.

DIRECTOR'S UPDATE

Mr. Leal: The construction is just about wrapped up. We did keep \$7,200.00 out for a few things that have not been completed to my satisfaction. We paid the retention with the \$41,000.00 so we will owe another \$7,200.00 when they finish with the punch list. On that punch list about half of the items have been finished.

Mr. Whitwill: How many more items need to be finished?

Mr. Leal: Basically it's just a couple of things.

Mr. Whitwill: Okay.

Ms. Leal: We had 28 people apply for the Front Desk/Shelving Clerk position four of them do not have the qualifications needed. We will be testing 24 of them on December 29, 2015 at 8:30 in the morning. We will get that moving forward so hopefully by the end of January we will have the new Front Desk/Shelving Clerk position filled.

Mr. Whitwill: You test them here in the library?

Ms. Leal: Yes we do a test, it's a combination of hands on and computer. I have different tests for different positions. They have to pass with a score of 70% and above to move on to the interview stage.

We hosted an SJVLS meeting on Friday it was a pleasure to host them. I don't know if they had ever come out this way it was nice for them to come and see our new library. Thank you to the staff for helping me get it all fixed up for the visitors and I wanted to tell Mr. Crawford thank you, he sat in on the meeting. What did you think?

Mr. Crawford: It was a typical meeting I just like to see how it all worked out. There are different people filling in for different positions within the system. It is interesting that they have the same problems.

Ms. Leal: Yes we all do don't we.

We are all set for Christmas Programs we have two programs scheduled for each of the three weeks during winter break. We have a puppet show coming the story is called, “Dude where is my Sleigh” and afterward we will have pictures with Santa. We will also have crafts, movies, and some game days. For each week of the winter break we are having two special activities for each week.

Mr. Whitwill: Can you email us the schedule for the activities.

Ms. Leal: Yes

BOARD MEMBER REPORT

Mr. Crawford: Can we get the program floor polished up or what options we can do to make it look nice.

Ms. Leal: I was waiting to get things situated then we can go ahead and get something going.

Mr. Chavez: I just would like to say thank you to you all it has been a pleasure working with you. I think it was time for someone new to take leadership. It's set to rotate and I feel that everyone should have an opportunity to do it. Ms. Leal your evaluation is going to be coming up get with Mr. Whitwill. I came over here last week everything looks very nice and I hope we keep it looking this way.

Ms. Leal: We have about 20 boxes left to unpack and a little bit of rearranging. Hopefully we will have a re-grand opening sometime in January. We will put out for the public and invite everybody.

Mr. Chavez: Thank all the employees because this was a big project and it was done by all of them.

Mr. Crawford: Wasn't the biggest one Alma that is doing a lot of the shelving.

Ms. Leal: Alma and Michele are the ones that are doing most of the re-shelving. We all helped, but they have been doing mostly all of it.

Mr. Crawford: Thank you very much.

Mr. Whitwill: I apologize I really intended to come to the SJVLS meeting, but I looked at the calendar and my email and it was the day after. Thank you to everybody please let everybody know how much I appreciate all their hard work and your leadership for overseeing this project.

Mr. Crawford: One more thing, are they going to be able to work on that metal support at the front door to not ring too much.

Ms. Leal: They tried to tweak it, but the reason it does that is because the center bar comes out it is not permanent in there. It was put like that for when we have to move things in and out of the library.

Mr. Crawford: Maybe in the next couple of days I can come by and put a piece of velcro or something there to minimize the noise.

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.

Ms. Sanchez: Would it be possible have maybe a couple copies of the minutes printed out? Whoever comes to the meeting and wants to take a copy of the minutes.

Mr. Whitwill: I think we can do that.

Ms. Leal: It was about two years ago it was established at one of the Board Meetings that we would have a binder. It would have everything in it, the minutes, the warrants, and the agenda. At that time the Board decided to hand out agendas, but if they wanted copies of the minutes and of any of the warrants they would have to come in and pay .20 cents a copy.

Ms. Sanchez: I was aware of that, but maybe just a couple of them if they come to the meeting they don't have to pay for them. It used to be like that for whoever came.

Mr. Whitwill: That is something we would have to vote on.

Ms. Leal: Okay we will add it to the next agenda.

Mr. Dominguez: Can we possibly go to an online format with that?

Ms. Collings: They are online already.

Ms. Leal: Once they get approved they get put on our website. We don't put them on there until they have been approved.

Ms. Sanchez: Oh okay, I wasn't aware of that.

Mr. Whitwill: I still think we need to talk about it at the next meeting. I know the school meeting we do provide a few copies.

Ms. Leal: We would have to put it on the next agenda because it was voted on not to do it.

ADJOURNMENT

Mr. Whitwill: Motion to adjourn?

Mr. Chavez: So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 6:00 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, January 19, 2015 at 5:30 p.m. at the Huron Branch Library.