

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, December 9, 2014 5:30 p.m.
Coalinga Library – Program Room**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Albrecht, Vice-President; Mr. Crawford, Clerk; Mr. Whitwill, Trustee and Maria Zavala Trustee (new)

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services.

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

FLAG SALUTE: Mr. Chavez led the flag salute.

APPROVAL OF THE AGENDA:

Mr. Chavez: May I have a motion to approve the agenda?

Mr. Albrecht: So moved, seconded by Mr. Whitwill. 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 checks 013674 thru 013699 in the amount of \$56,123.73 of which \$41,846.96 was for payroll and \$2,625.00 was for the Coalinga Renovation Project.
- C-2 Approval of minutes for Board Meeting held on November 18, 2014.
- C-3 Approval of November 2014 Weed List.

Mr. Crawford: I was wondering what the Missing List that was included with the weed list is?

Ms. Leal: It's considered a weed list, once a year they go through and clean up all the items that have been missing for a while so that is just a cleanup of the system.

Mr. Crawford: Is that all the items that have been gone in just a year?

Ms. Leal: It's a two year list. What happens is that things just disappear. We are doing really well with the collection agency, now with getting things back.

Mr. Crawford: We paid a lot for those security stands.

Ms. Leal: People have been known to tear the security tags off.

Mr. Crawford: Yes, okay.

Ms. Leal: It's a 2 year list of items that are missing.

Mr. Crawford: I was just wondering.

Mr. Chavez: Anybody else?

Ms. Zavala: What is the total amount if you would value the amount of stuff that is missing?

Ms. Leal: It depends because some are videos some are books it's hard to tell. We have a new collection agency. Anything overdue for 45 days and is more than \$50.00 goes to a collection agency and we are getting great results from it.

Mr. Chavez: We started doing that last year.

Ms. Leal: It's not about the money or the fines; it's about getting our materials back.

Mr. Chavez: Nobody else? All in favor?

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

PRESENTATION TO OUTGOING BOARD MEMBER

- Mrs. Patricia Alvarado (2010-2014)

Mr. Chavez: We are skipping this section. Mrs. Alvarado is not going to be here tonight.

Ms. Leal: Her plaque is right there if you want to give it to her.

Mr. Chavez: I will probably give it to her at the next meeting.

SEATIN BOARD CANDIDATE

- Mr. Johny Albrecht (2014-2018)

Mr. Chavez: Since no one ran against you, you are in.

SEATIN OF NEW BOARD MEMBER

- Mrs. Maria Zavala (2014-2018)

Mr. Chavez: Welcome aboard you can take a seat right here. Happy you are here and hope we can work together and get this library back to where it is supposed to be.

Mrs. Zavala: Sounds great. I worked as a library tech I love this stuff.

Mr. Chavez: Well remember we worked together pretty well last time.

Mrs. Zavala: Yes.

Mr. Chavez: Last year we approved a lot of new stuff for the library renovation. Last month we did the bid approval we are just waiting to sign the contract. Anyone else want to say anything?

All Board members and staff: Welcome aboard.

ACTION ITEM – ELECTION AND APPOINTMENT OF BOARD OFFICERS

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

Ms. Leal: I open up nominations for Board President.

Mr. Whitwill: I nominate Mr. Chavez.

Ms. Leal: There has been a nomination for Mr. Chavez do I have a second?

Mrs. Zavala: Second.

Ms. Leal: Are there any other nominations for Board President?

Mr. Albrecht: I move for the nominations to be closed.

Mr. Whitwill: I second it.

Ms. Leal: I have a second for the nominations to be closed, all those in favor?

Board: Aye from all trustees.

Mr. Chavez: I accept and thank you. This will be my last year as President. I just want to make sure that we finish all the renovation process for the Coalinga Library.

- 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 now open up nominations for Vice President.

Mr. Chavez: I would like to nominate Mr. Whitwill, because I think somebody needs to take over.

Mr. Albrecht: I second.

Mr. Chavez: Mr. Albrecht you are busy with the other one. Like I said next year hopefully if everything goes right I would like to learn more about this stuff. All in favor?

Board: Aye from all trustees.

Mr. Chavez: Chair votes I and you are new VP.

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

Mr. Chavez: Mr. Crawford do you still want it?

Mr. Crawford: That's fine.

Mr. Albrecht: I nominate Mr. Crawford.

Mr. Chavez: I second. All in favor if there is no more nominations?

Board: Aye from all trustees.

Mr. Chavez: Mr. Crawford you have been doing a pretty good. I also want to thank you for taking care of a lot of stuff when I am not here.

Mr. Crawford: That is not a problem Mr. Chavez they just need an active board member.

Mr. Chavez: Let's see for next year how it goes and maybe you can go up that ladder.

- A-4 Approval of Volunteer Insurance by Kingsburg Insurance

Ms. Leal: As everybody knows we are starting the renovation in three weeks or so. We are going to pack up the library the week after Christmas and I have told everyone they cannot take that week off. We are going to start packing up the Kay Antony Wing first, because that is the first section they are doing. There are other things that need to be packed up as well. The staff and I have pretty much cleaned up down stairs, but there are things we need to move up stairs before we put other items downstairs. With that being said I need volunteers and Mr. Crawford mentioned that he can provide that for us. I want to make sure that they are covered by liability insurance. Our Workers Comp Insurance thru State Fund does not cover volunteers. Their quote was eight dollars an hour for every hour a volunteer worked. We cannot afford that. I received a quote from Bruce Blayney, Kingsburg Insurance, that does our regular insurance. Thru Nationwide Insurance their charge \$.85 cents per day. So if they work one hour its \$.85 cents, if they work 10 hours it's still only \$.85 cents a day. I would like to have Option 4 approved. Also they will be signing a document that states, they know that they are not covered by Workers Compensation. Before I have volunteers come in and start lifting and moving things, I want to make sure that they are covered.

Mr. Chavez: Are they still going to sign a paper that says we are not held liable?

Ms. Leal: Correct.

Mr. Chavez: That they are just volunteers.

Ms. Leal: Correct. Mr. Blayney is going to send me the form for that, but we still have to have something in place. The reports for this company are very easy to fill out. The other companies wanted names and how many hours they worked. They will sign in the time they are starting and they sign out when they are done. This is how we do all of our reporting. Not only is this one cost effective this one is also much easier for reporting purposes. I am asking for approval for the one from Nationwide.

Mr. Chavez: Do I have a motion?

Mr. Albrecht: So Moved, seconded by Mr. Whitwill. Motion carried unanimously.

DIRECTOR'S UPDATE

Ms. Leal: I want to welcome Maria on board and thank you. Also thank you to the new officers and those who are not officers because I know you know that I appreciate working with you. As you look around the room most of these boxes have weeded items in them. Beneath the screen are ones that are donated by Sharon Elwell. She had the Write Spot at the corner and she is no longer in business. She needed a place for her books so she generously donated them to us to sell at the book sale. If you look at the ones to my right, those are the ones that are weeded. On the box it states what they are and what weed list they are on. So if anyone has any questions and they want to look through them they can do that. The toys were from a story hour in here just before you guys got here. They are still here because tomorrow there will be another story hour. The first thing to pack up is the Kay Anthony Wing and the AV room, we are getting there. We ordered 250 boxes today and tape from Home Depot those were the cheapest ones we could find. They came out to \$.94 cents with shipping and handling so that wasn't too bad. We are getting things moving.

Mr. Crawford: Do you know what dates you need volunteers?

Ms. Leal: I am having people pack up the week before Christmas, but I need your folks before that so they can help me move boxes that are already boxed up.

Mr. Crawford: Okay I will see what I can do.

Ms. Leal: All you have to give me is a date and time and I will be here.

BOARD MEMBER REPORT

Mr. Crawford: Nothing right now

Mr. Albrecht: Welcome to Ms. Zavala

Ms. Zavala: Thank you, I have nothing right now just happy to be here.

Mr. Whitwill: Nothing right now.

Mr. Chavez: Ms. Zavala welcome aboard and hope we can work together and keep going. A lot of people depend on this.

Ms. Leal: I am also planning to put something in the newspaper to let people know when we are starting and maybe asking for volunteers, but I wanted to make sure we had the insurance in place. I am also letting the community know that we will still be open to the best of our ability. We may have to close once in a while. I am going to put something in the newspaper to let the community know who the bid was awarded to, and what our plans are so it is not a surprise.

Mr. Chavez: Excuse our mess...

Mr. Albrecht: In big letters "It has started".

Ms. Leal: Bring your muscles please.

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.

Mr. Chavez: Anybody from the public?

ADJOURNMENT

Mr. Chavez: Can I have a motion to adjourn?

Mr. Albrecht: So Moved, seconded by Mr. Whitwill. Motion carried unanimously. The meeting was adjourned at 5:48 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, January 27, 2015 at 5:30 p.m. at the Huron Branch Library.

