

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, February 24, 2015 5:30 p.m.  
Coalinga Library – Program Room**

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**TRUSTEES PRESENT:** Mr. Chavez, President (Absent); Mr. Whitwill, Vice-President; Mr. Crawford, Clerk; Mr. Albrecht, Trustee; Ms. Zavala, Trustee (5:33 pm)

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

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

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

**APPROVAL OF THE AGENDA:**

**Mr. Whitwill:** Do I have a motion to approve the agenda?

**Mr. Albrecht:** 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 January/February checks 013800 thru 013860 in the amount of \$148,965.32 of which \$42,361.41 was for payroll and \$59,526.70 was for Coalinga Renovation Project.
- C-2 Approval of minutes for board meeting held on January 27, 2015
- C-3 Approval of January 2015 Weed List

**Ms. Leal:** Corrected C-2 error on date of meeting.

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

**ACTION ITEMS**

- A-1 Approval of Construction Lawyer Change from Webb & Bordson, to Law Office of Amy R. Lovegren-Tipton

**Ms. Leal:** We have been using Webb & Bordson as our construction attorney. We only use them once in a while. The actual gentleman that I was working with was Michael Shaddix, he is a clerk or a paralegal. He works under Amy Lovegren-Tipton and she was the actual lawyer.

She and Shaddix have broken off from Webb & Bardson to start their own firm and since they know the background and they have read our contracts over and over, I would like to use them as our construction lawyers. Since I have been here I have used them 4 times. I would like your permission to break off from Webb & Bordson to go with them.

**Mr. Crawford:** Is it going to cost us anything?

**Ms. Leal:** It's not going to cost us anything to switch over to them and they also gave me their rates and they are about the same as the other ones.

**Mr. Whitwill:** Anyone else? I need a motion?

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

- A-2 Policy 2015 – Borrower Policy First Reading

**Ms. Leal:** I sent this to all of you it's a total of 8 pages. A lot of the policies were written in 1989 needless to say we need to change some things. I am slowly trying to re-write the policies and this is one of the main ones that we have done. It has changed somewhat, the basic of borrowing items are the same. Some of the main changes are; two forms of identification instead of just one, there is a clause in there about family borrowing materials because what some families have done, is they keep getting a new card for people in the family so that they can avoid paying the fines that other people in their family have accumulated. I am going to do my best to stop that from happening. There is something new in the policy that discusses laptops and tablets. We have purchased some tablets and the laptops are coming. There is a whole section on there that has never been addressed before. The fines used to be \$.10 cents per day we raised them to \$.20 cents per day for books and items of that nature. We did add the Food for Fines Program. I don't know if you were aware of that, but two summers ago we brought in the Food for Fines Program. People can bring in five cans and take \$5.00 off their account each month. The food that is collected stays here in the community. It goes off to Fresno and is weighed and the same pounds come back to our community. I am not sure if it's the same donations, but we get the same amount of pounds back.

**Mr. Whitwill:** Is this in Huron and Coalinga?

**Ms. Leal:** Yes it's for both libraries. Again that is something that happened a couple of years ago and we decided to go ahead and continue that. The laptop and tablet usage form is on page eight. It would be signed by legal guardian of their children and it will also be signed by all the patron as well. Simply because those devices are very expensive. They will be checked out two hours at a time and they have to be turned in 30 minutes before closing time. They will not be checked out an hour before we close. I sent an email to all of the staff so they could look at this policy and to give me any corrections which I have done. When we had a staff meeting we went over it together as a staff and so to the best of my knowledge this has been approved by the staff. Have we missed a couple of things possibly, but we will review it. So I am asking you to review now, it this is the first reading and we will go from there.

**Mr. Whitwill:** Okay. Anyone have any questions? None so we will move on.

- A-3 Approval of Dr. Griffin as District Occupational Health Physician

**Ms. Leal:** As you know in the last MOU there is a drug testing policy included. The drug testing policy is not for random drug testing it's testing for cause. Ms. Collings and I went to the class and we are certified for testing for suspicious probable cause. If we see the signs, we are certified to look for suspicion of drugs, alcohol abuse, and prescription drug abuse or anything like that. We learned a lot of new things when we went. So with that in place we are following the steps within the MOU. The next step includes the district employees also have to be TB tested. We need to find somebody here in town that will do that for us and Dr. Griffin is certified to do that. If our staff has never been seen by him they would have to fill out a profile so they can have their record. We also have a business profile that gives them permission and who to contact if problems arise. They will do the TB testing and they are certified to do the drug testing and they are an occupational health facility. I would like permission to be able to use them as our occupational doctor here in town to do all of the things I talked about so we can get that moving forward.

**Mr. Whitwill:** Any questions? Can I get a motion?

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

- A-4 Approval for Mary Leal, DLS Directors Forum in Ontario

**Ms. Leal:** Next week there is a Public Library Directors Forum in Ontario and I wasn't going to go because I was concerned about the construction, but I think we are in a good place. Ms. Collings can handle it and she can also give me a call if we have a problem. We also have Chris Hale and plenty of people on board that can keep it moving. It's free to the district the State Library pays up to \$700 travel and expense, they get the hotel and everything. I think it's good that I keep going to this annual training. I would like to be approved to be able to go.

**Mr. Whitwill:** Any questions or comments? Can I get a motion?

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

## **DIRECTOR'S UPDATE**

**Ms. Leal:** I don't know if you have been able to sneak back to the new wing to look at the progress yet. Right now we are not actually letting the public back there. When we do let them back there staff is accompanying them when they need things. Most of the children's books are in the new wing on tables, the ones that the children need for the rest of the year. Such as the states, the missions, biographies, and animal books, those are the type of reports that they do from now to the end of the year. So we went ahead and left those out so the students and parents can check them out. Everything else is boxed up and put under the tables. The YA room is almost ready, except they have to put the glass in which should be done today or tomorrow. The data and the power lines are there, but the data lines are a little bit more involved. The data line

is there, but you have to hook it up to the server and the box. Then you get SJVLS to finish connecting. It is just a little more intense so it will not be done for quite some time. We are about two weeks ahead of schedule which I am really excited about. That gives the contractors a little more time to get some other stuff done. With that being said, by the end of this week or sometime next week the KA room will become the children's area and the children's area will be blocked off. They are going to put a plastic tarp as a barrier. I shared with the contractor that was not good enough for me, because I have grandchildren that would love to go thru the plastic tarp. They are going to put a base with some chicken wire as an extra barricade, then the plastic over the top. We will still have access from the front door. They will probably take half of that main corridor from the front door to work on the children's area and then we will have direct access to the back. The projected end date for phase one was March 16 so we are about two weeks ahead of schedule. The construction for phase two which is all of the children's area is projected to end May 4th. All of the children's computers that are in there will be relocated to the back so that we don't lose any computers. The AWE computers do not need internet access. They are little computers that the children use and they love those. Ms. Raylene and Ms. Lee will be relocated back there as well.

**Mr. Crawford:** When will the shelving be in?

**Ms. Leal:** They are supposed to demo it the beginning of next week.

**Mr. Crawford:** I meant the new shelving when will that be in?

**Ms. Leal:** All of the shelving should arrive at the end of March. Once the shelving is in place we can start unboxing the boxes that are in the adult area and start boxing the adult section. We have used up to 400 boxes.

**Mr. Crawford:** Do you think staff has accomplished what you need or do you still need extra help?

**Ms. Leal:** We are all kind of grumpy and our backs are hurting. There are three staff members that have doctor's notes that they can't do it anymore. We are doing okay; I will call reinforcements when we get there.

**Mr. Crawford:** We might be able to get some volunteers we can look into that part.

**Ms. Leal:** Good, thank you. The contractors are awesome to work for, they have been very good. Every time I ask them something they always help out and fix what needs to be fixed. I can't complain about them at all.

**Mr. Whitwill:** We appreciate you keeping an eye on them. It's important for someone to be here and do that.

## **BOARD MEMBER REPORT**

**Mr. Crawford:** I don't really have anything, but it sure is nice seeing some progress and everything is looking nice and brand new.

**Mr. Albrecht:** Same thing as Tom, it is starting to look good back there.

**Ms. Zavala:** I came in here last week or the week before that and checked out the new stuff. It looks real good back there.

**Mr. Whitwill:** I also don't have anything.

### **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. Whitwill:** Any comments?

### **ADJOURNMENT**

**Mr. Whitwill:** May I a motion to adjourn?

**Mr. Albrecht:** So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 5:45 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, March 24, 2015 at 5:30 p.m. at the Coalinga Library Program Room.