

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, February 9, 2016 5:30 p.m.
Coalinga Library – Program Room**

TRUSTEES PRESENT: Mr. Whitwill, President; Mr. Crawford, Vice-President; Mr. Albrecht, Trustee; Ms. Zavala, Trustee

TRUSTEES ABSENT: Mr. Chavez, Clerk

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?

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 2016 checks 014451 to 014502 in the amount of \$117,279.07 of which payroll was \$40,916.72.
- C-2 Approval of minutes for Board Meeting held on January 19, 2016.
- C-3 Approval of Withdrawn List.

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

ACTION ITEM

- A-1 Approval of Volunteer List

Ms. Leal: I don't know how many years ago we decided that when people applied to be a volunteer, the list would come before the board to look at it and approve it or disapprove it or if they had any questions about any one on the list. Jackie, are they mostly all students?

Ms. Collings: The majority of them are.

Ms. Leal: We have not done this in a while because we did not have many things for them to do due to the construction. We had a list of volunteers and Jackie called to see if they were still interested in volunteering. This is the most current list of people who have sent in applications and the ones that are still interested.

Mr. Whitwill: If they are students I am assuming they're getting community service credit?

Ms. Leal: Correct, and there was a board policy that the district does not accept anybody that is court ordered. We don't do that anymore, mostly students and a couple adults, right Jackie?

Ms. Collings: Mostly students, there is probably only two adults.

Mr. Albrecht: How old do they have to be to volunteer?

Ms. Leal: The volunteer policy says they have to be 12 years old and above. If they are minors their parents have to sign the volunteer form and then I have them come in and read over the policy with their parent present. I will have them sign that they agree to it and what the parameters are.

Ms. Zavala: Now the adults do they have to be cleared at all?

Ms. Leal: We kicked this around a couple of years ago about finger printing and it was decided that not at that particular point in time because of the cost issue.

Mr. Whitwill: Anything else? Need a motion?

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

- A-2 Approval of Coalinga Library Cameras

Ms. Leal: Back in October somebody gave us a quote. Then they came back saying it was prevailing wages so the quote grew larger. The board decided that the price was getting to high. It was decided to go ahead and get another quote. At the last meeting we came up with a quote to purchase our own cameras and we were going to have a local business put them in, HR Electric. At that time we did not have his bid so you, decided to go with a do not exceed of \$10,000.00. So with the ordering of the cameras and HR Electric's quote the do not exceed was over by \$952.00 and I did not approve that. Since then we had the new phone people come in and put in our new phone system and he said that he does cameras as well. We are waiting on another quote from him so it's however you want to handle it. Do you want to table it and see what that quote comes in, if you want to continue the \$10,000.00 do not exceed level and include that in that quote, it's however you all will like to do it.

Mr. Whitwill: The quote was over \$952.00?

Ms. Leal: With the total of the cameras and the longer we wait to get them the chances are the price will go up. Between the cameras and the installation quote the total exceeded \$952.00. We have a few options we can approve his quote, "I think I sent it to you guys" and go over the \$10,000.00 do not exceed or we can table it and see what the new quote from Helios is. When that quote comes in we can say if it not over \$10,000.00 we can go ahead and stay with that.

Mr. Whitwill: Did they say how long they were going to take to give you the quote?

Ms. Leal: He is supposed to get the quote to me this week.

Mr. Albrecht: But we still have the not to exceed \$10,000.00 so we can leave it at that.

Mr. Whitwill: Yes.

Mr. Albrecht: If it comes over we can reconsider.

Ms. Leal: Yes.

Mr. Whitwill: I am concerned that the longer we wait the more the price of the cameras will go up.

Ms. Leal: The gentleman with the new quote says the cameras might be a little more expensive, but he feels that the installation cost will be less than the previous quotes.

Mr. Crawford: How did you like the installation of the phones?

Ms. Leal: He was awesome the phones are working very well there is still a little of a learning curve. He was very professional he was here when he said he was going to be including the people that work with him. We have not had any complaints that I know of from the staff.

Mr. Whitwill: When we call to ask a question or talk to you and we get cut off we should not take it personally.

Ms. Leal: Correct. One new thing we have to get used to is we have to dial 9 before the number you need to call. The phone is going through the internet not through the phone lines so there is a little of a delay. Our extensions have changed as well.

Mr. Whitwill: That is true with any technology.

Mr. Albrecht: Let's stick with the \$10,000.00, do not exceed.

Ms. Leal: Business is business, keep the do not exceed.

Ms. Zavala: Yes.

Mr. Whitwill: Yes

Ms. Leal: Okay that works for me.

Mr. Albrecht: If it comes under \$10,000.00 you don't have to wait.

Ms. Leal: Just go for it and we don't have to keep putting it off.

Mr. Whitwill: That is the consensus of the board.

Mr. Albrecht: Maybe just send us an email letting us know what is going on.

Ms. Leal: Sure.

DIRECTOR'S UPDATE

Ms. Leal: As I just mentioned we got the new phone system in and it is working very well. We are having our alarm and fire updated on Monday and we are getting some panic buttons as well. We will have that extra capability if any issues arise. We are also looking into wireless printing for the students. Now they have their little MacBooks. It depends if they save it on Google Drive or what they save it on the Mac it just doesn't convert to Microsoft to our printing system so the way to go is wireless. We just got a quote today wireless printing will cost about \$2,500.00 for both libraries. It's \$700 for the licensing fee and its \$300 for an installation fee then we have to upgrade our Envisionware system. The kids have these wonderful little MacBook's but they have no way to print. I have tried putting in on a thumb drive and print it for them, but you can't convert the document and it is a big issue. We are trying to support the students and what they are doing.

Mr. Crawford: Is this a whole new printer?

Ms. Leal: No we have something called Envisionware and LPT, so when they send something to get printed it will be sent to that and we will release it and print it. Students get six pages free a day for a report.

Mr. Crawford: So you will still control it.

Ms. Leal: Yes, it's the same thing only its wireless.

Mr. Albrecht: Once we get the wireless system here they can print.

Ms. Leal: Yes.

Mr. Whitwill: They can't have a printer and print.

Ms. Leal: No

Mr. Albrecht: Everyone will be hooked up to that printer.

Ms. Leal: We have a couple of options we can release it ourselves or we have an extra machine where they can pay the \$0.20 and print it themselves. With the new upgrade we can preview before printing now. Right now we can't preview it so if they sent it and it is wrong we decide to charge them or not. It is a lot more user friendly.

Mr. Whitwill: It is the way to go.

Ms. Leal: It is the sign of the times. We are still unpacking boxes, but we are getting there. The seatrain is out there and Jackie, Nathan, and I unloaded it yesterday and basically what is left in there are things to be donated to the thrift stores. If you guys want to come by and look at it all boxes are out only surplus things are in there that I feel we can donate. After we empty it we can get rid of the seatrain. I am aiming for March.

Mr. Crawford: Do you have to itemize it?

Ms. Leal: The things that are in there are not even on an inventory list, I have no idea how much they cost and when they were bought. I wouldn't even know how to surplus that stuff. I can make a list and add it to our inventory surplus, but it's not even worth a whole lot.

Mr. Crawford: I just wanted to make sure because the school has a list.

Ms. Leal: We do have that policy I will make a list. That is all I can think of unless you all have questions about anything.

BOARD MEMBER REPORTS

Ms. Zavala: I have nothing. I love the way it looks when are we looking at an opening?

Ms. Leal: Now I am looking at National Library Week which is in April. Maybe we can do it then we also have the book sale in April and special events for National Library Week.

Mr. Albrecht: What week in April is that?

Ms. Leal: I don't have a clue.

Mr. Albrecht: Has nothing.

Mr. Crawford: Has nothing.

Mr. Whitwill: I don't have anything either. We have something scheduled for closed session, but I don't think we need to do that.

Ms. Leal: I think we do.

Mr. Whitwill: Ok.

PUBLIC COMMENT – CLOSED SESSION ITEMS

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: Anybody from the public?

CLOSED SESSION

- CS-1 Personnel Issue – Pursuant to Government Code #54957

Mr. Whitwill: We are back from closed session there is one thing that I wanted to say, I will be meeting with Mary sometime this week.

Ms. Leal: Okay.

Mr. Whitwill: I will give you a call about our informal evaluation so if the board has anything, send me an email or give me a call.

Ms. Leal: I will not be here on Thursday I have training in Fresno, but tomorrow or Friday I will be here.

Mr. Whitwill: I will give you a call.

ADJOURNMENT

Mr. Whitwill: Motion to adjourn?

Mr. Albrecht: So moved, seconded by Ms. Zavala. Motion carried unanimously. The meeting was adjourned at 5:44 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, March 8, 2016 at 5:30 p.m. at the Huron Branch Library.