

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, March 8, 2016 5:30 p.m.
Huron Branch Library**

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 February 2016 Checks 014503 thru 014551 in the amount of \$61,109.50 of which payroll was \$40,541.40.
- C-2 Approval of minutes for Board Meeting held on February 9, 2016.
- C-3 Approval of Withdrawn List.

Mr. Whitwill: No public present, nothing from the board?

Mr. Albrecht: No

Mr. Whitwill: Need a motion?

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

ACTION ITEMS

Mr. Whitwill: No action Items

Ms. Leal: We talked and we really did not have anything.

DIRECTOR'S UPDATE

Ms. Leal: I was going to send you a report last Friday, but you all know that I had an emergency family situation and I did not get it to you. I will give you a quick report of what I was going to send you. All, but three cameras on the inside have been put up and we are still waiting on the outside cameras. Steve came by today and was looking at them, they are pretty clear.

At the last meeting you approved the volunteer list and on the 15th Jackie and I will be hosting a volunteer meeting. A couple of years ago when I just came we did a volunteer policy. They have to come with a parent so their parents can sign off. We have a whole policy, rules, and regulations that we go over with them, they sign off, and their parents sign off as well and then we go from there.

We purchased a time clock for Coalinga and Huron and we are one phone call away from getting those to work. You sign in with your fingerprint so that way nobody can punch in for somebody else. There were a couple of people whose print did not want to read, but we finally got them to work.

The new alarm and fire system is up and running completely operable, everybody has their own code including the cleaning people that way we can keep track in case of anything happening. We also have three panic alarm buttons. Two of the panic buttons were mounted today. One at the front desk and one is at the middle desk in the back. We also have one that is on a bracelet so in the evenings they can wear it. They have had the bracelet for about three to four weeks already.

Both of the bathrooms in Huron and both bathrooms in the new wing here have changing tables. We have had a lot of people telling us that they could sure use changing tables. We put them in the men's bathroom as well because there are a lot of men these days that carry their babies around that do need them too. I didn't buy the pad because my thoughts were they are going to get torn, they are going to get growdy and who is going to wipe them down and all we need is for the health department to come and swipe them and that would be all bad.

Mr. Crawford: Or anyone changing their baby.

Ms. Leal: Most people have their own blankets or pads to change their baby.

Mr. Whitwill: Yes right.

Mr. Albrecht: Yes.

Ms. Leal: The changing table that we got are approved by some baby company. They are approved and warrantied that they will not fall apart and they are wood and are easy to wipe down if need be. That is all I have.

BOARD MEMBER REPORT

Mr. Crawford: I had a question about the time card, is it a lot more for a thumb print these days verses a punch one?

Ms. Leal: I don't understand your question.

Mr. Crawford: Is it a lot more money for that type of time clock.

Ms. Leal: No not at all, we had one with cards, but you had to put in a lot of information that we truly did not need to do. The one we got with the thumb print was a lot more user friendly you can download reports and stuff. I am not going to use it as a timesheet to count peoples minutes that they have been there, but it is more for accountability. That is my main focus on why I am getting them.

Mr. Crawford: I was just wondering I heard about it.

Ms. Leal: I don't remember how much we paid for them it was not a whole lot.

Ms. Collings: I have no idea it was Nathan and you that did the purchasing.

Ms. Leal: I think it was like \$400.00 for each one and a couple of hundred dollars for installation and warranties. It was about \$1000.00 for the two of them that is kind of the going rate.

Ms. Zavala: I have nothing.

Mr. Albrecht: I have nothing.

Mr. Whitwill: As Mary said I was over there today she showed me the cameras in action it's pretty nice.

Ms. Zavala: Were they clear?

Mr. Whitwill: Basically looks like we got some really good cameras for the money.

Ms. Leal: Yes and they have zoom capabilities.

Mr. Whitwill: When they are all in place it's going to be great. I notice that we had some graffiti on the front wall there now that we have cameras we will catch them doing that stuff.

Mr. Crawford: It will keep them honest that they start looking.

Mr. Whitwill: Yes once the word gets out I think it is going to help a lot.

Ms. Leal: Right, unfortunately that is the thing when you do something like that it keeps the honest people honest, but it makes the dishonest people work just a little harder.

Mr. Crawford: It is like what happened here when we first got the cameras.

Ms. Zavala: You also have the Zavala cameras across the street. My husband saw some kids writing on the wall and being the aggressive person that I am I came over here and asked them what they were doing and took them inside the library. Melba made them clean it up and called their parents.

PUBLIC COMMENTS

This portion of the agenda may be utilized by any person to address to 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.

NO PUBLIC

ADJOURNMENT

Mr. Whitwill: Motion to adjourn?

Mr. Albrecht: So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 5:40 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, April 12, 2016 at 5:30 p.m. at the Coalinga Library Program Room.