

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, May 12, 2015 5:30 p.m.  
Huron Branch Library**

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**TRUSTEES PRESENT:** Mr. Whitwill, Vice-President; Mr. Crawford, Clerk; Mr. Albrecht, Trustee; Ms. Zavala, Trustee, Mr. Francisco Chavez, President (absent).

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

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

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

**APPROVAL OF THE AGENDA**

**Mr. Whitwill:** May 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 April Checks 013960 thru 014050 in the amount of \$255,600.76 of which \$51,135.58 was for payroll and \$176,207.90 was for Coalinga Revocation Project.
- C-2 Approval of minutes for board meeting held on April 14, 2015
- C-3 Approval of minutes for special meeting held on April 21, 2015. (removed)
- C-4 Approval of April 2015 Weed List. (removed)

**Mr. Whitwill:** C-3 and C-4 are off the agenda and will be on the next agenda.

**Ms. Leal:** Thank You.

**Mr. Whitwill:** Any question or anything that needs to be pulled? Any comments from the public, I need a motion?

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

**ACTION ITEMS**

- A-1 Employee Handbook Revision – Second Reading

**Ms. Leal:** We had a special board meeting and went over the handbook, I am going to read off items you had questions on. Ms. Collings and I had them clarified of course it is not the whole thing, but the other pages we did not have any issues with. On page 30 where the star is at it states, “Beginning with the first date of employment, eligible employees accrue one hour of Paid Sick Leave (PSL) for every 30 hours worked up to a maximum of 48 hours. Eligible employees can carry over accrued PSL from one fiscal year to the next (July 1 – June 30), subject to a maximum accrual of 48 hours. What we removed was something in there that said, they can accrue 48, but can only use 24 hours that was because of staffing issues and things like that. Starting July 1 it is a state requirement for part-time employees to start accruing PSL. Is everyone okay with this change?”

**Mr. Albrecht:** Yes

**Mr. Whitwill:** Yes

**Ms. Leal:** The next one is on page 35 as you all know domestic partnership is now a benefit that people are entitled to and we did not have that anywhere listed in the new handbook. Instead of adding a whole section legal said, let’s just put it at the end of paragraph one. It states, “Within these eligibility requirements, the District will provide benefits to employees who are married (as recognized by any government in the United States) or are in a registered Domestic Partnership”. So now that verbiage is included. Also, where it states Holidays that typo will be corrected.

On page 39 where I have my circle where it says Names and Addresses Policy you wanted to put in there for them to notify the District within 2 weeks if their information changes. Before it just said for them just to let us know.

On Page 46 the Off-Duty Use of Facility, got skipped again it is supposed to read something in the lines of, “outside of working hours”. In other words we are not saying they cannot come during working hours, but when the library is closed they are not allowed to use the facility.

On page 51 Dress Codes and Other Personal Standards, we have kicked it around on what they should and what they should not wear. This is what was settled at the last meeting. You can correct me if it needs to be changed again. “The District asks that all employees use common sense when dressing for work. Please dress appropriately for your position and job duties, and please make sure you are neat and clean at all times. Examples of inappropriate attire include halter tops, tank tops, faded jeans, and/or jeans with excessive wear, shorts and flip-flops including flip flops with back straps”. Next paragraph, “Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor”. That is pretty much what we discussed at the special meeting.

On page 67 remember the whole termination section was missing from the handbooks that Ms. Collings and I were working out of. We have added the termination back in there and it is exactly the same as the previous handbook we did not change it at all.

I also need to send it to the union to look at just to make sure it is not in conflict with the MOU. The MOU trumps everything for the union members, but remember this is not only for the union members it is for everybody. What I would like to suggest is for us to read it one more

time and see how the union feels about it and see that everything is okay. We will have a third reading before it is officially approved. Does that sound like proper protocol?

**Ms. Zavala:** Yes

**Mr. Crawford:** Yes

**Mr. Whitwill:** Because we don't have that last bit in there.

**Ms. Leal:** Yes

**Mr. Whitwill:** Do we have to wait for the Union's okay?

**Ms. Leal:** According to legal we make policy, but we can give it to them so that they can look at it and have a meet and conform. Basically to make sure that the Handbook is not in conflict with the MOU, but basically we make policy.

**Mr. Whitwill:** Okay does anyone else have any comments about that or questions?

- A-2 American Library Association(ALA) Conference, San Jose – Staff Attendance

**Ms. Leal:** The ALA conference is always in Chicago. Then every so many years one is held and rotates locations. This year it is in San Francisco. Every 10 years or so it comes to this part of the United States. I shared with the staff at the staff meeting if anyone wanted to go and no one has spoken up to go and it is in June. It is at the tail end of the construction so I will not be able to go, but I said that I would ask you guys if you would approve some people to go. It would probably be like \$500 a person that would include registration and rooms probably a little more for travel. I did not know how the board felt about it. Like I said it only comes to this part of the states once in a while. On Saturday and Sunday not sure what day it is, there is a big vendor fair. I thought if anything we could car pool and at least attend the vender fair if we can allow that with the construction going on.

**Mr. Whitwill:** Nobody has indicated that they wanted to go?

**Ms. Leal:** I brought it up at the staff meeting and no one has indicated that they are interested in going, but again it is in June and our next board meeting will be on June 23, 2015. We already missed early bird registration.

**Mr. Whitwill:** What is the deadline to register?

**Ms. Leal:** You can always do onsite registration, its more expensive, but my thoughts are since no one has asked to go we can just approve a car pool to take who ever would want to go to the vendor fair.

**Mr. Albrecht:** Do you have to sign in for that?

**Ms. Leal:** It is \$25 to attend the vender fair.

**Mr. Crawford:** So then we would just be covering the transportation.

**Ms. Leal:** Yes the transportation, ticket to get in, and the food. I think it's like a maximum of \$100 per person.

**Mr. Albrecht:** Sounds good to me.

**Ms. Zavala:** Yes

**Mr. Whitwill:** Do we need a motion?

**Mr. Albrecht:** I approve to cover transportation, registration, and food.

**Ms. Leal:** The registration for the vendor fair?

**Mr. Albrecht:** Yes

**Ms. Zavala:** Either or because you might want to take someone to the conference.

**Ms. Leal:** That might want to end up going.

**Ms. Zavala:** Yes

**Ms. Leal:** For two people?

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

- A-3 Personnel Transactions – Resignations Diana Baker

**Ms. Leal:** Diana Baker has turned in her letter of resignation it states as of December 31, 2015 unless something else comes up where she needs to resign earlier. I think our first order of business is to accept her letter of resignation.

**Mr. Whitwill:** We have to have a motion for that?

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

- A-4 Personnel Transactions – Job Description Technical Services Specialist First Reading

**Ms. Leal:** I am trying to come up with a new name and I have not come up with one yet. In the past the person who was Technical Services Specialist was also the JSA, which stands for “Jurisdictional System Administrator” meaning that they handle everything that has to do with the SJVLS cataloging system. At our location this person also handled all the computer issues,

but now that we have our “IT” Technical Analyst the job description is going to change. The Technical Services Specialist will not have that job anymore. I went ahead and changed a couple of things and re-wrote it.

**Mr. Albrecht:** Call it a Service Specialist.

**Ms. Leal:** It’s more like cataloging and stuff like that.

**Mr. Albrecht:** System Specialist

**Ms. Leal:** That’s an idea.

**Mr. Whitwill:** Library Service Specialist

**Mr. Albrecht:** Library System Specialist

**Ms. Leal:** Okay I like that

**Mr. Albrecht:** People like titles

**Ms. Leal:** Should I read it?

**Mr. Whitwill:** Yes.

**Ms. Leal:** Read the Job Description for “Technical Services Specialist”. That is as it is right now. It is kind of a rush job to get something ready for the first reading and then we will have to have a second reading.

**Mr. Whitwill:** Any question or comments?

**Mr. Crawford:** You will have all the changes next board meeting.

- A-5 Personnel Transaction – Hiring of Technical Services Specialist

**Ms. Leal:** I would like permission to do an in house hiring for this position we do have that in our handbook. At this point if we do in house I think it would be best because it is someone who is familiar with the system. It is going to be a huge learning curve I think if it is somebody that is in the system already they will already be a jump ahead. First it was Dynix, and then it went to Horizon and now we are shifting over to Evergreen. I would like to hire somebody as soon as possible that way they can get into the ground level of the Evergreen training. I hope I am not jumping to far ahead, but we have to get everything done. So by the time I post it and get somebody hired it should be very close to having the job description approved. If no one in house is interested than of course we would go out to the public. We do have in our handbook for in house hiring.

**Mr. Whitwill:** We don’t have to advertise it out?

**Ms. Leal:** No, I talked to legal and they said we do not, because we do have it in our handbook.

**Mr. Crawford:** It's in the handbook, but our employees get the first shot.

**Ms. Leal:** Yes

**Mr. Whitwill:** Any other questions or comments? Need a motion.

**Mr. Albrecht:** I so move, seconded by Ms. Zavala. Motion carried unanimously.

### **DIRECTOR'S UPDATE**

**Ms. Leal:** Renovation is moving forward, in the children's section all of the books are unboxed and shelved, but they are not in perfect order. We are in the process of boxing the adult section. We are a little bit behind as far as data and electrical installation. The electrician's father passed away and along with that his right hand worker, that helps him in the library had a heart attack and passed away as well. Currently they took off the paneling on the adult side in the back that had the asbestos behind it. They have taken that all out and are in the process of running it thru the filter. Demo in the adult shelving section will be starting next week. Then it will move forward to the Circulation Desk and our offices. We cannot do any of that until we have the data and the electric hooked up, because we cannot move our work stations where there is no connectivity. We are just a little bit behind, but it's understandable. I want to thank Mr. Crawford because he was slinging boxes in there with us, I appreciate all the help.

**Mr. Whitwill:** Any questions?

### **BOARD MEMBER REPORT**

**Ms. Zavala:** I have nothing.

**Mr. Albrecht:** I have nothing.

**Mr. Crawford:** I was in the children's area the other day and some books were already on the shelves, but the lay out, even if there were some tables in the way. looks really good. Marko is a really good company to work with.

**Mr. Whitwill:** I 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:** Anyone want to address the board?

**Ms. Melba McHaney:** Just thank you everyone.

**ADJOURNMENT**

**Mr. Whitwill:** Motion to adjourn?

**Mr. Crawford:** So moved, seconded by Mr. Albrecht. Motion carried unanimously. The meeting was adjourned at 5:55 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, June 23, 2015 at 5:30 p.m. at the Coalinga Library.