

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, June 23, 2015 5:30 p.m.
Coalinga Library – Tech Room**

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

TRUSTEES ABSENT: Mr. Chavez, President; Ms. Zavala, Trustee

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 SOLUTE: Mr. Whitwill led the flag salute.

APPROVAL OF THE AGENDA

Mr. Whitwill: I 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 May checks 014051 thru 014106 in the amount of \$337,772.97 of which \$40,493.69 was for payroll and \$263,458.36 was for Coalinga Renovation Project.
- C-2 Approval of minutes for Special Board Meeting held on April 21, 2015.
- C-3 Approval of minutes for Board Meeting held on May 12, 2015.
- C-4 Approval of May 2015 Weed List
- C-5 Personnel Transactions – Resignations Raylene Sisneroz and William Elliot

Mr. Whitwill: Any comments or questions from the board and audience? I need a motion to approve the consent agenda?

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

PUBLIC COMMENTS – OPEN AND 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: Any public comments on any of the closed session or action items?

CLOSED SESSION

- CS-1 Personnel Matter – Annual Evaluation of Library Director
- CS-2 Personnel Matter – Library Director Contract
- CS-3 Personnel Matter – Administrative Assistant Salary

Ms. Leal: Mr. Chavez should be here in about 10 minutes. He was thinking we could table the closed session items until he gets here.

Mr. Whitwill: Is everyone okay with that?

Mr. Albrecht: Is there anything else we can go through until he gets here?

Ms. Leal: Yes.

Mr. Whitwill: We will postpone closed session until Mr. Chavez gets here and start Action Items with A-3.

ACTION ITEMS

- A-1 Personnel Transactions – Approval of Director of Library Services Contract And Evaluation (**Tabled**)
- A-2 Personnel Transactions – Approval of Administrative Assistant Salary (**Tabled**)
- A-3 Employee Handbook Revision – Third Reading

Ms. Leal: We have gone through the handbook several times now. I sent all of you an email with the final revision. I also had a meet and confer with the union and we came to an agreement on everything. The only thing that needed to be changed prior to this meeting with regarding the union was the off duty use of facility, we added “while outside of operating hours”. In other words they can use the library on their breaks and when the library is open, but if the library is not open then they should not be in the library. On the Workplace Privacy section we added two words “other than” because we do have recording cameras in Huron. We can’t say we can’t use them because it is part of what we do. We are also going to get cameras here in Coalinga. Other than that all the other previous changes have been approved thru the Union.

Mr. Whitwill: Any questions or comments?

Mr. Dominguez: On the “may not”, “shall not” did you kick that around.

Ms. Leal: The attorney looked through it and said this would be the way to do it.

Mr. Whitwill: Anybody else, I need a motion?

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

- A-4 Approval of 2015-2016 Meeting Schedule

Ms. Leal: Ms. Collings worked on the meeting schedule matching the school board meetings. The one on June 14th does not conflict with any graduations.

Mr. Whitwill: If the school board would have to change a meeting date we can change one as well.

Ms. Leal: I believe so.

Mr. Whitwill: Any questions or comments? I need a motion.

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

- A-5 Personnel Transactions – Hiring of Children’s Specialist & Cataloging Services Clerk

Ms. Leal: As you accepted in the consent agenda we did have two resignations, the Children’s Specialist and the Technical Services Clerk. If you look at the name change remember the last meeting we kicked around some name changes. In the newspapers it has the old job description name, but once we approve the new job description it will change to these names: Cataloging Specialist and Cataloging Services Clerk.

Mr. Whitwill: Any questions or comments?

Mr. Albrecht: Is it one for each position, only two people?

Ms. Leal: Two people.

Mr. Whitwill: Anybody else, I need a motion?

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

- A-6 Personnel Transaction – Job Description Cataloging Specialist

Ms. Leal: Everyone was sent this job description, did you all read it? Does it look okay? Do you want me read it out loud? What do you want me to do?

Mr. Whitwill: It looked fine to me.

Mr. Crawford: I just saw that you added a few things.

Ms. Leal: Yes I did add a few things. I went over it with Ms. Baker and she says there was an overlap between what the Tech Services Clerk and what she did. She feels that we can divide it a little bit more.

Mr. Crawford: It reads well.

Ms. Leal: Is it okay to change it to Cataloging Specialist as supposed to Technical Services.

Mr. Crawford: Yes.

Mr. Whitwill: It is more descriptive of what they are doing. Any questions or comments, may I have a motion?

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

- A-7 Personnel Transactions – Job Description Children’s Specialist

Ms. Leal: Children’s Specialist is pretty much self-explanatory I did not change anything in the job description except for a typo on top of page two. I did have the current Children’s Specialist look over it and she felt that it was appropriate and had pretty much everything that she does. There is no name change on this job description.

Mr. Whitwill: Any questions or comments, need a motion?

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

- A-8 Personnel Transactions – Job Description Cataloging Service’s Clerk

Ms. Leal: This job description used to be called Technical Services Clerk. I now changed it to Cataloging Service’s Clerk. This is a part-time position. There was somethings I added to it; I did mention earlier that Ms. Baker feels that some things can be done by the person who fills this position. Some of the things that could not be done in the past can now be done by the new Cataloging Service’s Clerk. If there are any questions I would be more than happy to answer them for you.

Mr. Whitwill: Questions or comments, I need a motion.

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

- A-9 Approval of 2015-2016 budget

Ms. Leal: The revenue is always done by Marc Scott’s office. It is a projection of Measure B funds and parcel taxes. Since we have started using Unique Management, our fines and fees revenue have been increasing, which is a good thing. The blue copy is the 2014-15 budget year and the red copy is the 2015-16 budget. I did trim the budget a little. I took into consideration salaries and benefits. There are two employees that are at the top of the pay scale that will be

leaving us, so when we re-hire those new employees they will not be at the top of the pay scale. There will be a difference in the retirement, FICA, and all those types of deductions they will also go down a little. If anyone has any questions I have all the print outs from the accountant. I averaged it out by 11 months, so now I know what it is going to be for the next month and that is how I came out with my adjustments.

Mr. Crawford: I was wondering how you got your numbers now it makes sense. With the new people the salaries are going to be different and payroll will be lower.

Ms. Leal: Yes, with the new people the salaries will be lower because the two people that we are replacing are at the top of the pay scale and the new people that we will be hiring will be at the bottom of the pay scale unless they have a lot of experience.

Mr. Crawford: I also had a question of the revenue.

Ms. Leal: Yes, that comes from Marc Scotts Office. I can take your questions and ask them about it.

Mr. Crawford: The second one down is, Special Assessment/Parcel Tax last year it was \$140,000.00 this year it is \$84,770.00.

Ms. Leal: Some of the parcels are no longer valid; they were taken over by non-profits. They send us a list of parcels that are kicked out of the system that can no longer be taxed. A lot of those have been taken over by the city, non-profits, and they're certain guidelines. We can't ask them to pay taxes because they aren't in that realm any more.

Mr. Crawford: I was just wondering because it is a big difference. The interest will be down because we are spending the money.

Ms. Leal: Yes.

Mr. Crawford: That was my only question.

Ms. Leal: Changes to budget:

- ✓ Communications, \$700.00 less
- ✓ Insurance, same
- ✓ Plant and equipment maintenance, same

Do you guys see any other ones I have changed?

Mr. Crawford: Cataloging supplies is a new one right?

Ms. Leal: Yes, I had combined office and cataloging supplies together, but I want to know how much money we actually spend on cataloging. That is the reason why I broke it up into two categories. If you look on top of postage I split cataloging and office supplies.

- ✓ Postage, same
- ✓ Prof/Spec Service, same

I left prof/spec service the same, but I am hoping we will be using less of them now that there is no union negotiations or any of those types of issues. But we never know what is going to happen in the future so I went ahead and left it the same.

- ✓ Rents/leases, same
- ✓ Travel, same
- ✓ Training, same
- ✓ Utilities, same
- ✓ Data Base Utilities, \$2,000.00 less

I dropped data bases utilities because I got rid of some databases that are not being used. One of the big changes, was I dropped Books and Materials because with the income and revenue being lower I don't want to chance having an issue with Measure B money. All of the categories that say, Books and Materials are Measure B money.

Mr. Whitwill: These are all Measure B.

Ms. Leal: Yes, at the top it says non-measure B and measure B that is how you know that they are all measure b. If you look at;

- ✓ Coalinga Adult, \$7,000.00 less
- ✓ Huron Adult, \$2,000.00 less
- ✓ Coalinga Children, \$1,000.00 less
- ✓ Huron Children, \$1,000.00 less
- ✓ Coalinga YA, \$1,500.00 less
- ✓ Huron YA, \$700.00 less
- ✓ Non-Print Materials, \$500.00 less
- ✓ Print Materials, \$500.00 less

Non-print materials and print materials are CD's and things like that.

- ✓ Subscriptions, same

That is about the same I can't get away from subscriptions it is what it is.

- ✓ Spanish Books/Mag/Papers, same
- ✓ Rebinding, same

I have not spent that money in a long time, but I want to keep it the same.

- ✓ Sales Tax, same

Last year's Budget Publicity and Programs were together. Publicity cannot be paid out of Measure B money, but Programs can. So I separated them and took the program portion out of that budget section and I put it in its own category on the Measure B section. When I was reviewing the budget and I saw negatives where there were no precise line items, I did not want to have that anymore I don't like negatives. This budget is almost balanced it would be balanced if you were to take out the \$610,000.00 that we have left to pay for the capital outlay for the renovation of the Coalinga Library we have paid half of it off. My guess is that we have another \$610,000.00 left. I did my best to balance the budget so that the revenue would balance the expenses if you take out the money for the remodeling. If anyone has any question I would be happy to answer.

Mr. Whitwill: On the building and improvements so far we have paid approximately \$610,000.00?

Ms. Leal: Yes, as of right now we have paid \$580,000.00 up through May and in June we paid \$60,000.00 I would say we are about half way paid through the remodeling.

Mr. Whitwill: And that is money we have.

Ms. Leal: Yes

Mr. Whitwill: So we want to keep an eye on any change orders.

Ms. Leal: Absolutely

Mr. Albrecht: That money we have doesn't show up on this right?

Ms. Leal: No this is just the budget. The money we have will show up on the audit. I can send you a copy of the monthly accounting sheets I have which shows that we do have money in Measure B.

Mr. Whitwill: I would appreciate that please you can send it to us via email.

Mr. Albrecht: Sounds good to me.

Mr. Whitwill: Any other questions for Mary or comments?

Mr. Crawford: Can you get ahold of Marc Scott and see why the Special Assessment/Parcel Tax is down so much.

Ms. Leal: At the end of May in the Treasury we have \$2,734,000.00, in the checking account we have \$379,000.00, the reason why I keep so much money in there is because I never know how much I am going to have to pay for the renovation. Sometimes its \$165,000.00, sometimes its \$200,000.00, sometimes its \$50,000.00 I never know. We still have cash in the Webb Foundation of \$157,600.00, in sales tax we have \$151,000.00, in the Mitigation Fund we still have \$71,000.00. Some of the other stuff like cash donation we have \$2,700.00 interest receivable \$2,100.00 tax receivable \$1,200.00 pre-paid insurance \$11,960.00. What pre-paid insurance it that we are always a month ahead. Restricted cash, SJVLS is \$85,000.00 we still have thus far as current assets \$3,600,300.00.

Mr. Albrecht: Sounds good.

Mr. Whitwill: It does sound good.

Mr. Albrecht: But it can disappear quick.

Ms. Leal: Our total liabilities in funds are \$5,562,000.00 again, that's the reason why I reduced the materials budget that comes out of Measure B.

Mr. Whitwill: Anything else? I need a motion?

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

- A-10 Coalinga Renovation Project – Approval of Change Orders

Ms. Leal: We have a change order for a new MFD Box & Cutover for the amount of \$8,626.27. This box is climate controlled and all of the wires that you see on the wall behind you will go in this box. It is like a mini refrigerator. All of those ports would go in this box. It will look better and the chance of them being pulled apart would be less. It will also have different shelves inside; it will have a spot for a server, a DVR, also for systems. So when we get the new cameras we have to have our own little system. It will have several slots to put plenty of systems inside. We were hoping to get one that would fit on the wall, but it was going to be too tight. Then we thought about getting one in the cabinet, but there is not enough air circulation in there, so we will put it in that corner.

Mr. Whitwill: This is something we have at the computer labs at the high school.

Mr. Crawford: Yes.

Ms. Leal: The top panel is the fan, the next one is the switch gear, and the next section is the cable manager, then another section for switch gear, then the 48 port panel which is those little white things you see there. Then you see the DVR, the UPS (back-up battery system) and then a vent panel at the bottom.

Mr. Whitwill: And that was not something in the original bid.

Mr. Albrecht: No

Mr. Crawford: No

Ms. Leal: In the original bid at one point they were just going to give us a 48 patch panel and when we started adding how many computers we had and how many computer stations I was adding I think 16 or 17. We were going to be right at the max so I went ahead and added another 48 panels.

Mr. Whitwill: So this will give us the ability to expand.

Ms. Leal: Absolutely, we have 96 slots in the patch panels and I think we were up to 56 or 60 no more than 70 with all the new things that I have added. I figured if we did not get the power and data now we would never get it.

Mr. Whitwill: Yes you have to get the infrastructure in place.

Mr. Albrecht: Might as well do it now.

Mr. Whitwill: Anything else, I need a motion?

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

DIRECTOR'S UPDATE

Ms. Leal: As you can see everything is stripped down. They are beefing up the roof system so that they can put the five new A/C units. We are having issues in this area with power and sewer lines. They are not sure how they are going to put that unit in without messing up the lines. The bathrooms are done in the Program Room except for the doors. It is the second set of doors, the first set were delivered with major damage. The second set that came they ordered the door frame from an opposite company so they do not match up.

The Circulation Desk is mapped out in orange, not happy about the center section between the front desk and the back desk because it is going to be very crowded. We are trying to change the angle and add a section as well. We will lose a little room in the back, but we will have more room in the front.

Mr. Whitwill: Will that work for you?

Ms. Leal: Yes I also had Hilda and Alma come and look at the layout and see what would work for us. We are still getting the price on what I call storm doors. We are going to vacate that area down in the basement so we are trying to find some storm doors that will work for that area because we will have that area for storage once we clear it all up. There is a tripping hazard up front that I have asked them to fix. If you look at the rail that they put in the front by the program door the cement comes out more than the rail does. They wanted \$2,500.00 to totally redo the whole thing and I told them that they would not redo the whole thing; you are just going to fix the end. The ADA door in the new wing is currently working. The push button is on hold for now because we don't want to put the stand out until we put in the security gates.

Mr. Albrecht: I did see that they put the railing in the back.

Ms. Leal: Yes and it looks much better than it did before.

Ms. Collings: Mr. Chavez called and will not be able to make this meeting, but he would like to postpone it and start it on another day.

Mr. Crawford: Next Tuesday would work because there is a school board meeting.

Mr. Whitwill: Possibly next Tuesday.

Mr. Albrecht: We might be able to finish it on Saturday after we finish everything out there.

Ms. Leal: Ms. Collings and I will be out of town we are attending the ALA conference in San Francisco. None of the staff members wanted to attend so we are attending.

Mr. Albrecht: Everything that is continuing is closed session anyways, except for the two action items. Let's table those items.

Mr. Whitwill: Are we thinking about next Tuesday?

Mr. Crawford: There is a possibility we are going to have a school board meeting on that day anyways.

Mr. Whitwill: It is not an issue for me I would be willing to come back next Tuesday and finish this up.

Ms. Leal: Is the school board meeting at 6:30 pm like every other one?

Mr. Albrecht: We have to have it because we had one last year. If we don't need it we can cancel it and that means we don't have to have one next year.

Mr. Crawford: That is if we approve everything.

Ms. Leal: Okay

Mr. Whitwill: If we get done tonight we don't need one next Tuesday.

Mr. Albrecht: That does not mean we could not do it next Tuesday, but I may have to go to work next Tuesday.

Mr. Whitwill: We can go ahead and schedule for 5:30 pm next Tuesday.

Mr. Albrecht: Do we have to have a special meeting for that?

Ms. Leal: We would have to post it. We need a motion to have a special meeting, continuation of closed session items and action items one and two.

Mr. Whitwill: I need a motion?

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

BOARD MEMBER REPORT

Mr. Crawford: When will the cameras be installed?

Ms. Leal: We are waiting for a bid right now. My electrician is trying to get bids from different companies. The intrusion as far as the alarm is all part of the original bid, but the cameras will be something extra.

Mr. Albrecht: Nothing.

Mr. Whitwill: The frame does not match the doors in the bathrooms by the program room what are they going to do about that?

Ms. Leal: They are in the process of fixing them at their cost. Thomas (superintendent) has no idea why they were ordered from two different companies, because that is something that they never do, but he is trying to get that fixed as soon as possible.

Mr. Whitwill: Not rigged, but fixed right?

Ms. Leal: Correct

Mr. Whitwill: I am pleased to see the progress and it looks like we are going to get there without running out of money.

Ms. Leal: Thank you, also Summer Reading is starting too, so bring all your kids.

ADJOURNMENT

Mr. Whitwill: Anything else, I need a motion to adjourn?

Mr. Albrecht: So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 6:16 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, July 14, 2015 at the Huron Branch Library.