

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, September 11, 2016 5:30 p.m.
Huron Library**

TRUSTEES PRESENT: Mr. Whitwill, President; Mr. Crawford, Vice-President; Mr. Chavez, Clerk (5:34pm); Mr. Albrecht, Trustee; Ms. Zavala, Trustee

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 Ms. Zavala. 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 August 2016 checks 014792 thru 014832 in the amount of \$88,667.14 of which payroll was \$42,661.99.
- C-2 Approval of minutes for Board Meeting held on August 9, 2016
- C-3 Approval of Withdrawn List

Mr. Whitwill: Need a motion to approve the agenda?

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

ACTION ITEMS

- A-1 Board Policy #3003 Grievance Procedures – First Reading

Ms. Leal: I was looking the other day for something and as you can see all of our Board Policies were written in 1989. They are a little out of date. Most of the Board Policies match the MOU which more or less matches the Employee Handbook. I just wanted to update the Board Policies so that they are all in sync. The one on the top is the old one. It was adopted on 9/28/89 the next one with our little logo in the upper left hand corner is the new one. Everything is

exactly the same except on the new one we added step four. In the old one there was no step four. When we did the new MOU they added a new step to the grievance policy so that basically is the only change to this one. Do you have any questions?

Mr. Albrecht: No it sounds reasonable.

Mr. Whitwill: Alright first reading so we don't have to vote on it.

- A-2 Board Policy #3005 Vacation – First Reading

Ms. Leal: The same idea with this one if you look at “B-1,2,3,4,5” those are out of date if you look at the one underneath that have a little graph box, that matches the new MOU. It was just changed a little bit. Like I said everything is the same in Eligibility and Scheduling, Accumulation, and, Vacation Pay upon Termination. The only difference was the accumulation on what everybody gets through the years. Any questions on that one?

- A-3 Board Policy #3006 Holiday – First Reading

Ms. Leal: On that one there was a couple of changes, but the big one if you look at the top part it says that we were closed at 3 p.m. it is number 5. We close at 3 p.m. on Christmas Eve and New Year's Eve in the new MOU it says that we close at 1 p.m. If you look at the new one it states New Year's Eve and Christmas Eve it has four hours and again that matches the new MOU everything else is the same.

Mr. Chavez: I have a question though I noticed that in one of them it says Horned Toad Derby is a holiday?

Ms. Leal: Yes, but it is not a holiday, but if you look at “G” it states; “Horned Toad Derby Holiday Closing: On the Saturday during the celebration of Horned Toad Derby both libraries will be closed.” They don't get paid for that day it is not a paid holiday. It is just a day they take off because of the parade and stuff like that.

Ms. Zavala: Isn't that Memorial Weekend?

Ms. Leal: Yes, but this is the Saturday.

Mr. Chavez: This is a Saturday, it is not a holiday.

Ms. Leal: No it is not a holiday, but they did it back then.

Mr. Chavez: Yes back then, but now??

Ms. Leal: Yes back then, but it is whatever you want to do. The library itself is closed, but they do not get paid for it.

Mr. Chavez: I see so many holidays and that is what we talked about when we were doing the MOU. There are too many holidays. I know that they need to get some holidays, but there are holidays that everybody is working and we are closed.

Ms. Zavala: Admissions Day

Ms. Leal: Admissions Day

Mr. Chavez: Yes on that one I don't agree with it and just because I just seen it. Like you said it is not a paid holiday, but still you are closing the library we are supposed to be giving access to the public.

Ms. Leal: There are a couple of ways we can handle it. We can table the board policy and when the new MOU is revised, because it is in there or however you want to handle it. Because I don't know if we can just take it away from them because it is in the union contract at this point.

Mr. Chavez: It is not part of the MOU.

Ms. Leal: I would have to double check.

Mr. Crawford: It's a paid holiday.

Mr. Whitwill: Why don't we table this one and have you look and make sure.

Ms. Leal: What it says in the MOU?

Mr. Albrecht: It is just first reading

Mr. Chavez: We still have to table it

Mr. Whitwill: Make sure that you find out what it says about it.

Ms. Zavala: Even the state went down to four holidays.

Mr. Albrecht: I don't see why it needs to be listed it is not a paid holiday, all it is that the library is closed.

Ms. Leal: Okay.

Ms. Zavala: They are not getting paid for it, right?

Mr. Albrecht: Then why is it even on this list.

Mr. Chavez: That is what I am saying, but still we have too many holidays actually this last one you just had last Friday.

Ms. Leal: Admissions Day

Mr. Chavez: Nobody else takes it, but the library and every time federal takes one we take it as well.

Ms. Leal: I will double check what is in the MOU and we will discuss it at the next meeting.

Mr. Albrecht: Yes I agree.

- A-4 Board Policy #3010 Employment of Relatives – First Reading

Ms. Leal: What I added to that one was on number A which states; “Employee’s relatives will not be eligible for employment with the District where potential problems of supervision, safety, security and morale, or potential conflict of interest exist. Relatives include an employee’s parent, child, spouse, brother, sister, and step relationships”. Now with the new trend it should also say; “Domestic Partner”. The only change was to add the Domestic Partner on policy 3010. Other than that pretty much its word for word.

Mr. Whitwill: I assume this policy is here because it was a problem at one time.

Ms. Leal: I don’t know has it ever happened? Tom you have been around the longest.

Mr. Crawford: I can’t think of what it could have been.

Mr. Chavez: I think it is part of the state.

Mr. Albrecht: Most places have it. It’s called a nepotism policy.

Ms. Leal: Right.

- A-5 Board Policy #3011 Job Descriptions – First Reading

Ms. Leal: The first four are the same on the new policy they are being numbered 1,2,3,4, instead of letters. Some of the other ones we have written all match instead of letter or numbers. That is why I crossed them out and added 1,2,3,4, and 5. There seems to be a misconception that certain people were hired to work at certain libraries and that is not so. People are hired for the district and they are to be available for both libraries. I went ahead and put that in there. I don’t really know that it goes under job description, but there is no place else under personnel policies where I can figure out to fit it in. To me that was the best place. The next revisions that are going to be coming are the job descriptions and I will make sure that it is in the job descriptions. Please remind me when we do the new job descriptions some of them are done, but some of them aren’t.

Mr. Whitwill: We need to add it somewhere that clarifies it.

Ms. Leal: Yes

Ms. Leal: Again this was the best place I can figure to add it. There have been issues since I have been here “Well I was hired to work here I did not know I had to work there”. I will be honest with you when I hire new people they have to tell me that they have transportation to go to both libraries. If they don’t have transportation I weed them off the list.

Mr. Chavez: That came up two years ago.

Ms. Leal: I think that is what started it. That when we had about 60 people that applied and it says you have to have reliable transportation and a class C license. Again I feel that this was the best place to add it.

Mr. Chavez: Because they wanted to get paid for coming over here and we said, No, you work for the district.

Ms. Leal: Yes.

Ms. Zavala: Okay

Mr. Chavez: Okay

Ms. Leal: Again half of the job descriptions I have already rewritten and revised as I have been hiring new people, but there are still some that have to be revised. After I get this done I will start working on the job descriptions.

Mr. Whitwill: Okay

- A-6 Measure R CHUSD School Bond

Mr. Whitwill: I would like to explain, Mary had called me and said that Katie Delano had called her and asked what the library position was on Measure R. When she said Measure R my mind was thinking the marijuana dispensary. So this is my fault you probably all heard.

Ms. Leal: Yes she sent me an email.

Mr. Whitwill: So this was my fault because I was thinking it had to do with the dispensary and I told her we want to be neutral that was my thought.

Mr. Chavez: Yes because we have too many measures already.

Mr. Whitwill: Right

Mr. Chavez: And we are going to hear about everyone wanting support.

Mr. Whitwill: That was my fault, and then I found out that no Measure R is a bond and we are the school board also. So, I called Mary back and I explained my mistake and then I

immediately called Katie Delano back and wanted to explain my mistake. We had a nice little talk and I said if you have been telling people that we are neutral on the school bond, go back and tell them no. It's my fault blame me because I had it wrong in my head.

Mr. Albrecht: You did not know it was ours.

Mr. Chavez: We are still neutral.

Mr. Whitwill: I wanted it on the agenda so I can explain myself, I don't know if we have to issue any kind of resolution.

Mr. Chavez: No action taken.

Ms. Leal: So if people come in and they ask me or they email me and they say what is the library position on Measure R. What is the right answer for me to give?

Mr. Chavez: There is no position.

Ms. Leal: No position.

Mr. Chavez: On the Parks and Rec measure, they are probably going to ask how we stand.

Ms. Leal: So I can use the term neutral.

Mr. Albrecht: You can tell them we are the same board what do you think we are.

Mr. Whitwill: The appropriate respond would be we are the same board.

Ms. Leal: Okay

Mr. Whitwill: What happened when word got out that we were neutral, well they are not in favor of the bond. How can that be.

Mr. Chavez: We are separate from the school board we are not able to.

Mr. Whitwill: We are not able to take a position on the Rec Departments bond.

Ms. Leal: I don't want to say neutral we can just say we are not taking a position it.

Ms. Zavala: There you go.

Ms. Leal: My thing is that we have our own bond with Measure B. My concern it's like we were double dipping in a way. It's like Mr. Chavez mentioned where does it stop, do we need to officially support the Park and

Rec bond. I was not interested in playing politics with them that was just my concern. I understand your position as well, being that it is the same board I just needed to know what my proper response should be.

Mr. Whitwill: When I think back on it I am a little surprised that the question even came up.

Mr. Chavez: It is because of the “R” when they told me too I thought it was Rec department.

Mr. Whitwill: Yes okay.

Ms. Leal: So I will just say we share the same board, but the library is not involved in it.

Mr. Whitwill: Just say the library is not involved in this.

Ms. Leal: Okay

Mr. Crawford: We don’t want to take a position on it.

Mr. Whitwill: And I don’t know what happened with the previous bond if the library was ever faced with that question.

Mr. Leal: When did the last one come out because I have been here for four years so was it before my time?

Mr. Chavez: Yes.

Mr. Albrecht: Yes.

Mr. Crawford: It was about 10 years ago.

Ms. Leal: Not the Measure B, but the school bonds because I don’t remember having this discussion about the last school bond.

DIRECTOR’S UPDATE

Ms. Leal: The staff and I would like to tell everybody thank you for letting us go to the training we had at Santa Clara. We learned a lot and we had a great bonding experience. We came home with sore sides from laughing. We had a great time. Everything was paid for except the gas and supper, which we ate at Casa de Fruta. Thank you again that was fun and we ended up taking two cars.

I did meet with DSJ Architects here at the Huron Library and we came up with some ideas. I spoke to Maggie and Marta about how to extend and how to make a program room over here on the side. Over here in this corner there is a spot I can show you guys later where there are no shelving units. We will make a hall way right there.

Mr. Chavez: Mary when we talked about expanding this we also have plans for an extension. That should be at the library.

Mr. Crawford: They should even have that shouldn't they?

Mr. Chavez: Yes we have it.

Mr. Crawford: No I mean the architects.

Mr. Whitwill: The architects.

Mr. Chavez: Yes they should because we talked about extending it and they gave us two plans one with the extension and one without, but we did not have enough for the extension.

Ms. Leal: I have not seen them. DSJ have not mentioned that they had anything, was it with somebody else.

Mr. Chavez: It was with somebody else, but they got all the information.

Ms. Leal: I will pull out all my boxes.

Mr. Albrecht: We had started with somebody else and we never got anything done.

Mr. Chavez: No, no, we did we have drawings.

Ms. Leal: For here, for this library?

Mr. Chavez: Yes.

Ms. Leal: Okay.

Mr. Chavez: I have to look at my box, but do you still talk to Sylvia Archibald?

Ms. Leal: Yes.

Mr. Chavez: Send her an email maybe she remembers where all the stuff is.

Ms. Leal: Okay, but I have boxes of stuff and I did not see anything and they didn't have anything, but I will look for those.

Mr. Chavez: We have the plans and everything. I think they were talking about half a million it was a lot of money.

Ms. Leal: It still going to be close to that, more than what I thought. The issue is that they can't tie the new building into the old building because then you have to bring the old building up to code, so what they are talking about making a hall way.

Ms. Zavala: A separate building.

Ms. Leal: Because on the outside of the building it has wing walls. This is the actual inside of this wall on the outside it has wing walls. They would have to do something with those wing walls. What they are talking about doing is putting up a hallway here.

Mr. Whitwill: Like a breeze way kind of thing.

Ms. Leal: Kind of like a breeze way.

Mr. Whitwill: Like a covered walk way.

Ms. Leal: No it will actually be a hall way, it will be connected .

Mr. Chavez: Look at those plans that I am talking about and it has everything the way you are describing it.

Ms. Leal: Do they, okay I will look for it, but let me share with you what we talked about. This would be the program room and then here have it look like a court yard area where you can have tables or do something like that (drawing on paper). I talked with the ladies about it that is fine, but it would have to be a functional court yard just not for looks it could be something we could actually use. That is the idea so they are getting a contract together for us to sign and for them to continue. He did have the plans of the Huron Library of the stuff that we did three or four years ago.

It is time again for the audit Max Sanborn called and said he is ready when we are ready. I talked to Marc Scott's office and they have all their books and everything done. Jackie and I have been through this a couple of times so we pretty much have all of our stuff done. That will tell us again how much money we will have to spend. I did go over budget on a few things I will be honest with you about that. We had some repairs and maintenance here that we needed to do so it will be over budget, but my bottom line budget was under budget so we should be okay.

Summer reading is done and we had 356 people participate that was really good.

Ms. Zavala: All right.

Ms. Leal: Out of both libraries and we did really good with that. School is starting and people are coming that is why we are busy again.

BOARD MEMBER REPORT

Mr. Chavez: Everything looks good.

Mr. Albrecht: Nothing.

Ms. Zavala: I think Joe said something about one of your cameras being broken out here.

Ms. Leal: Oh is it.

Ms. Zavala: You need to check on your cameras.

Ms. Leal: I looked today and I did not see anything, but I will take a look.

Mr. Crawford: I don't have anything.

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.

No Public Comments.

ADJOURNMENT

Mr. Whitwill: I need a motion to adjourn.

Mr. Albrecht: So moved, seconded by Mr. Crawford. Motion carried unanimously. Meeting was adjourned at 5:54 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, October 11, 2016 at 5:30 p.m. at the Coalinga Library Program Room.