

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, November 17, 2015 5:30 p.m.
Coalinga Library – Program Room**

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

ADMINISTRATION PRESENT: Ms. Jacqueline Collings, Administrative Assistant

TRUSTEES ABSENT: Mr. Albrecht, Trustee; Ms. Zavala, Trustee

ADMINISTRATION ABSENT: Ms. Mary Leal, Director of Library Services

CALL TO ORDER: The meeting was called to order by President Mr. Chavez at 5:30 p.m.

FLAG SOLUTE: Mr. Chavez led the flag salute.

APPROVAL OF THE AGENDA

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

Mr. Whitwill: 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 October 2015 checks 014315 thru 014369 in the amount of \$105,151.17. Payroll was \$41,731.15 total for Coalinga Renovation Project is \$21,065.27 and expenses amounted to \$42,354.75.
- C-2 Approval of minutes for Board Meeting held on October 13, 2015.

Mr. Chavez: Any questions or comments? Do I have a motion?

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

ACTION ITEMS

- A-1 Approval of Cameras/Alarm System Coalinga Library (Revised Quote).

Ms. Collings: Mary emailed you all a new quote. She has been emailing Chris Hale and one of the emails states why the quote has been increased. The reason why there was an increase was

because if you go over \$1,000.00 and its public funds it is considered prevailing wage. The new quote for the cameras would be \$440.00 more and \$1633.13 more for the labor only.

Mr. Chavez: It seems high why don't we go back and look at other companies and see how much they charge just to install the cameras and stay with the current alarm company.

Mr. Whitwill: Just monitor them ourselves.

Mr. Chavez: Yes just put the cameras and still have a regular alarm system.

Mr. Crawford: Right now that is there.

Mr. Chavez: I mean I don't like spending too much money.

Mr. Crawford: That is a big jump.

Mr. Whitwill: That is quite a jump.

Mr. Crawford: I wish there were competitive bids.

Ms. Collings: There is not.

Mr. Crawford: For the camera part there might be.

Mr. Chavez: What is the total?

Ms. Collings: The total amount for just the cameras would be \$12,066.38 again that is just the cameras.

Mr. Chavez: There is another company, the one that did the Huron Library and they just sold it to us, but we end up paying them for anything that breaks down. I don't know, but that is something that we can consider.

Mr. Whitwill: I would like us to contact that other company over there and see what they can do for us.

Mr. Chavez: As long as we have the security the cameras is more for the employees so they can see what is going on. We still have the alarm system so I would like to make a motion to table it.

Mr. Crawford: To table it and to get more information.

Ms. McClain: But you do have an alarm system.

Mr. Crawford: Yes.

Mr. Chavez: Yes that is done this is just for security reasons because there are a lot of blind spots.

Ms. McClain: Are the cameras going to be done in the inside only?

Mr. Chavez: No outside also that is the way we have it done in Huron, and that is for the protection for the employees also.

Ms. McClain: The company that is going to monitor it, is that part of the \$12,066.38?

Mr. Crawford: No that is only for parts and installation.

Mr. Whitwill: The \$12,066.38 is just the cameras and installation, but we have to pay for prevailing wage because of the amount and all of a sudden it has increased.

Mr. Crawford: We are protected burglar wise. The other part Mary was talking about missing kids and we can use the cameras for that to pinpoint at what time he was here. Right now we are playing with enough money plus we can also see what is out there.

Mr. Chavez: Do you want to make a motion to table it and look for other companies.

Mr. Whitwill: I will make that motion.

Mr. Chavez: With the consensus of the board to table this and to see if we can get something less expensive.

- A-2 Approval of Audit presented by Max Sanborn of Sanborn & Sanborn Accountancy Corp.

Mr. Chavez: We are happy you are here and thank you for coming.

Mr. Sanborn: Thank you for allowing me to be here this evening. We have audited the financial statements of the Coalinga-Huron Library District for the year June 30, 2015 and have expressed our opinion there on. Our opinion is on the first two pages following the table of contents. Our opinion this year as the last few years is what we call unmodified opinion that basically states that the financial statements referred to above presents fairly, in all material respects, the respective financial position of the governmental activities of Coalinga-Huron Library District, State of California, as of June 30, 2015 and the respective changes in financial position and cash flow thereof for the year then ended in accordance with accounting principles generally accepting in the United States of America. If I can turn your attention to page 7 Statement of Net Position in the past it has been called a balance sheet or statement of assets. In summary form the total assets and deferred outflow as of June 30, 2015 was \$6,145,787.00 total liability and deferred inflows were \$548,956.00 resulting in a total net position of net equity of \$5,596,831.00. Of that 5.6 million \$2,617,067.00 is investment in capital assets (net of related debt) not available for spending in addition to that there are a couple of items restricted. The amount in the San Joaquin Valley Library System Technology Reserve of \$85,226.00 the

amount that is restricted for Measure B activities is \$588,730.00 and that resolves in a total of unrestricted net position of \$2,305,808.00. On this particular finance sheet there is a couple of new items principle what is called a unfunded pension obligation under the heading of Noncurrent Liabilities this is \$349,582.00 this represents the amount of debt that the district owes on pension obligations that has made to the employees through the years.

On page 7, this is a new item this year. In the past there was nothing included for this unfunded pension obligation. In addition to that there is an item called Pension Plan Resources of Deferred Inflows of \$102,649.00 this represents the amount of net earnings on the assets that you do have invested in your pension plan the net earning over the past year in the year of June 30, 2015 and these dollars will be used to offset against future pension plan payments so it is not available for spending. In addition to that there is a Pension Plan Contributions and Adjustments of Deferred Outflow of \$35,203.00 which basically represents for the most part the pension plan disbursements that the district made over the year into June 30, 2015 on behalf of its employees. The problem that you have in the pension activity as it is reported in here is probably until the end of time is that the number that are included are a year old. Basically they are as of June 30, 2014 the liability and deferred inflow and deferred outflows that are because it takes a long time to get all the information put together. Everything else is at a current year basis.

On page 8, Statement of Activities this is an overall income statement and it says that the library serves for the year of June 30, 2015 had a total expense of \$1,058,222.00 there were charges for services \$15,172.00. Operating grants and contributions of \$601,178.00 which is basically Measure B revenue this all boiled down to a net loss by library activity of \$441,872.00 there was general revenue of \$722,258.00 principle property tax revenue and that resulted in overall net profit for the year of \$280,386.00.

On page 9 Governmental Fund Balance Sheet is a reinstatement of the balance sheet, but it does not include the fixed assets and pension plan except for the expenditures that were made during the year, but this does provide a little more detail and is presented on a more current basis.

On [age 10 Reconciliation of Governmental Fund Balance Sheet is a reconciliation of page 7 and 9. I should back up and just remind you that the numbers that do appear on page 9 are included on page 7.

On page 11 Statement of Revenue, Expenditures and Changes in Fund Balances for the library activity again presented on a more current basis it doesn't include depreciation in extends, but it does include capital outlay and expenditure and of course it doesn't include the pension plan except for what was extended over the year for pension plan contribution with is included in the employee benefits. It shows an over net loss of total expenditures of \$379,742.00. Again the numbers on page 11 are basically the same as they were presented on page 8.

On page 12 is a reconciliation of page 8 and 11. The principle difference between the two is the net difference between capital outlay and depreciation which is at \$658,554.00.

On pages 13 thru 19 are the notes to the financial statements and the notes give you more detail as to some of the more major assets and liabilities in accounting policies used to prepare the financial statement. If I can direct your attention to note 9 which is on page 19 that the prior adjustment period to reflect the net pension obligation and unfunded obligation as of July 1, 2015 is \$418,602.00 compare to the overall net are about the same between the two as of June 30, 2015 in the net unfunded obligation was \$417,000.00 compared to the \$418,000.00 so it has decreased by a little bit, but not a whole lot.

On page 20 is the Budget and Actual compensation of the activities in the year ending June 30, 2015 the important thing on this page is to note that the total actual expenditures don't

exceed the budget expenditures. There was about \$647,250.00 less than the budget expenditures. Other than that I am open to any questions that board may have. We found that the record to be in very good order between Mary and her staff and Mark Scott across the street they are doing you folks a good job.

Mr. Chavez: I hope that next year it will be better.

Ms. Collings: We did cut some of the budget down also.

Mr. Chavez: Thank You

Mr. Sanborn: No, Thank You

Mr. Chavez: Any questions from anybody? Can I get a motion?

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

- A-3 Approval of Nathan Vosburg, Technology Analyst – Full Time

Mr. Chavez: He is part-time and now we want to make him full-time, any questions?

Mr. Crawford: So he is going to be in charge of only the tech stuff.

Ms. Collings: Yes, today we had a computer crash and I was not going to touch it so I had to call him up so he could come in and look at it.

Mr. Whitwill: It's technology

Ms. Collings: Correct when we get poop ups you wonder if you want to say ok or not, because you really don't know what it is.

Mr. Chavez: Well now you don't have to worry about it because you have someone there.

Mr. Whitwill: So when we get cameras will he be able to help there.

Ms. Collings: Well he is the one that has been fixing the ones in Huron. If we were to call the people who installed them they would charge us over \$1,000.00 just to come plug something in.

Mr. Whitwill: Mary was saying she was having problems with them anyways.

Ms. Collings: Yes.

Mr. Whitwill: She also said she has problem with them coming out and they still want to charge her \$1,000.00 on top of that.

Ms. Collings: Exactly! He is actually going to Huron tomorrow to fix an issue with the cameras. At one point we were able to view from here the Huron Libraries live stream, but now we can't.

Mr. Whitwill: I remember that whole discussion and I am in favor of that.

Mr. Chavez: Do I have a motion?

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

- A-4 Approval of Resolution #4 – Annual Organizational Meeting Dec. 8, 2015

Mr. Chavez: This is something we do every year does anyone have any question or comments.

Mr. Crawford: It's one of our bookkeeping things.

Mr. Chavez: Yes, can I get a motion?

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

Mr. Chavez: Roll call

Ms. Collings: Starts roll call

Mr. Whitwill: Yes

Mr. Crawford: Yes

Mr. Chavez: Yes

Mr. Albrecht: Absent

Ms. Zavala: Absent

DIRECTOR'S UPDATE

Ms. Collings: Still putting books on shelves we will also have a Measure B or SJVLS meeting here on December 4, 2015 so we are trying to get it to look put together and nice for them to see our new and improved library.

Mr. Chavez: That is good because those are the people that give us the money and they can see where the money is going.

Mr. Whitwill: Can we attend that meeting?

Ms. Collings: I think so.

Mr. Crawford: Just let us know

Ms. Collings: Yes I will

Mr. Whitwill: Just let us know date and time.

Mr. Chavez: Just remember we are there to observe only.

Ms. Collings: Everyone has positive comments for the library they loved the front desk. People that have not come in in a long time love the big difference.

Mr. Crawford: When is the construction going to be completed?

Ms. Collings: Mary went to Fresno County to file the completion on Tuesday. I do need to talk to Chris because our front ADA door is not working properly. I don't think it's the buttons I think it's the box on top of the door. Pretty much that is what is going on, but there is one more thing. The day before Thanksgiving we would like to close the library at 3 p.m. I know that prior years they had done that.

Mr. Chavez: Just check the Union contract if there is any conflict with that.

Ms. Collings: You want us to go by what the Union says?

Mr. Whitwill: Yes, if there is not a conflict with the union contract I don't see why not close at 3 p.m.

BOARD MEMBER REPORT

Mr. Crawford: I really don't have anything, but everything looks great now that we are getting into the final part.

Mr. Whitwill: I am pleased in what I am seeing just remember that if you find something that needs to be fix make a list and get it fixed.

Ms. Collings: Yes we have been doing that. All the staff have been keeping an eye out and letting Mary and I know.

Mr. Crawford: Also make sure that the heating is working properly.

Ms. Collings: The only reason why this room is cold is because it was off.

Mr. Chavez: Everything is looking very nice from the last time I was here. I am glad that everything looks very nice. I will also like to thank everybody.

Mr. Whitwill: I did have somebody come up to me at the post office just to let me know that the Library looks very nice.

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 within, 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.

Ms. McClain: The last time we came to the meeting you said you were going to address the issue with Ms. Bowerman.

Mr. Chavez: That was already taken care of and they talked to her and sent her a letter. That is all I can say right now that it was taken care of.

ADJOURNMENT

Mr. Chavez: Motion to adjourn?

Mr. Whitwill: So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 6:00 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, December 8, 2015 at 5:30 p.m. at the Coalinga Library Program Room.