

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, April 12, 2016 5:30 p.m.  
Coalinga Library YA Room**

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**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 March 2016 checks 014552 thru 14590 in the amount of \$85,331 of which payroll was \$44,116.27.
- C-2 Approval of minutes for Board Meeting held on March 8, 2016.
- C-3 Approval of Withdrawn List.

**Mr. Whitwill:** Any question about the withdrawn list or anything else?

**Mr. Albrecht:** No.

**Mr. Whitwill:** I need a motion?

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

**ACTION ITEMS**

- A-1 Board Policy 5004: Security Cameras – First Reading

**Ms. Leal:** Now that we have cameras here in Coalinga we felt the need that we should probably do a policy on it. We should have done it when we had cameras in Huron. Mr. Chavez did call me yesterday and shared his concern with the public being able to request to look at the footage; it is the last page of the policy. Just because they may be saying certain things and may have an ulterior motive. I have not sent it to legal yet, but I will to see if the policy is okay and if we do or do not need to have the public being able to request to view the footage. I know we have Public Record Act forms and things like that, but I don't know if that would cover it. What is you're feeling about it?

**Mr. Whitwill:** I was a bit uncomfortable with it too

**Mr. Albrecht:** Let legal look into it.

**Ms. Leal:** Okay

**Mr. Whitwill:** The police is one thing, but the public that is a concern.

**Ms. Leal:** Right. Okay so we will ask Jay if he thinks we do need it or if we do not need it. We got this from other libraries and from ALA recommendations. I had thought about it as well, but I figured since other libraries are doing it, it's probably okay. It is already at legal, we will see what Jay has to say. As far as the policy itself besides that does it look okay to everybody?

**Mr. Crawford:** To the library too, because you guys can't give out an address or anything like that to me that falls in as well.

**Ms. Leal:** That is true too.

**Mr. Whitwill:** I did not find any other issues with it.

**Ms. Leal:** We will see what legal says about that, is that okay with everybody?

**Mr. Whitwill:** Yes

- A-2 2016-2017 CHLD Budget – First Reading

**Ms. Leal:** Everybody should have a copy of the budget I have highlighted some of the biggest things I have changed. Salaries are about the same I knocked it up a little bit just because benefits are bound to go up. I thought that was a natural projection.

**Mr. Albrecht:** Minimum wage is going up too.

**Ms. Leal:** Oh gosh I didn't think about that. If you look down were it states services and supplies there is Plant and Equipment Maintenance, it used to be at \$40,000 and I raised it up to \$50,000 because I was real close to the budget this year already and I wanted to pad it a little bit. The next big difference is with Membership and SJVLS that has gone up because SJVLS has gone up. The reason for that is because they are doing a lot of computer maintenance they are

raising our bandwidth and our speed pretty much that is what they are charging us. It will probably go down, but again it is because of all new computer things. The next big thing that I changed was Cataloging Supplies I knocked that down \$6,000 because I over budgeted it. Professional Services was \$50,000 and I raised to \$65,000 the reason being more than likely this time next year we will be starting union negotiations again, so we will need lawyers to help us with that. If we don't use it, it is better to have it in there than not use it. The union contract is actually up starting November, but we usually start early. I was thinking we should start earlier than we usually do. Training I bumped it up to \$1,500 because there are a lot more training opportunities that are starting to come by and I wanted the money in there so I can start sending people to that. The next big section is Books and Materials I knocked everybody down 15% some of them might be a little more than 15%. If it was \$51,733 I just knocked it down a couple of more dollars to make it an easier number to work with. My reasoning's are that the collections are really in pretty good shape we really don't have a lot of holes in anything that I can see since we have been doing the renovation. We have been discarding a lot of the older material and since we don't have a lot of items to discard we don't have a lot of room for the newer stuff. That also comes out of Measure B funds which that leads me to my next discussion point, Furniture and Equipment I left the same. Where it says Building and Improvements I put \$300,000 as of right now that is just a place holder I would like to poll you guys and see what your feelings are on a possible project that I am interested in doing. I would like to build a Program Room at the Huron Library. It would be an extension and I am estimating the same size of our Program Room here. It would be a Program Room and a Computer Lab. I was thinking about putting a unisex bathroom as well in there. In Huron they really don't have a lot of places to have meetings and right now the Girl Scouts and other groups are meeting there and it kind of takes over the library and that is okay it is not a bad thing. Also the computers (not during the morning), but when the students get out of school are always busy, we always have people asking for computers. Right now we have \$500,014 in our account for Measure B and that is after all the expenses that have been paid through February 29, 2016. We still have a little bit more coming out of Measure B March – June so about four months. We average about \$40,000 give or take of Measure B money that comes into our bank accounts a month so that as well is a good indication of how much money we are going to get. I had Chris Hale from CM Construction asking around and he estimated per square foot and it would include data, power and one ADA bathroom he is guessing that it would probably be about \$300,000 that is what the people have been telling him it would be about \$300 a square foot. Again I estimated about 1,000 square feet the size of our Program Room here. That is something that I put a place holder on there for \$300,000 for next year. Of course we won't get it done next year, but with the soft cost and this. I also wanted to know how you all felt about it and then my projection is after that to save up a couple of years and possibly add on here. Do you remember the original plan that they were going to add on from this wall here back to add on another section? Possibly we can do that and designate it to be whatever we want it to be. So I thought maybe we can start this and I would probably be here by the time we get that other one done if that is the way we want to go. At the last Measure B meeting I always give them copies of the budget and they see there is a lot of money in there and they want to know why it is in there. They want you to spend it and the tax payers gave it to us. Of course we are not going to go in the hole it could probably be used for an emergency even though it is earmarked for certain things. Like programs, extra staffing, extra hours, materials, and projects. Those are my thoughts. I need to know how you feel about that possible project.

**Mr. Whitwill:** Well if there are groups that want to use the Huron Library for meetings the Huron Library is definitely too small and you are right they would take over the library. I think there is a need.

**Ms. Zavala:** Before, the old library we used to have a meeting room there. There was an area right when you walk in the door there was a meeting room on the left hand side.

**Ms. Leal:** Like where we have our little meetings.

**Ms. Zavala:** Yes something like that, they would have gaming and whatever, it was nice to have that. Then when we remodeled they took it all out they opened it all up.

**Mr. Whitwill:** So they don't have that anymore. I think that it is something we need to seriously look at. I think that it would be something that will be used and something that is needed.

**Ms. Leal:** I don't know if it's available, but it would be a blessing if USDA would do a matching grant, but you know we can't count on that. I don't know what the shape of agriculture is right now I know what my family agriculture is, but I don't know if USDA can give us a matching grant or not. They are saying \$300,000 so we all know it's going to be \$450,000.

**Mr. Albrecht:** Yes look into it.

**Mr. Whitwill:** Maybe the ranches around the area, they are always looking for an opportunity to help the community.

**Ms. Leal:** Sure.

**Mr. Whitwill:** That could be a possibility as well

**Ms. Leal:** So this is twofold, well three fold actually the revenue I don't have on here I don't know if you noticed that, that is something I get from Marc Scott and I have asked him a couple of times to estimate the revenue for us and that is not on here. He is in the middle of taxes so I will definitely have the revenue and the budget by the next Board Meeting. Does the budget currently as you see it look okay or are there any changes you want me to make to it.

**Mr. Albrecht:** It looks okay for now.

**Mr. Whitwill:** Yes it looks okay.

**Mr. Crawford:** If you feel that the books and stuff that you can get by with what you have.

**Ms. Leal:** I think so even if you were to check now we have a materials budget now that everyone spends out of and they haven't spent all their money from last year. So it is getting more difficult, well I don't know about difficult, but it's getting more interesting on what to

purchase. I have told all the staff members that do purchasing that this was going to be happening. I have warned them that their budget was going to get knocked down a little bit and so they are ready for it.

**Mr. Whitwill:** Anything else?

**Ms. Leal:** So go ahead and leave it as it is? Leave the \$300,000 projection in there?

**Mr. Whitwill:** Yes

**Ms. Leal:** We should probably have Mr. Chavez here so we can have the full board to give me the go ahead to start talking to an engineer and a contractor to start drawing up a plan.

**Mr. Whitwill:** Sounds good.

- A-3 CHPRD Partnership – 2016 Farmer’s Market

**Ms. Leal:** CHPRD stands for Coalinga Huron Parks and Recreation Department I believe. One day Rhonda Maestri came and starting asking me how we were showing so many movies and I said, well I have a movie license. We never did check how much we pay for it I think it’s about \$1,000 for both libraries.

**Ms. Collings:** I don’t even think it’s that much.

**Ms. Leal:** We buy our viewers license and I told her who we go through a company and this is how much it is. She said those are the same people they use; theirs is like \$300 to \$400 a movie. They show a movie each week for the Farmer’s Market.

**Mr. Crawford:** They have it in Coalinga and Huron.

**Ms. Leal:** Yes, and it is a lot of money. She came back a couple of weeks later I double checked it and it is because we are a library and we only have 50 people. So I think it goes by 200 people or whatever there were lots variables to it. I was hoping that maybe we can do a partnership with them and help them sponsor the movies. Give them how much you want to give them to sponsor some of the movies and for them to put a sign up that says, sponsored by the Coalinga Library that type of thing. That would be my hope, but again the decision is yours.

**Mr. Crawford:** I would like to see what their program looks like and how much it will cost per movie.

**Mr. Whitwill:** How many movies?

**Ms. Leal:** I can do that, total cost I did not know if you wanted to give them like a \$1,000 or \$1,200 or a certain amount and use it to the best of their abilities. If you want me to get a budget from her and how many weeks of Farmer’s Market it is and how much they project the movies are, it is whatever you guys would like for me to do.

**Mr. Crawford:** I thought that Chevron bought the projector and the screen and how they funded from there, but I know that the other oil services are hurting.

**Ms. Leal:** That I don't know.

**Mr. Whitwill:** Get a dollar idea of what it is costing.

**Ms. Leal:** Okay

**Mr. Albrecht:** If it is \$300 a movie do they go 10 weeks.

**Ms. Leal:** We pay half or whatever

**Mr. Albrecht:** How many weeks and then we can make a decision.

**Ms. Leal:** Okay that is fair enough I just wanted to throw it out there. I didn't want them to get their hopes up and do too much and you not even being interested in it. I just think it would be nice to partnership with them for that.

**Mr. Whitwill:** I think its good idea to consider it, but if we had a dollar amount it would help us a little more.

## **DIRECTOR'S UPDATE**

**Ms. Leal:** We were awarded a grant to get a free Wi-Fi Hot Spot which is like a mini router, we got two of those and they come with 1G a month. We are going to figure out how to use those to the best of our abilities. We have Wi-Fi, but those are Wi-Fi hot spots we have a few ideas on how we are going to use those. We got one for each library. The \$30,000 grant from the CENIC Program that I spoke about that we had applied for, we have indeed got that and most of that money is going to go towards hardware so we can get fiber optic so we can get the library to speed up the internet service. A lot of the other libraries did not get it only Mariposa and Coalinga-Huron got it. The other libraries that did not get it they have to pick and choose who will get it. Like Fresno County has 36 libraries they are picking some of the main branch libraries. There are some libraries that they cannot even consider because of their location.

Cameras are in they work really well the kids that are in this room, I come and tell them stop swinging on that chair they kind of look at me and I tell them we have cameras, and they say; oh yeah. We do have the required sticker at the front door and the back door letting everyone know we are under surveillance. The only thing we really need is to get a monitor, but we need to do some wiring.

**Mr. Albrecht:** Big sister is watching you.

**Ms. Leal:** Yes, we need to do some wiring so we can get a monitor at the front desk so that way the people at the front desk can keep an eye on it too. It has already come in handy a few times. You don't know that you need it until you have it.

**Mr. Whitwill:** That way you can see what is going on.

**Ms. Leal:** Yes, Wireless printing I had brought up that we were working on that and now we are in demo mode. I tried it myself it is pretty cool you either send it to a website, to google drive, or to your email. I printed something from my phone and it went through in about two to three minutes. I did something from my email and it also went through in two to three minutes. We are test driving that to see how it works and again that when it is all said and done it will cost us a couple of thousand dollars, but I think it is well worth it not mainly for the adults, but more for the students because they need it.

This week is National Library Week. Last night we had our first event which was Makerspaces and we used Lego's. I bought a classroom kit of Lego's and they come in these little packets we built three different things out of it and we had a competition and the top three people got a pencil and we had great fun. I had a blast. Tonight is Bingo. Hilda is back there doing Bingo. Tomorrow night is Literacy Night and we are gearing that towards K and 1<sup>st</sup> Graders because they are struggling readers even more than some of the other grades. It is kind of a round robin of read alouds and everyone will go home with a book and some little reading tips. Thursday is the Scavenger Hunt. I think we have seven or eight businesses that we went around and asked them if they can have the kids go there during the Scavenger Hunt. I bought prizes so the police department is going to give out hand cuffs, Fatties is going to give out teeth, the three real estate properties are going to give out key chains and the bank will give out money. Everybody is going to have something that they are going to give to the kids. They will be well supervised so they don't run across the street. Then they will come back and have a little party. Friday is the Grand Re-opening and I hope I can see some of you guys here from three to five p.m. I have invited some of the dignitaries. I don't know if we are going to have three people or 20 people I don't know but we will have coffee, water and cookies.

**Mr. Albrecht:** I will not be here, we will be in Chicago.

**Ms. Leal:** It came out in the newspaper and on Saturday we will be having our 3<sup>rd</sup> annual Carnival from 1 to 3 PM. Everything is free and the kids have a great time with that.

**Ms. Zavala:** Friday from 3 to 5?

**Ms. Leal:** Yes.

## **BOARD MEMBER REPORT**

**Mr. Crawford:** I don't have anything today.

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

**Mr. Albrecht:** I don't have anything.

**Mr. Whitwill:** I don't have anything either.

**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 Ms. Zavala. Motion carried unanimously. The meeting was adjourned at 5:53 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, May 10, 2016 at 5:30 p.m. at the Huron Branch Library.