

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, May 10, 2016 5:30 p.m.
Huron Branch Library**

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

TRUSTEES ABSENT: Ms. Zavala, Trustee

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

ADMINISTRATION ABSENT: 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. Chavez. 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 2016 checks 014594 thru 014667 in the amount of \$108,940.34 of which payroll was \$47,119.03
- C-2 Approval of minutes for Board Meeting held on April 12, 2016.
- C-3 Approval of Withdrawn List.

Mr. Whitwill: Does the public have any comments or questions? Anybody else? I need a motion?

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

ACTION ITEMS

- A-1 Board Policy 5004: Security Camera – Second Reading

Ms. Leal: This is the second reading of the camera policy that we made for both here and Huron. The cameras have come very handy already. There was a concern during the first reading about the request for the public to review. I checked with legal and they said it was not necessary to have that. They can do a Public Records Act request and it will cover that as well. We don't have to have it in the policy so I removed that request page and I also removed that section. Again nothing was changed and legal said it was fine and it was not necessary to have that one request page and that paragraph because Public Record Act will cover it.

Mr. Whitwill: Any questions

Mr. Chavez: Everything else went okay through legal?

Ms. Leal: Yes, Jay said everything else was fine.

Mr. Chavez: That was the only concern I had.

Ms. Leal: We talked about it at the last meeting too it was 50/50 if I should put that in there, other libraries had it, but like I said we don't really need it because we are covered by the PRA.

Mr. Whitwill: Yes, any other comments or questions or comments?

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

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

Ms. Leal: As I shared with you last meeting we knocked down books and materials 20%, but then I ended up knocking it down 22% so that the numbers would round off nicely. I feel that we have done a lot of weeding and the library collection is in pretty good shape. As far as equipment, books, and materials I also knocked it down. A few things other things that went up as I shared with you previously are the professional services because about this time next year we will be doing union negotiations. Utilities went up a little bit just because that is the way of the world. The revenue I got from Mark Scott's office. I had projected it myself by averaging it out from all the accounting documents that I have and he double checked it. It is down a little bit. Some of the reason is because people are just not spending the money I guess. A lot of it is because the oil prices are down and that really affects the tax basis. It is down a little bit, not a whole lot, but it is down a little bit from last year. We always get a donation or a sponsorship from AERA and from the Baker Foundation (not the museum) we did not get it from AERA this year. I was not surprised because oil folks are having a hard time. So instead of seeing \$5,000 for the revenue its only \$2,000 and we did get Bakers already they usually donate to sponsor for the Summer Reading Program and the Bookmark Contest. I will start looking into adding onto the library here (Huron) to make a Program Room and so we put that \$300,000 as a place holder in there to have that ready if it is approved after we get all the bids. I just want to make sure that

it is the consensus of the board to start talking to architects and people like that starting the next fiscal year.

Mr. Chavez: I just have a comment, looking at this number do you feel that we have enough for operations?

Ms. Leal: Yes that is why I knocked down some of the budget. As of February as far as Measure B money which is where the construction would come out of we have \$513,000 left and that is taking out all of the spending, thus far. That is all of the money we had left and we average about \$40,000 a month. In the next few months it is going to average \$40,000 that we spend at the end of the fiscal year we should have real close to \$500,000 in it. And then I lowered the books and materials and that is also going to give us a little more Measure B money. I can't remember how much I lowered it; I think it was about \$30,000 to \$35,000.

Mr. Chavez: I just want to make sure we conserve a little because we don't know how it is going to be with Measure B in the future.

Ms. Leal: We still have our \$750,000 in reserves and that won't be touched.

Mr. Chavez: That was the only thing I was worried about. I am okay with it, it looks good.

Mr. Whitwill: Alright then, we need a motion?

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

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

Ms. Leal: I was mistaken it was not to help sponsor movies Tom was right Chevron pays for the movies. It is to help sponsor some of their bands that they would like to have. They were supposed to get a budget sent back to me to let me know how much it would be and she has not gotten that back to me yet. I guess we can table it for one more meeting or if she does not get back to me we can just toss it.

Mr. Whitwill: If we don't hear from her at the next meeting then it can be a dead issue.

Ms. Leal: Okay

- A-4 Teleconference Procedures

Ms. Leal: There was a question about if we could have telephone conferences via the Brown Act and at first Jay said he would suggest that we add it to our bylaws and board policies. Then he found something in the Brown Act. I think I sent it to all of you via email it's about teleconference meetings it says you can do it; it is not a problem, but the person you are having the teleconference with does not count as a quorum. For example, say Tom is not here and Steve is not here, but yet we have one more person on a teleconference we still cannot conduct a meeting because it is not a quorum. We need to have three physical bodies to fulfil our quorum

requirements then the additional person or two can go ahead and sit in and vote, but we need to have a full physical body quorum.

Mr. Chavez: I know that is what it says, but I think it was revised because there are a lot of people that have meetings and they have teleconferences. I think it is something that we need to check again.

Ms. Leal: Okay.

Mr. Chavez: I know that there are cities that have meetings and a lot of them travel all over the place.

Mr. Crawford: And other school boards.

Mr. Chavez: Yes and other school boards.

Ms. Leal: Okay so I will double check on the quorum factor.

Mr. Chavez: As long as it is published and everything else and it has the name of the place and the phone number it's like a regular meeting.

Ms. Leal: I know that with SJVLS we have teleconferences maybe every couple of months, but I will double check with him. Would you like me to add it to our policies as well just so we cover it in the Brown Act and our Board Policy? I could just do a little addendum in whatever policy it is written on.

Mr. Albrecht: Yes in case we need it.

Mr. Chavez: Its part of the teleconference part right there were it says that.

Ms. Leal: Yes it is a bit long.

Mr. Chavez: It says right there that it is allowed by law.

Mr. Crawford: You can check with Stephanie from the school.

Mr. Crawford: I don't think we have it on our board policy because it is part of the state so we just follow what they state says.

Ms. Leal: "Teleconferences may be used for all purposes in conjunction with any meeting within the subject matter jurisdiction of the body". "The biggest issue surrounding the use of teleconference meeting concerns the public's access to the meeting." And we can still do that. "Each teleconference meeting agenda must ensure the public's right to testify at each teleconference location in accordance with section 54954.3". I will write something up and have Jay check it and have his people check it and we will add it to our meeting criteria.

Mr. Chavez: Yes and then it can become part of our board policy.

Ms. Leal: I will get that going for our next meeting.

Mr. Chavez: We don't want to lock ourselves into a mess.

DIRECTOR'S UPDATE

Ms. Leal: Not a whole lot. I went to a SJVLS meeting on Friday and we did get that \$30,000 grant from the CENIC project we are going to increase our bandwidth and all that computer technology stuff. They also just announced that they are giving \$15,000 to the branches. It was just the headquarters, but now they are also giving to the Huron Branch. First year none of the SJVLS people were in it and the second year Mariposa and we were in it. They just sent out the info for the third year and now all the other 8 SJVLS members are getting that grant, plus the \$15,000 for four branches. So the headquarters gets \$30,000, then \$15,000 for four branches within that jurisdiction. We were lucky because they are charging a \$13,000 connectivity fee, but we did not have to do that because that was not part of our guide lines. Like the Fresno Library everything is going through the headquarters so they have to pay that \$13,000 connectivity fee only once. If the internet was going to each site and not branching out of the headquarters as a hub each site would have to pay \$13,000. So they figured out a way to get their money back. We don't have to because we got it before all those guidelines which is very good. We also got two free hot spots which is the little box for internet, one is for here and the other one is for Huron. We are trying to figure out the best use for those. Right now only staff can use them because we have not put a filter on them yet as soon as we get that filter up and running we will utilize them. We get one GB per month for a whole year. There is a lot of data reporting that we have to do, but hey free was offered so we took it.

BOARD MEMBER REPORTS

Mr. Crawford: I saw firsthand that the cameras do their job.

Ms. Leal: They do come in handy.

Mr. Chavez: Now you know why I was pushing for it.

Ms. Leal: Agreed.

Mr. Albrecht: Nothing

Mr. Chavez: Not much only that in the future I am going to start doing teleconferences.

Mr. Whitwill: I don't have anything.

CLOSED SESSION

PUBLIC COMMENTS – OPEN AND CLOSED SESSION

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.

- **CS-1 CONDERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
One case.

Mr. Whitwill: Any questions or comments from the public? Need a motion to go into closed session?

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

Mr. Whitwill: We are back from closed session, we have nothing to report.

ADJOURNMENT

Mr. Whitwill: Need a motion to adjourn?

Mr. Albrecht: So moved, seconded by Mr. Chavez. Motion carried unanimously. Meeting was adjourned at 6:00 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, June 14, 2016 at 5:30 p.m. at the Coalinga Program Room.