

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, April 25, 2017 5:30 p.m.
Coalinga Library Program Room**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Albrecht, Vice-President; Mrs. Culbertson, Clerk; Mr. Campbell, Trustee

TRUSTEES ABSENT: 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. Chavez at 5:30 p.m.

FLAG SOLUTE: Mr. Chavez led the flag salute.

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

Mr. Campbell: So moved, seconded by Mrs. Culbertson. Motion carried unanimously.

CONSENT AGENDA

- C-1 Approval of March 2017 checks 015096 thru 015142 in the amount of \$86,036.97 of which payroll was \$43,564.78.
- C-2 Approval of minutes for Board Meeting held on March 14, 2017.

Mr. Chavez: Any comments, if not can I have approval.

Mrs. Culbertson: So moved, seconded by Mr. Campbell. Motion carried unanimously.

ACTION ITEMS

- A-1 2017-2018 Budget – First Reading

Ms. Leal: According to our policy we have to have two readings of the budget. The way I figure out the budget is I get all the revenue projections from Marc Scott our accountant. Then when I figure out everything else I look at the general ledgers up until now. I only have thru January from the accountant. I average it out and that is how I come up with the budget numbers. I can run down through it real quick. I have notes on everything. The Non-Measure B money compared to last years it is a little bit lower because there are certain salaries that come out of general fund and some salaries that come out of Measure B. Since we are trying to save

up money from Measure B so that we can do the Huron addition I asked them to please move some of the people that get paid out of Measure B into general fund salaries, that way we can beef up our Measure B funds. That is why the Measure B salaries looks lower because I beefed up the regular salary that is why there is a little bit of a change. The whole salaries are higher because of regular trend, things go up, insurance going up, and depending on how the union negotiation goes as well. The contract is up in November. If they get a raise or if they do not get a raise I want to take all of those things into consideration when I figured out the salaries.

Services and supplies, communications I left the same. Insurance I compared to current monies spent, I figured out how much it was this year and how much it is going to be same thing with Plant and Equipment Maintenance. I lowered that a little bit because everything is in pretty good shape. Last year we had some things that still needed to be worked on, but this year I think we are in pretty good shape. Membership and SJVLS that is not adjustable, that is something that is part of our dues to belong to SJVLS. Office Supplies, Cataloging Supplies, and Postage I left the same. Prof/Spec Services I lowered it a little bit, but I still left in plenty because of union negotiations, we will be paying attorney fees. Rents/Leases is up a little bit because we got a new copier in Huron and we actually rent it or lease it whichever term you want to use so it is up from last year. Travel and Training is up to give staff more training opportunities that is why it is up. Utilities I left that about the same I compared them to the current expenditures and we are in good shape. The Publicity I have left the same.

Mr. Chavez: One question.

Ms. Leal: Sure.

Mr. Chavez: On the utilities I think that is going to be going up this year.

Ms. Leal: Do you want to add a little bit more to it?

Mr. Chavez: Yes especially the electricity.

Ms. Leal: If you go down to Books and Materials the first six categories have been lowered thirteen percent. I told the staff since we are doing the addition and that money comes out of Measure B that I am going to cut their budget a little bit.

Mr. Chavez: Is that going to be enough for them?

Ms. Leal: Yes we will be fine. The collections are in really good shape since we weeded everything here. The last thing I needed to weed was the Biographies and I did that right before the book sale. The collections are in really good shape most of the things needed are replacements and the new upcoming titles that we need to add. The Non Print Materials is the

budget line that I have for things that I want to add I knocked that down \$1,500. Print Materials is the same and Subscription is the same. Summer Reading Program is the same. I do have a little bit of a concern about that, we used to get money from AERA, but last year they did not donate to the Summer Reading Program, but the Baker Museum Foundation did. It is not really the Baker Museum people here it is a foundation that they have last year they gave us a \$1,500 that's what they usually give us. This year we have not heard from them. That might be estimated a little low, but my programs are estimated the same or a little higher so I think I can borrow from that to go to the other one. Spanish Books/Mag/Papers I knocked that down actually, Jackie did the figures for me she knocked that down thirteen percent also. Rebinding is the same, Sales Tax is the same, and Programs is the same.

If you look at the total numbers and if you take out the \$990,000 for Building and Improvements the budget is just about even. The budget comes out to \$1,127,700 and our total revenue is \$1,127,700. The budget is just about balanced. I think it is about \$1,800 over if you take out the Capital Outlay and Construction. Any questions?

Mrs. Culbertson: I am just curious do you hold budget meetings or do you basically just do the budget.

Ms. Leal: Basically I just do it and I talk to the staff such as cataloging and I ask if they need anything else to see if we are going to be over or under budget. If they say I just need to order a few things for this year, but I still have plenty and I do notify the staff about their books budget being lower and again all the revenue numbers come from Marc Scott. You are looking at a trend here (revenue) over the last three years from 15-16, 16-17, and the projections for this next year it is about \$151,000 decrease over the last three years. Those are projections of revenue coming in some of it is lower this is an oil town lower prices for oil. Measure B money is down and property tax money is down. I guess if you average it out it is about \$50,000 over the past three years that our revenue has been reduced. Our Measure B funds are actually thru the month of February we are down \$951 which is not bad for Measure B funds. Fresno is down about a million and a half. I don't complain much about been down \$951.

Mr. Chavez: Okay this is the first reading.

Ms. Leal: Yes any other question.

Mr. Chavez: Okay.

- A-2 Huron Project #2 – USDA Grant

Ms. Leal: As I mentioned I think the month before I talked to Sally Trip. She is the representative from USDA that does grants. I went to meet with here because she said that there

was a possibly a \$30,000 grant for the City of Huron. There is, but there isn't, I went to meet with her. I took her the audit and I took her everything she wanted to see the plans and the new addition to see exactly what is going on. She explained to me that years ago she used to get \$800,000 just for the Central Valley, now USDA has \$500,000 for the whole state. So the funds aren't readily available as they used to be. She said there are two things we need to prove to get the \$30,000. We need to prove that we don't have the money which we do and/or that we have plans to do stuff that we don't have the money to do. She says loans are readily available and they are 6.5% percent interest if we wanted to get a loan. It is a forty year loan and our payment per year would be around \$44,000 and that they would attach our Measure B funds. Personally that is not something I am comfortable doing and I hope you guys agree with me. With a clear conscious I could not say we didn't have the money because obviously we do.

Mr. Albrecht: If we have the money to pay for it, don't pay the interest.

Ms. Leal: Yes I figured \$30,000 was worth me driving up there and speaking to her, but it is not something I believe we can get.

Mr. Chavez: That is fine how much did we get the last time?

Ms. Leal: Last time we got the \$200,000 and that was a matching grant. She said that was because they had more money and Carole had paper work and the plans of how much it was going to cost. We did not have the money at the time so that is how she was able to get us that \$200,000.

Mr. Chavez: Like I said when we started this we were not counting on this money if we got it that was fine.

Ms. Leal: So I did speak to her about all of that.

Mr. Albrecht: How much money do we have in Measure B?

Ms. Leal: In Measure B we have carried over from last year of \$676,000.

Mr. Albrecht: That is what I wanted to know the carry over does not show up on the budget here.

Ms. Leal: So far this year we have \$317,621.17, but some is used with the few salaries that I mentioned and some of the books also not all of that is money that we have used.

Mr. Chavez: You already planned by the time we start doing the project we are going to have the money.

Ms. Leal: Right and we will talk about that and if we are a little short on Measure B funds we have over \$2,000,000 in the bank our budget is about balanced so we have that too that we can tap into.

Mr. Chavez: We have the money for this so let's do it. Nothing else? It is the consensus of the board not to process the USDA grant and keep going with the project the way we already voted on it.

- A-3 Director's Evaluation

Ms. Leal: What I handed out to everybody is the evaluation form that has been used since I have been here. Fill it out and turn it into Francisco.

Mr. Chavez: No the last time they turned it into you.

Ms. Leal: I thought they fill it out and, oh they turn it into me in an envelope and then I give them to you. Then he compiles them to the average score and he adds all the comments. At the next meeting we will have a closed session on it.

Mr. Chavez: Yes and if I can have them a week before the next board meeting.

Ms. Leal: We have a quick turn around the board meeting is early well for us because we have one meeting a month, it is on May 9th.

Mr. Chavez: Your evaluation is not until June right?

Ms. Leal: Technically we have to have it all by June do you want to hold on to it and do it in June or whatever you prefer.

Mr. Albrecht: We can bring it back to you at the May meeting.

Mr. Chavez: Yes.

Mr. Albrecht: And we will go over it the next meeting.

Mr. Chavez: Then we go and the next board meeting brings it back to me and I should have it ready for the next board meeting. We will review it in June in a closed session.

Ms. Leal: Okay.

DIRECTOR'S UPDATE

Ms. Leal: A few things I believe I mentioned that Oscar Garcia the Tax Collector from Fresno County came and visited us. We are a pilot program, we have a box outside out in the foyer where people could drop off their property tax payments. It was picked up every day but not by us. We did not touch it we did not handle it we did not do receipt or none of that. It was picked up every day, he emailed me and he felt it was a success. He really did not tell me how many people turned it in and I know we had a couple of people from Huron that drove over and placed their payment in there as well. It was a success and I believe that this is something that we are going to continue to do. This next year starting I believe it is July I will be the chairman of the SJVLS consortium. Not because I wanted to, but because it is a rotating schedule we take turns and it's my turn. Basically it is just running the meetings and helping put the agenda together and items like that. Then every once in a while I might have to drive to Fresno and sign an important paper for some reason I just wanted to share that with you. The book sale/surplus sale that we had made \$1,262.09. I was real pleased with that. Thank you to the Kiwanis and their people that helped us we still have a few things left to sell. I talked to Raylene Sisneroz at the Dawson Library. She may have a home for some of the left over computers so I am working with them to see what we are going to do. Nathan and I are going to use one because SJVLS got a grant for a scanner. We already had a scanner, but we got a new scanner with the grant. What we are going to do is put the old scanner out with a computer for the patrons to use and it will be supervised. The new scanner we will keep and we will use that for our purposes, we are going to use one of these old computers for that.

I have a second meeting on Wednesday with Lori Villanueva and the district library ladies from CHUSD. We are forming a partnership with them. We are going to send out a District Library Card application with some instructions and a disclaimer with the registration packet so that people can sign up to get a library card and use our databases. Again, I had a meeting with them earlier this month and I have a meeting with them next month and so we are getting all of that worked out. They are also putting a webpage on their school website that has the library information. I am really excited with the partnership with them it helps us get our money's worth out of our databases and it also helps them. I have not heard anything else from DSJ about anymore plans, but I am sure they are working on them.

Mr. Chavez: When are you going to start talking to Chris Hale?

Ms. Leal: We signed the contract with him and we have been in contact. He picked up the as-builts. Jackie took them to Huron and he was going to be going that way so he did not charge us

for that time. He said he was concerned about some water lines and other utilities. Water lines and utilities that were running in front of the library that is where that planter is, he said he was worried about that and how the plans showed it might encompass some of that area in the addition. He said he was going to look at the as-builts. He has been in contact with DSJ about different things like that so that way when they do the plans they will be more on point. I know they have been working on it behind the scenes, but I have not spoken to them lately.

BOARD MEMBER REPORT

Mr. Albrecht: Nothing.

Mr. Culbertson: I would like to get an email about ongoing programs at the Coalinga Library.

Mr. Campbell: Nothing.

Mr. Chavez: Went to the Huron Library and it looks nice I thought with all the dust it was going to be dirty.

Ms. Leal: They keep it pretty clean there. I am a little disappointed with the wear of the carpet. The carpet looks dirty and we have had it cleaned a couple of times I don't know if it is such a small area and it gets too much foot traffic. I just feel that it has not held up as good as it should have.

Mr. Chavez: Like I said it does not show that much.

Ms. Leal: I know the ladies are a little disappointed when we add the addition that is something that I want to think about getting something different. I don't know I will talk to them about that later on.

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. Chavez: I would like a motion to adjourn?

Mr. Albrecht: So moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:57 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, May 9, 2017 at 5:30 p.m. at the Huron Library.