

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday December 17, 2024, 5:30 p.m.
Coalinga Library – Program Room**

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

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

I. OPEN SESSION/CALL TO ORDER

Call to Order: President Mr. Crawford called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Lisa Culbertson, Roger Campbell, Francisco Chavez, Jose Diaz, and Tom Crawford

Pledge of Allegiance: Pledge of Allegiance lead by Mr. Crawford.

Approval of Agenda: Mr. Chavez moved to approve the agenda with corrections, table A-7 and A-8, and move A-1 after A-4, seconded by Mr. Diaz. Motion carried unanimously.

II. CONSENT AGENDA

- C-1 Approval of November 12, 2024, checks 18470 thru 18497 in the amount of \$96,515.67 of which payroll was \$59,098.68
- C-2 Approval of minutes for Board Meeting held on November 12, 2024.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve the consent agenda, seconded by Mr. Diaz. Motion carried unanimously.

III. PUBLIC COMMENTS

Mr. Vosburg: Good evening, first I will be speaking as a staff member. We would like to extend our deepest gratitude to Mrs. Lisa Culbertson for her dedication as a board member. Lisa your leadership, thoughtful decisions making, and your tireless effect have left a positive and lasting impact on our organization. We are grateful for your time and energy that you have given to this community for your contributions here and our school district and they will not be forgotten. To our continuing board members thank you for your ongoing commitment your experience and

guidance invaluable as we keep going forward together. He handed Mrs. Culbertson flowers and a card the Coalinga Staff members got for her.

Welcome Mr. Spencer Davison our newest board member, welcome we are excited about the fresh perspective you bring to the table staff is here to help you as you transition to your roll, and we look forward to working alongside you to meet our goals and serve our community affectively. Thank you to all board members for your service past, present, and future your effort is deeply appreciated.

Speaking as a member of the public I work on council and one thing that I look forward to seeing when I look at an agenda. I don't attend your board meeting, but I do look at the agenda and I see how the agenda has all the attachments for all the public to view. I see how you have board policies A-5 thru A-9, but I don't have anyway to view them. As a member of the public how do they know what is going on if the public does not have a way to view them. I don't think it is legal for policies to pass and the public not able to view them. I am here to request that everything that goes into the board packet including employee contacts, documents, budgets, audits, and policies be given to me to put online, before you vote on those things. Transparency is important in insuring that the community stays informed and engaged in the voting process.

IV. PRESENTATION TO OUTGOING BOARD MEMBER

Lisa Culbertson

Ms. Leal: I have plaque here for Mrs. Culbertson and I would like to thank you for everything us I really appreciate it.

Mrs. Culbertson: It was an honor and a privilege to serve here and at the school district. Congratulations to Mr. Davison.

V. SEATIN OF NEW BOARD MEMBER

Spencer Davison

Mr. Leal: Mr. Davison will officially be taking oath at the school board meeting this evening.

VI. ACTION ITEMS

- A-2 Election of Board President
This being the organizational meeting, the Director of Library Services will ask for nominations for Board President.

Ms. Leal opened nomination for Board President.

Mr. Campbell nominated Mr. Crawford for Board President, seconded by Mr. Chavez.

Roll Call

Mr. Campbell: Yes

Mr. Davison: Yes

Mr. Crawford: Yes

Mr. Chavez: Yes

Mr. Diaz: Yes

Motion carried unanimously.

Ms. Leal: Thank you, Mr. Crawford, for being the president of another year, now it is your job to open nominations for Vice-President and Clerk.

- A-3 Election of Board Vice-President
Following the election of Board President, the Meeting will be turned over to the newly elected Board President and he/she will ask for nominations for Board Vice-President.

Mr. Crawford opened nomination for Board Vice-President.

Mr. Campbell nominated Mr. Chavez for Board Vice-President, seconded by Mr. Diaz.

Roll Call

Mr. Campbell: Yes

Mr. Davison: Yes

Mr. Chavez: Yes

Mr. Diaz: Yes

Mr. Crawford: Yes

Motion carried unanimously.

- A-4 Election of Board Clerk
The President will ask for nominations for Board Clerk

Mr. Crawford opened nomination for Board Clerk.

Mr. Campbell nominated Mr. Diaz for Board Clerk, seconded by Mr. Chavez.

Roll Call

Mr. Campbell: Yes

Mr. Davison: Yes

Mr. Chavez: Yes

Mr. Diaz: Yes

Mr. Crawford: Yes

Motion carried unanimously.

- A-1 Approval of Letter to the Grand Jury

Ms. Leal: A few months ago, the grand jury sent me a letter about our website was out of compliance. It is time to send them a letter and it states.

To Whom it may concern

On July 12th, 2024, the Coalinga-Huron Library District was notified that the District's website was out of compliance. The District has remedied the issue.

The Website: www.chld.org is now transparent per the suggestions of the Grand Jury. The website contains items suggested by the Grand Jury of Fresno County.

Mr. Campbell: Thank you for fixing that.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve A-1, seconded by Mr. Diaz. Motion carried unanimously.

- A-5 Approval of Board Policy 1001, Board of trustee: First Reading

Ms. Leal: You have a copy in front of you I believe, this is board policy 1001. I just cleaned it up the language a little bit. (Ms. Leal read the policy)

The Board of Trustees

The Board of Trustees of the Coalinga-Huron Library District is the governing body of the District. With the assistance of the ~~Librarian~~ Director of Library Services and staff, the Board shall establish policies governing the operations of the District.

A policy is a statement of general principle or rule that the Board agrees should apply to the solution of problems of a similar nature. Having adopted these policies, the Board shall delegate to the ~~Librarian~~ Director of Library Services the authority to administer and carry out all policy.

Any rule or regulation, not statutory in nature may be adopted, amended, or repealed at any legal meeting of the Board by a majority vote of the Board, provided that such proposal is submitted in writing. Policy may be adopted as a result of oral communication should a majority of the Board deem such as necessary for the welfare of the District.

The Policies shall be consistent with the law, the Board's collective bargaining contracts, and/or with the rule prescribed by the State Board of Education. The formal adoption of policies shall be regarded as official Board policy. These writing policies shall have the force and effect of law. The policies shall be subject to periodic review.

We are supposed to have a first reading and then an adoption, but the board does have the right to wave the second reading if they would like to do that.

Mr. Chavez: You are coming back with the other ones why don't we just approve all of them at the next meeting.

Mr. Crawford: Not too many changes on here.

Mr. Chavez: No.

Ms. Leal: The only thing that I changed is that I took out Librarian and inserted Director of Library Services.

Mr. Campbell: I am all in favor in bypassing the first reading and going to the second reading and voting on it. It is important that we put on here when it was adopted.

Ms. Leal: Yes, up at the top where you see policy number it says adopted on as well.

Mr. Campbell: I am used to it at the bottom, but I see it up there. When were these adopted originally?

Ms. Leal: 1985, 87 I believe. I have been updating them slowly as time allows or as I remember. Mrs. Collings has been helping me type them up and we are going to work our way down until I retire.

Mr. Campbell: The reason why I like it at the bottom is because they will be in congenerical order. Then you can see if it is 86, 87, whenever we do it.

Ms. Leal: Got it I will change that.

Mr. Crawford asked for a motion to approve and bypassing second reading. Mr. Chavez moved to approve A-5, seconded by Mr. Diaz. Motion carried unanimously.

Ms. Leal: Some of these have a lot of new language that I barrowed the school district. I just wanted to share that with you.

Mrs. Culbertson: May I say something?

Ms. Leal: Sure.

Mrs. Culbertson: I was thinking about Mr. Vosburg comment about not all the attachments being shared online with the agenda. I believe it is brown act and that they need to available at the posting of the agenda.

Ms. Leal: Okay.

Mrs. Culbertson: You might have to table all of these. If you have not made your documents available to people, I am looking at the brown act right and it says they must be available.

Mr. Campbell: I was surprised to hear that; I thought you had a binder on the counter available.

Mrs. Collings: We do.

Mrs. Culbertson: It is supposed to be posted online as well.

Ms. Leal: We have the official binder where you sign everything, we have one at the Huron Library as well. I was told that would be sufficient and if anyone want to view it they are more then welcome to, but if that is not sufficient I can always give the information so they can post it as well.

Mr. Chavez: Since you are already working on the website you can start giving all that information so they can start posting them as well. That will also take care of the letter we just signed stating you are already working on it.

Mr. Campbell: You had a question, Nathan.

Mr. Vosburg: Yes, the whole deal if for the public to see it before it passes not after it passes. They don't have it into those binders until after it passes. I believe in lieu of the brown act and in the government code if the agency has a website the documents should be posted on the website.

Ms. Leal: Point of clarification, the proposed board policies are in that binder. We have had people come in and asked to see that binder.

Mrs. Collings: I have the binder behind my desk. When I get the board meeting packet, I put it in the binder for Coalinga Library and for the Huron Library.

Ms. Leal: I can certainly give the documents to our Mr. Vosburg and for him to post and put proposed. The minutes I always give to Mr. Vosburg, or he will remind me to give them to him.

Mr. Crawford: If anyone comes in and wants a copy of it?

Ms. Leal: We just give it to them.

Mr. Crawford: You don't charge them for the copy?

Ms. Leal: For just one copy I would not charge them, but if it's a lot of copies, yes, I would charge them.

Mr. Campbell: I would just go ahead and table all of these.

Mr. Crawford: We will just table the rest of it.

VII. DIRECTOR'S UPDATE

- Winter Break activities that are happening tomorrow and for the rest of the winter break. Handed out fliers.
- Santa Pictures will be Wednesday at the Huron Library at 3pm and at the Coalinga Library at 5:30pm
- Signed a contract for our handbook to be updated. It has not been updated since 2015. Once it gets done, I will send it to the Union to approve it. I have discussed with them about updating our handbook. We did discuss about just having one, but not all the employees are union members. We have one employee that is not a union member.
- Young Adult Specialist hire, we hired Reinna Soto which is our Tech Service Clerk.
- Today I posted the Tech Service Clerk I need to have this position reviewed by the union since they have not done it, but I went ahead and posted it so we can have a heads start. Hopefully the union gets back to me by the next board meeting so we can approve it. I know I am doing things a little backwards I am trying to get this done as soon as possible because we will be out of a Tech Service Clerk. For the 2 positions we have filed in the last six months it stats, application will be kept on file for six months for further consideration if other job positions become available. I will be giving all of them a call in the next couple of days.

VIII. BOARD MEMBER REPORT

Mr. Campbell: Nothing to report.

Mr. Davison: Nothing to report.

Mr. Chavez: Nothing to report.

Mr. Diaz: Nothing to report.

Mr. Crawford: Enjoy the holidays and stay warm.

IX. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 5:58 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, January 28, 2025, at 5:30 P.M. at the Huron Branch Library.