

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday October 8, 2024, 5:30 p.m.
Coalinga Library – Program Room**

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

TRUSTEES ABSENT: Mr. Diaz, Trustee

ADMINISTRATION PRESENT: Ms. Jacqueline Collings, Administrative Assistant

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

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, and Tom Crawford

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

Approval of Agenda: Mr. Campbell moved to approve the agenda, seconded by Mrs. Culbertson. Motion carried unanimously.

II. CONSENT AGENDA

- C-1 Approval of September 2024 checks 18399 thru 18428 in the amount of \$176,142.15 of which payroll was \$52,995.75
- C-2 Approval of Minutes for Board Meeting held on September 10, 2024.
- C-3 Approval of Volunteer List.

Mr. Crawford asked for a motion to approve. Mrs. Culbertson moved to approve the consent agenda, seconded by Mr. Campbell. Motion carried unanimously.

III. PUBLIC COMMENTS

No public comment.

IV. ACTION ITEMS

- A-1 Approval of Young Adult Services Specialist Job Description

Mrs. Collings: Ms. Leal went back and forth with the union and the union finally approved the Young Adult Service Specialist job description. Did you need me to read it for you all or did you all get a chance to view it?

Mr. Campbell: No need to read it.

Ms. Culbertson: No that is fine.

Mr. Campbell: It has been approved by the union and the district.

Mrs. Collings: Yes, the union did approve it, now the board needs to approve it.

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

- A-2 Approval to Hire Young Adult Service Specialist

Mrs. Collings: Once the job description got approved Ms. Leal would like to start the hiring process for this position. She would like for you to approve this hire and if I am not mistaken this was already included into the budget for this fiscal year.

Mr. Chavez: I am okay with that.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve the A-2, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-3 Approval of 2024-2025 Budget – Second Reading

Mrs. Collings: Ms. Leal attached last years budget and Statement of Revenue and Expenses for the last fiscal year. Mr. Campbell asked at the last meeting what our income was last year to this year. Property Taxes went from \$602,000 to \$750,000; Mitigation Funds went from \$123,000 to \$90,000; Sales Tax went from \$600,000 to \$625,000; Library Funds and Services went from \$10,500 to \$11,000. We have not been spending very much our budgets have pretty much stayed the same for the last couple of years. The most we really spend on just because the prices have been going up drastically is PG&E. In our Book and Materials everyone usually stays within budget. The only one that she did move up was programs.

Mrs. Culbertson: Health Insurance is different.

Mrs. Collings: She did put it up five percent.

Mrs. Culbertson: It was more last year.

Mrs. Collings: She upped the benefits, but she didn't up the health insurance. I will bring it up to her attention.

Mrs. Culbertson: She did increase the Capital Outlay.

Mrs. Collings: She did, but she did not include the construction of the Program Room.

Mr. Chavez: I think it's for the improvements.

Mrs. Collings: Yes, its 1.3 million in improvements.

Mrs. Culbertson: We didn't approve the Program Room, did we? We talked about it.

Mr. Chavez: We stopped talking about it because we wanted to see how union negotiation went. She also said at the last meeting that she was going to leave 1.3 million because we signed a contract with the architects. We are still going to do some renovations, but we are going to see what the employee's thoughts are.

Mrs. Collings: We did have a little discussion about it last Wednesday.

Mr. Chavez: We need to use Measure B money because it is part of the renovation.

Mrs. Collings: I believe we did pay the architects, but I am not sure if we paid for all of the plans, but everything stopped when union negotiation started.

Mr. Chavez: We can always revise the budget.

Mrs. Collings: Correct. Book and Materials pretty much stayed the same. Services and Supplies went up five percent on certain items.

Mrs. Culbertson: She added quite a bit more to Salary and Benefits.

Mr. Chavez: That is because she hired a Part-Time for Huron, and she is planning to hire a YA Specialist.

Mr. Crawford: She was also going to check with the architect if there is going to be a charge or a cost.

Mrs. Collings: We did pay them because she did sign a contract, and we had to hire a separate lawyer because now you have to have a lawyer when you do construction. We also don't have a contract Manager Mr. Hale is no longer with CM Construction, so that is another thing we have to look at if we decide to go through with building a new program room.

Mr. Crawford: Any more questions?

Mr. Chavez: We can always revise it.

Mrs. Collings: I think we should just because of the Salary and Benefits.

Mr. Chavez: We can approve it and then revise it later.

Mr. Collings: Got it.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve the A-3, seconded by Mrs. Culbertson. Motion carried unanimously.

V. DIRECTOR'S UPDATE

- Everything has been going smooth while Ms. Leal has been on vacation.
- Hilda & I attended the Down Syndrome event on October 5th we had about 100 people come up to our booth. We did have a craft for the kids and Park and Recreation really did an amazing job.
- We will be attending Coalinga Fest, and the Coalinga Library will be giving out pumpkins for the kids with a decoration kit. We purchased about 175 pumpkins this year.
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VI. BOARD MEMBER REPORT

Mr. Campbell: We have to address Mr. Diaz not attending the Library Board meetings. Mr. Crawford can you send him a letter. It's been two years since he has been on the board, and I think he has only attended two meetings.

Mr. Crawford: I will see if I can get it done for the next board meeting. Let's see if he can attend the next board meeting.

Mr. Campbell: He needs to come to all the meetings. We all miss a meeting once and a while, but its not fair to all of us that he has only attended two meeting since he has been on this board.

Mrs. Culbertson: What if all of us decided not to come.

Mrs. Culbertson: I just want to say thank you to Jackie keeping everything going while Mary is gone.

Mr. Campbell: Yes, thank you.

Mr. Chavez: We may have to move the December meeting because of the elections. There is a rule that they have to have thirty days after the election to conduct a board meeting.

Mr. Crawford: I think we will be okay.

Mrs. Culbertson: Our board meeting is on the tenth, I think we should be okay.

Mr. Chavez: Stephanie was saying something about double checking this, I am just mentioning it just incase we need to change it.

Mrs. Culbertson: As long as it is just business days and not calendar days, we should be fine.

Mr. Crawford: Thank you for keeping everything running. Did you end up having the meeting with the employees about what priorities are for what they would like to see addressed on the remodel/renovation.

Mrs. Collings: Yes, we have. A lot of the employees are still looking at it. The majority just want the existing building to get fixed. I don't know if Mary sees it, but we see it. The roof needs to get fixed, pipes in the KA Wing needs to be replaced. I just had a complaint about an elderly gentlemen came in and let me know that the rugs in the foyer are a big tripping hazard to people walking with canes and using wheelchairs because they are very worn out. I did explain to him that we can't remove the rugs because the tile is cracked, but that we are working on getting it fixed and that I will let the director know.

Mrs. Culbertson: Can solar be paid out of Measure B money?

Mr. Vosburg: Brought up at our meeting how the city has contracted someone for solar and that it is a good deal. He said he would talk to Mary about it. I believe it is a good investment I don't know if you all have looked at the PG&E bills. When I got hired, I was told to keep track of it, and I have until this day, and it has skyrocketed. Solar is one thing that the employees are pushing.

Mr. Chavez: We have to replace the roof if we decide to do that.

Mrs. Collings: Yes, we do but remember that Huron will continue to have a PG&E will because of the gas, but it will make a big difference.

VII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:53 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, November 12, 2024, at 5:30 P.M. at the Coalinga Branch Library.