

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday February 11, 2025, 5:30 p.m.  
Coalinga Library – Program Room**

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

**TRUSTEES ABSENT:** Mr. Davison 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: 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, seconded by Mr. Diaz. Motion carried unanimously.

**II. CONSENT AGENDA**

- C-1 Approval of January 2025 checks 18528 thru 18557 in the amount of \$113,085.06 of which payroll was \$64,578.06.
- C-2 Approval of minutes for Board Meeting held on January 28, 2025.
- C-3 Approval of Volunteer List.

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**

No public comments.

**IV. ACTION ITEMS**

- A-1 Director of Library Services Resignation/Retirement

**Ms. Leal:** Gave everyone a letter last meeting, but I gave one to Mr. Crawford to sign, so it can be entered into the minutes. My contract says 90 days I met that requirement at the last meeting when I handed you all my retirement letter.

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

- A-2 Approval of Coalinga Library Roof Repair/Maintenance Quote

**Ms. Leal:** I got you three quotes. One just for maintenance and the other two are to fix the roof. Advance Roofing and Raingutters, gave us some quotes. Back in 2021 they repaired all our gutters and soft spots on the roof, they gave us a five-year warranty which is still good. I called them and of course the work that they did is not where the problem is. While up there they took pictures of the roof, the main issues are the gutters, the leaves get stuck in the drain and the water has nowhere to go. There are parts on the roof that are buckled which needs work. To compare the quotes, Advance Roofing \$7,950.00 for low slope roof restoration/repair and a three-year workmanship and material warranty. Everguard TPO 60-Mil Membrane from Pristine Roofing Quote is \$87,500.00 for materials, removing and installing drains, repairing inside and outside, along with vent penetrations on the roof. Coatings Quote APOC 585 from Pristine Roofing is \$59,500.00 for inspection and repair for necessary spots, spray wash roof, apply primer, fleece top fabric and silicone on low spots on roof, seal all heads, vents, and penetrations coming through, apply 585 AmorFlex, and permits and safety requirements. This one also comes with a ten-year warranty and two million liability insurance. This is all foreign language to me, so I contacted Mr. De La Cruz which is my contractor to break it down for me. His email read; *The roof does not look bad at all. I would have to get in the ceiling to see where your leaks are coming from exactly, but I would bet that almost all of the problems stem from the roof drains being plugged up. A maintenance program would be a very good idea. As far as the repairs I think the estimate from advanced would be just fine, especially if they are giving a warranty. The roof does not look “burned up”, which means brittle from being sun beaten. When the roof is brittle, there’s no patching or coating that works, because it is breaking up from the underside. Judging by the pictures, I would say that roof has a minimum of 5 years left, using preventative maintenance. I wouldn’t be surprised if it goes another 10 years. I can’t say what a new roof will cost in 10 years.*

I don’t know what you want to do. While looking for Advances Roofing invoice I ran into the minutes and one of our board members thought that the Pristine Roofing quote was over kill. I don’t know what you want to do, we have the money all I need is for your approval.

**Mr. Chavez:** I think we need someone to actually go up and look at the roof, because pictures really don’t say very much.

**Ms. Leal:** Both companies have looked at our roof.

**Mr. Chavez:** My question is, you already have one which is the one with the five-year warranty, will they take that into consideration if we redo our whole roof.

**Ms. Leal:** They are saying we don't have to redo the whole roof they just want to repair the affected areas.

- 1. Inspect complete roof, including the A/C unit perimeters and roof penetrations*
- 1. Identify necessary details that require repairs to extend roof warranty*
- 2. Cut and remove all existing polyurethane spray foam moisture blisters*
- 3. Apply PG-700 flash and seal mastic to fill areas*
- 4. Apply acrylic PG-700 Elastomeric Quick Set coating to all repaired detail areas*
- 5. In field areas, apply PG-700 Elastomeric Quick Set coating as required*
- 6. Remove and dispose of all project debris*

**Mr. Chavez:** My problem with that is they are only going to do spots and not the whole roof and with time you will have other problems on other parts of the roof. If they are going to do it, maybe do the patches that already there and then redo the whole thing.

**Ms. Leal:** If you look at the Pristine quote;

- 1. Remove and disposal of old materials*
- 2. Supply and install new materials*
- 3. Clean up of entire work area*
- 4. Full safety setup and requirements for property*
- 5. Your own dedicated Production Scheduling team*
- 6. All employees have full WCB and liability insurance coverage*
- 7. We are Licensed to work in your geographical region*
- 8. Audit of all work completed by Quality Control Officer*
- 9. 5-year Warranty on complete projects - (full replacement or coverage of building roof)*

They are pretty much doing the same thing only difference they are removing old materials.

**Mr. Campbell:** We can get a temporary fix and here in a couple of month or year we will be doing the same repair, but someday we are going to have to have it replaced. Pristine is a good organization and yes, its \$87,500, but its fixed and we don't worry about it ever again I mean we are not talking 5 years we are talking 25 years.

**Ms. Leal:** They will give us a 5-year warranty with full replacement or coverage of building roof.

**Mr. Crawford:** What is the difference between the \$59,500 and the \$87,500?

**Mr. Campbell:** They will only repair the bad spots and put a coating on it, with the \$87,500 they are doing all the roof.

**Mr. Chavez:** If they take the roof off, they might find something else that is wrong, this is something that needs to be done.

**Ms. Leal:** That is in here.

*Fascia board is replaced at \$10.75/ft.*

*Plywood is replaced at \$85/sheet.*

*DensDeck style coverboard is replaced at \$85/sheet.*

*1-3" Insulation board is replaced at \$75/sheet*

There are other things also listed in there if they had to do them how much it would cost, and it is included in the quote.

**Mr. Crawford:** Advance came up with a cleaning.

**Ms. Leal:** I will talk about that next.

Mr. Crawford asked for a motion to approve. Mr. Campbell moved to approve A-2 going with Pristine quote of \$87,500, seconded by Mr. Diaz. Motion carried unanimously.

**Ms. Leal:** When Advanced Roofing was here, I asked about maintenance work, because we have New England Sheet Metal that does our H-VAC and plumbing, but we have no one to clean up our roof. There is a quote for \$950.00 they do;

*1. Clean complete roof system including all roof sump drains, conductor boxes and downspout drains, using compressed air, brushes, brooms*

*2. Test all existing roof scuppers and drains with water to make sure roof drainage is working properly.*

It says twice a year, but this quote is only for one. I am going to approve this quote with your blessing to do it once, but I would like to put them on our schedule for this to be done twice a year. This should help with the drains getting plugged up with leaves and other debris.

**Mr. Chavez:** We just approve this one can you hold of on this other one. This should be good for a year or two.

**Ms. Leal:** My concern is this guy was going to come and clean the drains tomorrow because I don't know how long its going to take Pristine to come and get the roof started.

**Mr. Campbell:** This is ongoing.

**Ms. Leal:** Yes.

**Mr. Campbell:** You don't have a maintenance person doing this right now, so you need this twice a year and I am in favor of this just because you need someone seeing the condition of the roof and if they see a problem they can fix it before it gets bad. I am a little concern on how it is written in the agenda. It is kind of piggyback in the repairs and quotes because it is two different companies. Bring it back next time as a ratification that way he can go ahead and get started because it will basically be approved at the next meeting.

**Ms. Leal:** We will have Pristine do the whole roof and Advanced Roofing will do the maintenance twice a year, and this will come back at the next meeting to be approved.

**Mr. Campbell:** You're not going to let them start tomorrow?

**Ms. Leal:** I don't know that is what I am asking.

**Mr. Campbell:** You are going to get some rain sometime this week and there is build up.

**Ms. Leal:** Okay, I will get them to come tomorrow.

**Mr. Chavez:** But if we approve this contract, you will be stuck with it, and we are going to have a brand-new roof.

**Ms. Leal:** I disagree the leaves are not going anywhere, and someone needs to remove them.

**Mr. Chavez:** Pristine doesn't have a maintenance with their contract?

**Mr. Campbell:** I don't think they do.

**Ms. Leal:** I can always ask, just tell me what you need me to do.

**Mr. Campbell:** I already told you what I think we should do. For the maintenance agreement is it on a year-to-year basis?

**Mr. Crawford:** We can approve this first one and go with a year-to-year basis.

**Mr. Campbell:** I will tell you what I would like to do, we can approve for this cleaning then ratify the contract at the next meeting.

**Mr. Chavez:** That way it gives you time to ask Pristine if they do any type of maintenance.

Mr. Crawford asked for a motion to approve. Mr. Campbell moved to approve A-2 going with Pristine quote of \$87,500 and Advanced Roofing for the maintenance scheduled tomorrow, bring back next meeting a ratification for the maintenance contract, seconded by Mr. Chavez. Motion carried unanimously.

- A-3 Approval of Board Policy 1002, Board of Trustees – Legislative Function: Second Reading

**Ms. Leal:** To the best of my knowledge there was no changes at the last meeting. They are, adding Director of Library Services are the highlighted areas which have been changed from the first reading.

**Mr. Campbell:** Principal is the wrong principle, exempt in the case of emergency, as determined by the Board of trustees, a policy revision or addition shall be presented at one meeting, discussed and acted upon at the second meeting. Do we need to spell out in case of an emergency we can bypass the first reading. I thought we had that in there.

**Ms. Leal:** We did talk about that.

**Mr. Campbell:** In other words, if the board decides to waive the second reading, they can vote on it that night.

**Ms. Leal:** Instead of saying acted upon the second reading you want me to say bypassing second reading. The policy revision or addition can be presented at one meeting forgoing the need of a second reading.

**Mr. Campbell:** The Board majority can waive the second reading of all policies if needed. You can put it in your own language.

**Ms. Leal:** Okay, I get you now.

- A-4 Approval of Board Policy 1004, Board of Trustees – Number of members, terms of office: Second Reading

**Ms. Leal:** The suggestion at the last board meeting was instead of it saying Coalinga-Huron Unified School District it was suggested for it to say Trustees of the Coalinga-Huron Unified School District so that it spells out who is doing that. Previously the changes I made was in B. *and not legally disqualified from holding civil office.*

Mr. Crawford asked for a motion to approve. Mr. Campbell moved to approve A-4, seconded by Mr. Diaz. Motion carried unanimously.

- A-5 Approval of Board Policy 1001, Board of Trustees – Second Reading

**Ms. Leal:** Changed Librarian to Director of Library Services on paragraph one and two.

**Mr. Campbell:** Last paragraph it says writing and it should be written; I don't know why it even says written it should just say; "These policies".

**Ms. Leal:** Okay, and you are correct. I will correct that.

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

- A-6 Approval of Board Policy 1005, Board of Trustees - Election: Second Reading

**Ms. Leal:** On B. a board member brought up that the term expires in December not in November. C. I borrowed it from somebody and on D. I was asked to take Joint out since it is not Joint anymore. Also, on D. there is a typo it reads; *Tie Vote: In the event of a tie vote in the election of members of a governing board, the governing board has to obtain to determine the winner or winners either by lot or by calling a special run-off election.* Help me fix it.

**Mr. Chavez:** But we have no say at the election of the School Board so this does not even pertain to us.

**Ms. Leal:** Yes, but we still have to have some way of splitting the tie.

**Mr. Campbell:** But you have no control over that. If those two tie and we make a decision that he is on the board, but the school has a different policy to pick a winner which they would probably have to go back to an election. He can get elected, but we said he is on the board so we don't have any control over tie breakers. We can take all of D. out.

**Ms. Leal:** That works for me.

**Mr. Campbell:** You also have Joint on A. and on B. it is every *even* number year's not *odd*.

Mr. Crawford asked for a motion to approve. Mr. Campbell moved to approve A-6, seconded by Mr. Diaz. Motion carried unanimously.

## V. DIRECTOR'S UPDATE

- Interviewed six people for the Technical Service Clerk we will interview another six on Thursday.
- I am very frustrated that the Union has not approved the job descriptions. We don't fall under the Ralph C. Dell act because we are not state employees. It says in a reasonable amount of time, well how much is a reasonable amount of time when I am trying to conduct a business. I am going to contact the union. You know they write us up. I am going to email them and put them on notice. Last I heard they had to send up to the higher officials, I want to know what higher officials they sent it up to that they are

lagging on it. I have three positions to hire and its just no way to run a business. They did say something about hiring someone and just letting them know that the job description is pending. This been happening for six weeks already.

**Mr. Campbell:** Have you checked with our legal?

**Ms. Leal:** No, but I will give them a call. I talked to Mr. Davison about it.

**Mr. Campbell:** He knew the state law, but not our law, but our attorney will know.

**Ms. Leal:** It will cost us, but that is okay.

**Mr. Crawford:** We pay him anyway.

**Ms. Leal:** Yes, we have him on a retainer.

**Mr. Campbell:** You do?

**Ms. Leal:** We pay him \$300 a month to keep him on retainer.

**Mr. Campbell:** But you pay him so much an hour to put him to work. If he doesn't work for a month, he still gets paid \$300.

**Ms. Leal:** Crazy how that works.

**Mr. Chavez:** Part of having him on a retainer is that you can ask him questions. Look over your contract.

- Melba Mchaney from the Huron Branch is retiring on February 28<sup>th</sup>. We will have a little breakfast for her at Café 101 everyone pays their own meal. If any of you would like to go you are more than welcome to attend.

## VI. BOARD MEMBER REPORT

**Mr. Campbell:** Nothing to report.

**Mr. Chavez:** Nothing to report.

**Mr. Diaz:** Nothing to report.

**Mr. Crawford:** Nothing to report.

## VII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Campbell. Motion carried unanimously. Meeting was adjourned at 6:06 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, March 11, 2025, at 5:30 P.M. at the Huron Branch Library.